


Santa Teresita
Youth Conference Center

Handbook for Leaders, Chaperons, and Volunteers



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Santa Teresita Youth Conference Center

Leaders, chaperons, and Volunteer

HANDBOOK

Table of Contents

| | |
|---|----|
| Welcome Roles and Expectations | 3 |
| What to BRING List / What NOT to Bring List..... | 4 |
| Rules for ADULTS Chaperones and Leaders..... | 5 |
| Rules for Retreatants, STUDENTS, and GUESTS..... | 6 |
| Safe Environment Policy..... | 7 |
| Pool Policy..... | 8 |
| Trail Use and Rules..... | 9 |
| Trail Safety Procedure for Adults..... | 9 |
| Basic Safety Information..... | 9 |
| Warming Fire Rules..... | 10 |
| Proper Use of Facilities and Damage Responsibilities..... | 10 |
| Cleaning Policy..... | 10 |



Roles and Expectations For Adult Leaders, Chaperones, and Volunteers

Each parish attending a STYCC sponsored retreat must provide the required number of adult chaperones to accompany their youth. A minimum of one adult chaperone per every 10 minors is required. Diocese of Fresno policy states that adult chaperones should be over 25 years of age. No one under the age of 21 can be an adult chaperone. More adult chaperones are sometimes needed so that each gender has adequate adult chaperone supervision. All adult chaperones must be Safe Environment certified, as per our Safe Environment policy in our STYCC Handbook.

We ask each parish to designate a **health services representative**. This person will be responsible for dispensing necessary medication to the parish youth.

STYCC trusts that each parish will choose adult chaperones that will be positive and fully able to follow and promote the rules and safety procedures stipulated in the STYCC Handbook. Adult chaperones may also serve as **team leaders**, primarily serving as small group leaders.

The primary duties of an adult chaperone / team leader:

- * *To ensure the safety and wellbeing of young people.* This will be managed throughout the day and night.
- * To be present during orientation meeting.
- * To be present at all places youth are present, in order to supervise youth. This includes supervision during talks, presentations, meal times, free-time, night time, and designated activities.
- * To help guide small group discussions and group activities.
- * To encourage positive behavior and participation, especially during talks, presentations, and purposeful activities. If distracting, unkind, or unsafe behavior is exhibited, the adult chaperone will work with the young person(s) to redirect his/her behavior or problem-solve.
- * To monitor the night making sure no young people leave the dorm building, unless medical or emergency attention is needed.
- * To guide dorm clean up, outdoor clean up, dining table clean up, and meeting space clean up.
- * As issues arise, especially in case of emergency, ***communication is extremely important***. Make sure to quickly share information that requires immediate attention by seeking out any staff or retreat team members

Please read over the information in this handbook, as we feel it will help us work together in making your retreat faith-filled and meaningful. We eagerly look forward to your time at STYCC.

Sincerely in Christ,

Cristal Juarez, Ministry Director

What to BRING List / What NOT to Bring List

For Overnight Retreatants, You Must Bring: *STYCC does not provide bedding for guests, so please bring...*



- Sleeping Bag or Sheets and Blankets (*twin size*)
- Pillow and Pillow Case
- Towel
- Toiletries (*shampoo, soap, toothbrush, toothpaste, etc.*)
- Warm clothes/jackets or sweaters for cool night activities
- Rain Jacket, Poncho or Umbrellas
- Clothes for hot days
- Athletic/hiking shoes or walking shoes
- Refillable Water Bottle
- Flashlight
- Open Spirit



Reminder... Santa Teresita YCC does not cancel outdoor activities due to weather. Please bring warm clothes for night activities and dress appropriately.

You May Also Bring:

- Sunscreen
- Hat or Visor
- Sunglasses
- Swimming attire (*see Pool Policy dress code*)



Do NOT Bring:



- Weapons
- Illegal Drugs
- Alcohol
- Fireworks
- Inappropriate clothing, books or magazines
- Lighters
- Knives
- Gum
- Closed attitude

Since each retreat and activity at STYCC is a unique event designed for a particular purpose, **other restrictions may apply, including the use of cell phones, computers and electronic devices.** Please see the “What to Bring / What Not to Bring” list for the retreat/event you will be attending, or consult your parish, school or organization representative.

Rules for ADULTS Chaperones and Leaders

Santa Teresita Youth Conference Center (STYCC) offer retreat that have an experiential encounter with Christ, during confirmation retreats, we focus on presenting and preparing experiences of teachings they have learned in confirmation classes.

Each parish attending a STYCC sponsored retreat must provide the required number of adult chaperones to accompany their youth. A minimum of one adult chaperone per every 10 minors is required. Diocese of Fresno policy states that adult chaperones should be over 25 years of age. No one under the age of 21 can be an adult chaperone. More adult chaperones are sometimes needed so that each gender has adequate adult chaperone supervision. All adult chaperones must be **Safe Environment** certified, as per our Safe Environment policy in the STYCC Handbook.

