



# KENTUCKY YMCA YOUTH ASSOCIATION STUDENT OFFICER SAFETY & CODE OF CONDUCT FORM

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

School: \_\_\_\_\_ Gender: \_\_\_\_\_ Birthday: \_\_\_\_/\_\_\_\_/\_\_\_\_ Phone Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### PARENT/GUARDIAN INFORMATION

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_

### EMERGENCY CONTACTS (If a parent/guardian is not available in case of emergency)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_

### STUDENT MEDICAL INFORMATION

Name of Physician: \_\_\_\_\_ Office Phone: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_

Medical Concerns (Allergies, Illnesses, Injuries, Operations, etc.): \_\_\_\_\_

\_\_\_\_\_

Dietary Restrictions (food allergies, gluten free, vegetarian/vegan, etc.): \_\_\_\_\_

\_\_\_\_\_

Currently Prescribed Medication(s): \_\_\_\_\_

Medical Insurance? Yes \_\_\_\_\_ No \_\_\_\_\_ Carrier: \_\_\_\_\_ Policy/Group # \_\_\_\_\_

I certify my child is up to date on all immunizations and vaccines. Yes \_\_\_\_\_ No \_\_\_\_\_

My child's last Tetanus Shot was \_\_\_\_\_ (insert MM/DD/YY)

### PARENT/GUARDIAN'S AUTHORIZATION

I hereby give permission to the Kentucky YMCA to sign onsite waivers of liability on my behalf. I hereby give additional permission to the physician selected by the Kentucky YMCA representative to order X-rays, routine tests and treatment for the health of my child. In the event I cannot be reached in an emergency, I give permission to the attending physician to hospitalize, secure proper treatment for, and to order injection and/or anesthesia and/or surgery for my child named on this form. I understand my insurance will cover this expense, or I will assume responsibility for medical expenses resulting from illness and/or injury.

### TRANSPORTATION

I hereby grant the Kentucky YMCA Youth Association permission to transport my child by bus or other necessary vehicle for conference purposes and/or medical need.

### ROOMING POLICY

I understand that rooming is assigned by gender and that I will share a room, and in many cases, a bed with other student(s). No more than two students will be assigned to a bed. I understand that in order to room with an adult other than my guardian I must have notarized parental consent and permission from the KY YMCA.

### REFUND POLICY

I understand that all fees are non-refundable. In the case of extenuating circumstances, a portion of payment may be refunded by the KY YMCA based upon written request from the student, parent, or advisor.

**Delegate Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

KY YMCA Staff adhere to a Staff Code of Conduct governing appropriate interaction and behavior with children and teens. Staff members and Volunteers are not permitted to participate in activities with participants outside of Kentucky YMCA events, have completed child abuse prevention training, and submitted to background checks. To report questionable conduct by a Kentucky YMCA staff member or volunteer, call 800-860-7293.

**OFFICER CODE OF CONDUCT**

The purpose of this code is to identify personal behavior that is consistent with the mission of the Kentucky YMCA. Students sent home for violations would be at the expense of a parent/guardian. All accusations/allegations of conduct violations will be taken seriously. Officers may lose their position within the Kentucky YMCA if they do not abide by the Student Officer Code of Conduct.

Violations are to be brought to the attention of Y-Staff. Delegates in violation are subject to disciplinary actions at the discretion of supervising adult and Y-Staff including but not limited to: calls to guardian(s); incident/behavioral report filed; sent home; school policies implemented. If state/federal law is broken, Y-Staff will notify law enforcement and guardian(s) and delegates will be sent home. Y-Staff reserves the right to alter disciplinary actions as needed.

