

GUIDELINES FOR ADULT VOLUNTEERS

These guidelines have been set forth for your protection and the protection of all youth in the Youth Ministry programs of our parishes and Diocese. In all circumstances, reason and high moral standards are the motivating principle to be applied. These are intended to assist you in working with youth in a responsible and thoughtful manner. Feel free to contact the Office of Catholic Youth Ministry at 278-4626 for further clarifications.

Guidelines for adults (defined as 21 years of age and older) working with youth (defined as under age 18) in any capacity:

- Minimum of 2 adults present at all times (State of RI guidelines: normally 1adult per every 12 youth).
- Never be alone with youth out of witness of other adults
 - For listening situations: other adult must be in building, Never be alone with one youth without door ajar, or window people could see through. Inform others of beginning and ending time of listening 'session'.
 - For driving situations: please have another person in vehicle. If you must bring youth home and you are alone, phone ahead for leaving and that you'll call them when you've dropped youth off.
- Smoking - Do not smoke in presence of youth, smoking by youth is illegal.
- No drugs or weapons - at any youth function
- No Alcohol during any youth event at any time.
- No foul language or verbal abuse by adults or youth. Disciplining of youth should be done appropriately (child taken aside, confrontation done calmly and in a ministerial context).
- No physical abuse or corporal punishment.
- No sexual flirtations, advances, harassment, activity or abuse is allowed. Policy 5.3 is to be signed by all volunteers.
- No emotional abuse.
- Be appropriate about physical affirmation /contact. Be sensitive to person receiving the contact. When in doubt ask. See sexual misconduct policy for more specific information regarding appropriate contact.
- Phone calls to youth by adults should be done only for ministerial / programming reasons.
- Bear witness to our Catholic/Christian faith by your lifestyle and appearance.
- Serve as a model to youth by how you participate in the parish community, the weekly Mass, and how you continue to grow in your faith.
- Encourage youth to display morally appropriate behavior at all events
 - Dances - monitor re: hand placement, posturing, etc.
 - Dances - should have "no re-entry policy" (if youth leaves supervised area they may not re-enter dance.)
- Retreats: - see Diocesan retreat policy guidelines available through Office of Youth Ministry
- Overnight trips - must be sanctioned by parish, and monitored by authorized agent of the parish.
 - Chaperones must function as chaperones and not participants (primary reason to be there is for the kids and not for your own enjoyment)
 - Rooms should always be gender specific and should never allow visitation by members of the opposite sex without an adult present. Adjoining rooms must also be of same gender.
 - Adults may not room one on one with youth.
 - Proper supervision should be maintained within the context of the event (e.g. hall monitoring)
 - Drivers must be licensed, over 21 and have adequate insurance and abide by all traffic laws
 - Proper release, permission and medical forms are required for all trips away from parish property.
 - When buses are used, a certificate of insurance must be forwarded to the Catholic Mutual Insurance Office (minimum liability requirements can be obtained by calling that office at 278-4638)
 - Follow proper safety/health precautions particular to event (e.g. have lifeguard when swimming, ski instructors for those who've never skied).
 - Parent should be informed of policies re: contact person, dropping off and picking up youth. -Departure and arrival times should be clearly stated and abided by.
- First Aid Kits should be stocked, up to date and present at all functions.
- Arrival and departure of youth should be monitored
- Parents should be notified any time youth leaves event
- Athletics/Competitive Events
 - Encourage good sportsmanship. Groups should cheer for their team vs. jeering other team.
 - A Christian attitude should be displayed towards all officials, opposite team members and fans.
 - All Coaches must be complete Diocesan Certificate Program (PLACT) before coaching any CAL sport. Coaches must also abide by all above stated guidelines.
 - Minimum age requirements for head coaches
 - 21 for a head coach
 - 18 for an assistant coach
 - Coaches must demonstrate good sportsmanship and abide by these guidelines.
 - "Running Up" scores and pressing when unnecessary is unsportsmanlike.
 - Using ineligible players is unethical and can cause suspension.
 - Not allowing all team members sufficient opportunity to play in games is unhealthy youth ministry.
 - Coaches may not be in shower/changing rooms alone with any youth at any time.
- Movies
 - Use good judgment in movies for youth, must be rated PG13 or better. For R Rated movies which have value-based messages (written parental permission must be obtained.) The USCC has rating guides available. (The RI Catholic publishes these.ratings).
- Reporting procedures in the event of accidents or incidents should be clearly spelled out to all volunteers. [If child makes an allegation against an adult regarding abuse or any inappropriate behavior, the State Law requires that DCYF 1-800-RICHILD should be notified within 24 hours, you must also report it to your supervisor.] For further information call the Office of Education and Compliance at 401-941-0760.