We ask each parish to designate a **health services representative**. This person will be responsible for dispensing necessary medication to the parish youth.

STYCC trusts that each parish will choose adult chaperones that will be positive and fully able to follow and promote the rules and safety procedures stipulated in the STYCC Handbook. Adult chaperones may also serve as **team leaders**, primarily serving as small group leaders.

All STYCC retreats are made up of several components some of these are; large group presentations, small group presentation, night activities, outdoor trail activities, adoration, mass, reconciliation service (if time permits).

Active participation of chaperones is required at all times; instructions will be given during orientation with facilitators.

For One Day Confirmation retreats do not have a reconciliation service. Please have students attend prior to retreat.

The primary duties of an adult chaperones, leader and volunteers:

1. To ensure the safety and wellbeing of young people. Always treat young people with respect and value. Be supportive, assuring, and positive.
2. Immediately report any suspicion of child abuse or inappropriate behavior by an adult to STYCC management and your group representative. (Read: *Safe Environment Policy*)
3. To encourage positive behavior and participation, especially during talks, presentations, and purposeful activities. If distracting, unkind, or unsafe behavior is exhibited, the adult chaperon will work with the young person(s) to redirect his/her behavior or problem-solve. Chaperones must **not** independently discipline the youth. Chaperons may not discipline other parish's students. Please refer to *Catholic Diocese of Fresno Safe Environment policy* and *STYCC Rules for Retreatants, Students and Guests*. Please make STYCC staff aware of disciplinary problems.

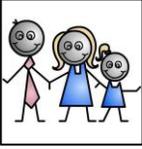
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4. To help guide and participate, in order to supervise youth. This includes supervision during large and small group presentations, outdoor trail activities, night activities, adoration, mass, reconciliation service, free-time, meal times, and night time.
5. To guide dorm clean up, outdoor clean up, dining table clean up, and meeting space clean up.
6. To monitor the night making sure no young people leave the dorm building, unless medical or emergency attention is needed.
7. Immediately report anything dangerous or hazardous related to the facilities, wildlife, food, etc. to STYCC management and your group representative.
8. As issues arise, especially in case of emergency, **communication is extremely important**. Make sure to quickly share information that requires immediate attention by seeking out STYCC staff.
9. In case of an emergency, dial 9-1-1 and notify STYCC management and your group representative. Phones are located in the dorms, pool area, break room, and administration offices. In the event of a fire or emergency, ALL PERSONS will evacuate to the cement courtyard and wait for further evacuation instructions. You are responsible for making sure all persons are accounted for.
10. All adults must follow the *STYCC Rules for Retreatants, Students and Guests*, which involves proper dress attire, appropriate behavior, and prohibitions.
11. No unauthorized adult is permitted on STYCC property.

Rules for Retreatants, STUDENENTS , and GUESTS

In order to ensure that everyone has a safe and positive experience, everyone must adhere to the following rules. Any infraction of these rules may result in dismissal from STYCC.

1. All adults must follow the *Diocese of Fresno Safe Environment* policy. (Read: *Rules for Adult Chaperones and Safe Environment* policy)
2. Treat each person with kindness and respect.
3. No inappropriate behavior is allowed such as fighting, activities that may cause injury, hazing, pranks, foul language, inappropriate intimacy, theft, or bullying.
4. Alcohol, weapons, firearms, knives, smoking, and illegal drugs are prohibited.
5. Treat the facilities as a home. Do not misuse or damage anything related to the buildings, equipment, dining facilities, and grounds. You are responsible for any damages.
6. Care for the natural environment by properly disposing of all trash and treating the living surroundings with respect.
7. All exits and passageways must be kept clear of any obstructions such as chairs and tables.
8. Dress modestly and appropriately at all times, we recommend you dress for comfort. Any symbols or writing on clothing must be wholesome and clean. No provocative attire is allowed. Shorts must have an appropriate length and tops must have appropriate coverage.
9. Swimming pool attire: Boys must wear appropriate length trunks and girls must wear a one-piece bathing suit. You must follow all rules and regulations related to the pool. (Read: *STYCC Pool Policy*)
10. Boys are not allowed in the girls' dorm, and girls are not allowed in the boys' dorm.
11. No food or drink other than water is allowed in the dorms for health and safety reasons.
12. Minors are not allowed off the premises unless accompanied by a chaperone or parent.
13. No unauthorized person is allowed in the kitchen at any time. Only certified STYCC personnel are allowed to prepare and serve food.
14. No minor is allowed to hike alone or without an adult. (Read: *Trail Rules*) Please wear appropriate shoes and stay on the designated trail.
15. Do not handle any wildlife and stay clear of any creature that may be considered dangerous. Please notify STYCC staff if you see any dangerous creatures.
16. Upon departure all retreatants are required to clean the facilities to an acceptable level.