**EXPECTATIONS OF OFFICERS**

1. Officers will abide by the signed Candidate Commitment form and this Officer Code of Conduct for the duration of one year while serving the Kentucky YMCA programs.
2. Delegates, especially officers, shall demonstrate respectful, responsible, caring, and honest conduct before, during, and after all KY YMCA functions. This includes but is not limited to: social media, physical and verbal interactions, electronic communication. Above all else, other people's needs/requests must be respected. Officers are an official ambassador of the Kentucky YMCA, and should model their behavior as such.
3. All delegates, especially officers, share the responsibility for their actions when violations by students or adults are witnessed. Those present who do not act to remedy and report the violation shall be considered participants. There are no "innocent bystanders."
4. Bullying of any kind will not be tolerated. This includes but is not limited to physical, verbal, mental, cyberbullying.
5. Delegates are legally and financially liable for removing, defacing, or willfully damaging public or private property. Vandalism, destruction of property, or misuse of facilities may be a crime and will be treated as such.
6. No delegate shall leave a Kentucky YMCA function without the approval of a supervising adult, guardian, and program director. Students must be signed out by an adult listed on their Authorized Pick-Up Form.
7. Food, candy, and beverages other than water are not permitted in any meeting spaces, unless medically needed. Delegates will abide by any rules put into place by Y-Staff at other locations.
8. Cell phones, music players/speakers, or other wireless communications should not be used during meetings or formal programming time. Delegates will abide by any rules put into place by Y-Staff at other locations.
9. The use of tobacco products, e-cigarettes, vaping products, illegal drugs, alcoholic beverages, legal drugs without prescription, open flame, and the burning of candles, incense or wax melts is forbidden.
10. Delegates may not enter sleeping rooms other than those assigned to them without permission from Y-Staff.
11. All delegates shall be in assigned rooms by curfew, and remain there until curfew ends.
12. Physical intimacy between participants is inappropriate at all times during Kentucky YMCA programs. Physical intimacy includes, but is not limited to: romantic interactions, unwanted or inappropriate physical contact, unwanted comments/conversation, etc.
13. Officers must follow the Kentucky YMCA's social media policies. All electronic content must be deemed appropriate by Y-Staff. This includes but is not limited to: photos, posts, messaging, hashtags. There is a ZERO tolerance for bullying (including cyberbullying).
14. Delegates will wear their OWN Name Tags visibly around the neck at all times when not in their assigned sleeping rooms.
15. Unless there is a fire, delegates will not pull the fire alarm. Pulling a fire alarm is a serious offense, and offenders will be held financially and potentially criminally liable. Alarms summon the Fire Dept. and require evacuations.
16. Use of personal vehicles by delegates during any Kentucky YMCA program is strictly prohibited.
17. Weapons of any kind and items that could cause injury/damage to participants/property are forbidden.

**DRESS CODE: KYA & KUNA**

The Dress Code is designed to support our emphasis on professional development at KYA and KUNA. Anyone not in compliance with the Dress Code may be asked to change, and Delegation Adults will be notified. Y-Staff reserves the right to remove Delegation of Excellence after 3+ dress code violations. **Delegation Adults will Enforce Dress Code.**

**Day 1:** Business Prof. for Officers & Candidates

**Day 2: Day Time:** Business Professional  
**Evening:** Casual Attire

**Day 3:** Business Prof. for Officers & Candidates

**Not Allowed at Any Time:** Visible underwear, inappropriate/derogatory text or imagery, and attire deemed inappropriate/unsafe by Y-Staff.

**Business Casual**

- Collared Shirt (Tucked-in)
- Dress Top (Covers Shoulders)
- Optional Blazer/Coat & Tie
- Dress/Skirt (Knee-length+)
- Khakis/Dress Pants Practical
- Dress Shoes & Socks

**Business Professional**

- Collared Dress Shirt (Tucked-in)
- Dress Top (Covers Shoulders)
- Suit Coat/Blazer & Tie/Bow Tie
- Dress/Skirt (Knee-length+)
- Dress Slacks/Pants or Pantsuit
- Practical Dress Shoes & Socks

**Not Allowed for Business Casual/Professional:**

- Jeans, Fitness Pants, Sheer/see-through fabric, or Casual Footwear (Sneakers, Flip-Flops, Toms, etc.)

**DRESS CODE: GFI, LTC, & Y-Corps**

These programs provide an active environment in which you could find yourself crawling, climbing, covered in dirt or shaving cream, wet from head to toe, etc. This dress code is designed for the spontaneous and messy nature of these programs so delegates feel comfortable at all times, without risk of unsafe or malapropos exposure of the body.

**Tops** - secure and limits exposure during physical activity

**Pants or Shorts** - comfortable during physical activity or floor sitting; Shorts practical length, Skirts not recommended

**Shoes and Sandals** with laces/straps and support. Bare feet/flip-flops not recommended (at times not allowed) for safety.

**Swim Suits** should fit appropriately and be suitable for physical activity without risk of overexposure. Y-Staff may request a non-white shirt/shorts to go over suits for practicality and safety reasons.

**Not Allowed:** Visible undergarments, inappropriate/derogatory text or imagery, attire deemed inappropriate/unsafe by Y-Staff.

**Delegate Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_