Preparing and Managing Chaperones

Philosophy: the chaperones are the foundation of a successful NCYC. We should be grateful to them and respect their role by holding them to a high standard.

Our goal: to make NCYC as comfortable and as formative of an experience as possible for the whole Diocesan group.

Leadership structure for the duration of this trip:

I. Diocesan Staff (Mike Hall and Sean Robinson)
   - Charged with above goal and overseeing group leaders; transportation; hotel stay; NCYC registration; included meals; and emergency situations

II. Parish/School Group Leaders
    - In charge of your parish group being on time and where they are supposed to be; arrangements for group seating at NCYC sessions; overseeing your group’s chaperones and youth; arrangements for dinner on Friday and Saturday; emergency situations concerning your group; communicate concerns & emergencies to Diocesan staff

III. Chaperones
    - Charged with watching over small group (4-6) of youth from parish/school; have copies of their small group’s emergency medical forms; be an adult presence throughout the entire duration of the trip (chaperones are never “off-duty” and should act appropriately throughout the entirety of this trip); keep youth healthy and sane--make sure they eat and drink enough and are properly dressed; communicate concerns & emergencies to group leader. Chaperones are responsible for making sure the teens stay within the convention center and Lucas Oil Stadium, and only leave these sites for meals with adult supervision.

Expectations of ALL adults attending:

1. Completed all PGC and BCI requirements; follow all Diocesan Safe Environment Policies, including 2-adult rule when possible
2. Read and agreed to Adult Code of Conduct
3. Be an adult presence throughout NCYC, acting appropriately at all times and looking out for the welfare and safety of ALL youth present
4. Help facilitate sharing in small groups, on bus rides, and at hotel
5. No alcohol. Smoking is only allowed in designated areas away from youth
6. Youth have plenty of friends; they need leaders. Earn their respect first and friendship will follow
7. Read all medical forms for the youth for whom you are responsible
8. Be respectful! We do our best to make this experience as comfortable and formative for all youth attending. Do not cut in line; yell at other adults; leave sessions early; talk or text during sessions. Your youth are important, but so are all the youth present, and you need to be respectful and a role model to your youth at all times.
9. Take care of your own health and get the sleep you need to be present and aware.
10. Allow NCYC to be a formative experience in your own life and faith!

What we will do to help make Chaperone’s jobs easier:
- Provide clear expectations of their responsibilities
- Promise to treat them like adults, appreciating the sacrifices they are making to be there
- Provide them with a list of important phone numbers in case of emergencies
- Provide them with an emergency meet point near the conference, and transportation services for sick or hurt individuals back to the hotel
- Provide Group Leader meetings each evening back at hotel with a daily newsletter and resources for all Chaperones to make their job easier