Safe Environment Policy

STYCC maintains compliance with the CA Penal Code Article 2.5 –the Child Abuse and Neglect Reporting Act (Section 11164-11174.3). STYCC Management and staff are mandated reporters, as outlined by Section 11165.7a-6, and reserve the right to report suspected abuse to the proper authorities.

STYCC fully supports and is in full compliance with the *Catholic Diocese of Fresno Safe Environment* policy. The goal of Safe Environment is to protect and ensure the safety of young people by training and screening (background checks) adults who interact with minors. STYCC policies and rules related to Safe Environment are as follows:

- 1) All adults representing STYCC, including staff and volunteers, are required to complete the *Diocesan Safe Environment* training and successfully pass a background check.
- 2) All adults accompanying Catholic organizations must be in compliance with the *Catholic Diocese of Fresno Safe Environment* policy, including training and screening. The pastor, principal or chief executive of the renting Catholic organization must sign Section 12 of the renter's agreement verifying that all accompanying adults have completed either the *Catholic Diocese of Fresno Safe Environment* requirements or a similar process provided by other Catholic dioceses. Non-Diocese of Fresno Catholic organizations must sign the form: *Safe Environment Child Protection Verification*.
- 3) In addition to adherence to *Diocesan Safe Environment* regulations, all Non-Catholic renting organizations must provide a certificate of insurance naming the Catholic Diocese of Fresno as additionally insured. The official representative must complete and sign the form: *Child and Youth Protection Verification for Non-Catholic Groups*.
- 4) Diocese of Fresno policy states that chaperones should be over 25 years of age. No one under the age of 21 can be a chaperone. Generally, one chaperone should be provided for every 5-7 minors depending upon the activity and age of the participants. A minimum of one chaperone per every 10 minors is required. More chaperones are often needed so that each gender has adequate chaperone supervision. STYCC requires that groups provide a minimum of two chaperones (per gender if spending the night), even if there are fewer than 10 youth.
- 5) All adults accompanying Catholic and Non-Catholic organizations must read and understand the *STYCC Rules for Adult Chaperones and Leaders*. The official representative of the renting organization must require all attending adults to have read and understand this document by the time of arrival.
- 6) When minors occupy STYCC facilities, no unauthorized adults are allowed on the premises.



Pool Policy

The policy pertains to all users of the pool.

STYCC maintains compliance with CA State laws and Diocese of Fresno (DOF) policies related to pool safety, regulations, and equipment. The following policies and rules are in place to ensure the health, safety and a secure environment for all participants.

- 1) ***Diocesan Safe Environment* policies prohibit the use of the pool by any outside persons, when youth occupy STYCC facilities- no exceptions.**
- 2) The pool will be closed between 9 P.M. and 9 A.M. daily. The pool is open during designated seasons and times of the day. Pool use must be pre-arranged by renting group at least 30 days prior to use.
- 3) **The maximum capacity of the pool is 50 persons.**
- 4) **Groups using STYCC or STAR facilities are responsible for providing a certified lifeguard(s) if they are using the pool. Proof of certification must be submitted to STYCC before use of the pool. One certified lifeguard is required per 25 minors. A lifeguard with a valid lifeguard certification must be present when minors are using the pool – no exceptions.**
- 5) In case of emergency DIAL 9-1-1. A phone is located in the pool office.
- 6) *Diocesan Safe Environment* policy and *STYCC Rules* apply to pool use.
- 7) All safety rules are posted by signage within the pool area and clearly visible. The safety rules include, but are not limited to, no diving, no running, no horseplay, no activities that may cause injury, no glass items, no foul language, no smoking, no alcohol, no weapons, and no eating or drinking (other than water) in the pool area. Any violation of rules may result in elimination of pool use and/or expulsion from STYCC.
- 8) In addition to lifeguards, one safe environment certified adult must be present in the pool area for every seven youth under the age of eighteen.
- 9) **All non-dioceses of Fresno organizations must provide additional documentation related to safe environment and insurance. (Details provided upon request)**
- 10) **Dress Code** appropriate attire is required: Boys must wear appropriate length trunks and girls must wear a one-piece bathing suit.
- 11) For **Minors (10 and over)** unaccompanied by a parent or legal guardian, all permission slips and parental waiver/release forms must be signed and received by STYCC from the parent/legal guardian before the child/children use the pool.
- 12) **No Diapers are allowed in the pool area.**
- 13) All minors **under the age of 10** must be supervised by a parent or legal guardian at all times. Permission slips and parental waiver/release forms must be signed by the parent/legal guardian before the child/children use the pool. All swimmers must be able to swim the short length of the pool (approximately 30 ft.). The on duty lifeguard as the authority to test anybody for this ability.
- 14) All safety equipment is easily accessible and maintained for proper use.

