



Boys & Girls Club of Northern Utah Guardian & Member Code of Conduct

Boys & Girls Club of Northern Utah is a youth facility which emphasizes individual growth for children by promoting a safe, healthy, and caring learning environment. We strive to provide a safe, caring and learning environment for all children, families and staff. We believe in equality and respect diversity of all people.

In order to achieve the above, it is imperative that **each** and **every individual** who is associated with our Club abides by this Code of Conduct and conducts him/herself in a respectful manner. Boys & Girls Club of Northern Utah expects that all adults and children within our Clubs be treated with dignity and respect.

Regardless of the capabilities of children, the safety and welfare of everyone in the program must be maintained. We don't have appropriate training for severe disabilities and we are not a behavior facility. **Capacity to self-regulate emotionally & physically is required of youth to attend the Club.** The safety and security of all youth and staff is the number one priority of the Club and can only be achieved when everyone is committed to following Club rules & principles.

Members MUST follow these Club Rules & Principles:

1. **BE RESPECTFUL:** Youth are respectful of themselves, others, property, equipment and space. Youth and families will be respectful of others' ideas. Youth and families will solve problems by talking and listening to each other respectfully to find a solution. They are respectful of the environment, equipment, and materials while attending Club programs. Racial slurs, derogatory name calling, hateful speech while at the Boys & Girls Club WILL NOT be tolerated.
2. **BE RESPONSIBLE:** Keep hands, feet, & objects to yourself. Youth are responsible for their own actions and words. When problems arise, problem solving techniques are used to try to resolve the issue in a positive way. Violence, aggressive behavior, destruction of property, running away, hiding, and the purposeful hurting of others will not be tolerated. Youth are responsible for their actions in all situations. Recognize that staff is responsible for the safety of everyone and cannot allow for youth, regardless of ability, to diminish the safety and security of others.
3. **BE SAFE:** Members need to be with staff in the scheduled areas. Youth need to stay in designated areas and in the supervision of staff. Staff are not allowed to be alone with youth and cannot leave their group to chase or find a member. Members must be able to stay with their group, obey group expectations, maintain appropriate space and participate in programs to attend the Club.
4. **BE SUPPORTIVE OF LEARNING:** Use appropriate voice and language. Youth will learn to the best of their abilities and support the learning of others.
5. **BE RESPECTFUL OF ALL CLUB AND PUBLIC SPACES:** Youth will use equipment properly, youth will follow the rules of the public spaces visited, youth will be respectful of others at the club or in public spaces. Youth will pick up after themselves and assist in cleaning up and putting away equipment and supplies after activities.

A positive environment for children, parents, staff and others involved in our Club is required. If there are problems or questions that need to be addressed, please set a time to meet with the site director or administration and do not take away from the program or address your issues in front of other youth or staff or while programs are going on. Emails and phone calls are always acceptable.

The following, while not limiting, are examples of unacceptable behavior:

1. **All forms of bullying:** i.e. physical, verbal, emotional, social or cyber-bullying including comments, actions or visual displays that are intentional, hurtful and repetitive (i.e. hitting, pushing, name-calling, mocking, excluding someone, spreading rumors or gossip either in person or by using social networking internet sites);
2. **Harassment:** behavior that degrades, demeans, humiliates or embarrasses someone (i.e. touching, name-calling, offensive jokes, yelling, racial slurs, etc.);
3. **All forms of abuse:** sexual, physical, or psychological (including verbally, in writing or otherwise);
4. **Discrimination:** against any person or group because of their race, color, ancestry, nationality, place of origin, ethnic background, religion, age, sex, gender-determined characteristics, sexual orientation, marital or family status, source of income, political belief, and physical and mental disabilities;
5. **Actions that put another person at risk of harm** including violent or attempted violent physical acts (with or without a weapon) and threatening someone; and
6. **The inappropriate use of technology**, including e-mail, the internet and other technology, in keeping with the Club's policy on the use of technology
7. **Unacceptable Items:** Cigarette lighters, drug paraphernalia, weapons of any kind, chains, lasers are not allowed. No gang attire or clothing with offensive language, or that markets any drug will be allowed. Clothing must cover youth. Shirts and shoes are required to attend the Club.

Late Policy: The Boys & Girls Club closes at 6:30 P.M.. Starting at 6:40 P.M. parents will be charged a late fee of \$10.00 every 10 minutes. Any late fees accrued will be due upon pick up. *Budget constraints do not allow us to pay our staff to stay late. Staff is under obligation to call Child Protective Services if your child is not picked up within 45 minutes of the Club's closing. We DO NOT want to take this step, so please be considerate of staff time and make arrangements for your child/children to be picked up on time. ****If you experience an emergency situation, please contact our staff immediately to make arrangements.***

Transportation Rules: Youth will be transported for various reasons during Club programming. All youth must adhere to club transportation rules to maintain transportation privileges. Transportation is only for youth attending the Club programs.

- Your child must obey all Club rules while riding the van.
- Your child must wear a seatbelt at all times in the van.
- Your child is not permitted to open or close the van door(s) at any time. Staff is required to open all doors for Members during transportation.
- Your child may not behave in any way to distract any driver in the van or on the roadway.
- No food or drink is allowed in the van.
- If your child loses his/her transportation privileges, refunds will not be given.
- **Attendance notifications are required for transportation. Failure to inform the Club of your members absence for 3 consecutive instances will result in removal from the pick-up list and they will no longer be transported.**

I, _____, and
(Club Member Signature & Name)

_____ on _____ agree to
(Guardian Signature & Name) (date)

follow the contents of this code of conduct. I understand if I do not follow this code of conduct the Boys & Girls Club can refuse to serve any person or family. A Code of Conduct must be signed individually by each Club Member and Guardian.