Trail Use and Rules



The clearly marked trails surrounding STYCC are for the use and enjoyment of our retreatants. We ask you to stay on the trails in order to avoid rattlesnakes, poison oak, and hazardous terrain.

- 1) No youth can use the trails without adult supervision.
- 2) We encourage the use of trails in groups consisting of at least two youth and two adults, with a ratio of no more than seven youth to one adult.
- 3) All groups will receive a brief orientation regarding trail rules and safety precautions at the start of each retreat, program and event.
- 4) An adult must take a head count of youth and take all necessary measures to keep track of all youth during the hike.
- 5) STYCC observes the **leave no trace** rule: Respecting nature by not taking anything or leaving anything behind.
- 6) For safety reasons, leaders for night hikes must provide adequate lighting.



Trail Safety Procedure for Adults

All adults accompanying youth on trails must adhere to these guidelines in order to prevent injuries and accidents.

- 1) Watch for and avoid hazards (*i.e. broken overhanging limbs, flooded creeks, lightning, poor footing, poison oak, snakes, etc.*)
- 2) Stay on the designated trail at all times.
- 3) Stay out from under trees during times of high wind.

In case of severe injury or health-related injury, the trail guide should:

- 1) Take necessary first-aid action in order to prevent loss of life (*i.e. CPR, direct pressure to stop severe bleeding, etc.*)
- 2) Dial 9-1-1 in case of emergency.
- 3) Take firm charge of the situation. Reassure the injured person and the trail group.
- 4) Keep the injured person and trail group calm while awaiting assistance.
- 5) In case of fire on the trail, stay away from the fire's path, alert the supervisor and take the safest route back to the retreat site.

Basic Safety Information



First Aid and Fire Safety measures are required to ensure the safety and well-being of each person and the environment.

- 1) In case of an emergency, DIAL 9-1-1 and notify STYCC management and the leader of the renting organization.
- 2) If you see a fire immediately report it to STYCC management and DIAL 9-1-1.
- 3) We require that each renting organization provide a First Aid certified person.
- 4) FIRST-AID KITS are located in the Dorm meetings rooms, Dining Hall break room, Pool Office, Recreation room, and Administrative Office in dining hall.
- 5) No campfires are permitted at STYCC unless approved by the STYCC manager.
- 6) All exits and passageways must be kept clear of chairs, tables, etc.

Warming Fire Rules



Warming Fires are only permitted in designated area. Warming Fires are only permitted if the temperature falls below 51 degrees and only between the dates of December 1st to April 30th. Fires cannot be any larger than 2 feet by 2 feet.

- 1) Only adults are allowed to start and tend to the fire.
- 2) Chaperones must be in the Warming Fire area when minors are present.
- 3) Only use non-treated wood. You may bring newspaper and matches to start fire.
- 4) You cannot use: combustible lighter fluid, charcoal, or any other flammable material.
- 5) The Warming Fire cannot be used to cook food. Only adults are allowed to warm simple dessert items, like Smores.
- 6) No Warming Fires are allowed on windy days or windy nights.
- 7) Warming Fires must be completely extinguished with water by an adult before leaving area and the area must be clean of all food debris.
- 8) STYCC reserves the right to cancel a Warming Fire event at any time.
- 9) Renter is responsible for all damages to buildings, grounds, and equipment caused by Warming Fire.



Proper Use of Facilities and Damage Responsibilities

Providing quality facilities is a high priority for STYCC. In order to maintain a quality, clean atmosphere the following rules apply:

- 1) Groups are not allowed to use any tape that leaves a sticky residue, or use tacks, nails, screws, etc. in any part of the buildings.
- 2) Open-flame candles are NOT PERMITTED at STYCC. Please use flame-less candles, battery operated candles, or LED candles.
- 3) Incense is not allowed in any of the buildings.
- 4) Groups are responsible for all damages to buildings, grounds, and equipment caused by the groups, other than ordinary wear and tear. The cost for repair or replacement may include labor costs.



Cleaning Policy

STYCC requires groups to clean all used facilities to an acceptable level by time of checkout. A site check by STYCC management and the group leader will be conducted prior to group's departure. If not cleaned to a satisfactory level, there may be an added charge for cleaning. Satisfactory level means the following:

- 1) All property of the group must be removed.
- 2) All trash inside the facilities and outside on the premises must be placed in the garbage dumpster.
- 3) All floors swept broom clean.
- 4) All sinks cleaned of debris.
- 5) Furniture returned to its original location.
- 6) All signs and residue must be removed and cleaned off surfaces.
- 7) Damage must be brought to the attention of STYCC management. Costs for damages may apply.