

Ohio Meadville District Youth Adult Committee Executive Policies

Created September 2004 by Tim Eber (2004 Conference Dean)

Abbreviations For Reference

OMD – Ohio Meadville District

YAC – Youth Adult Committee

”Con” – A Conference

DOCUMENT DESCRIPTION

The following are the current standings of the OMD YAC, in terms of how the committee deals with general situations. The OMD YAC Executive Policies are meant to be a guide for the executives of YAC. They are designed to promote and assist in the facilitation of the committee. These policies are not binding in terms of how YAC operates. For the governing of YAC please see the OMD YAC ByLaws document.

Definition of Policy

YAC defines a policy as a general rule, which may be used in a general sense.

Changes to this Document

In specific situations, the executives of YAC may decide to temporarily modify a policy without changing this document. When a policy is changed permanently in terms of the general situation, this document should be updated.

1.0 Registration

1.1 Conference Registration

1.2 YAC Meeting Registration

1.3 Adult Registration

1.4 Leaving a conference

2.0 Visitors**3.0 Adult and Youth Relationships****4.0 Transportation**

4.1 To or From a YAC event

4.2 During a YAC event.

5.0 Scholarship Program**6.0 Personal Items at Conferences**

6.1 Medications

6.2 Items not permitted to YAC events

6.3 Exceptions

7.0 Compensation for YAC elected officials

7.1 Claiming Volunteer Service Hours

1.0 Registration

1.1 Registration for Conferences

- 1.1.1 Pre-Registration is required, no youth walk-ins are to be accepted.
- 1.1.2 Conference Forms must filled out online by the deadline.
 - 1.1.2.1 Deadline Dates are to be set as the Monday before the Friday before the con, and made public as soon as possible.
Updated at SPRAC YAC 2007
 - 1.1.2.2 Late Forms cannot be accepted after registration closes online.
- 1.1.3 Limitations of youth, or persons, for conferences are given to the Conference Dean, by the Host Church, and are strictly enforced.
- 1.1.4 If a youth must be turned away at the door, as per the form their parent/guardian signed the parent/guardian must pick the youth up from the conference that night as soon as possible.
 - 1.1.4.1 In the event arrangements cannot be made, the co-chairs will decide the actions to be taken.

1.2 Registration for YAC Meetings

- 1.2.1 YAC Meeting forms must submitted online by the deadline date
 - 1.2.1.1 Deadline Dates should be 2 weeks prior to the Meeting.
- 1.2.2 30 Youth Limit
 - 1.2.2.1 This limit does not include the 11 elected youth officials of YAC

1.3 Adult Registration

- 1.3.1 Adults must register using the Adult Registration Packet¹
 - 1.3.1.1 Pages 2 and 3 will be kept on file with the registrar until the end of the current YAC year². Adults, who have attended at least one conference in the current YAC year, do not need to mail these two pages every conference.
 - 1.3.1.2 Every adult present at the conference as a participant must turn in Page 1 of the packet every conference.
- 1.3.2 It is encouraged that adults pre-register, however YAC will accept walk-in forms for adults.
 - 1.3.2.1 YAC asks that adults who do not pre-register please contact the current YAC registrar before the conference for food purchasing purposes.
- 1.3.3 For adult forms that have not been mailed by the Postmark Deadline, it is recommended that they inform the registrar that they will be attending, and bring the form(s) with them to the conference, to avoid the losing of forms in the mail.

1.4 Leaving a Conference

- 1.4.1 YAC does allow youth to leave a conference for special occasions.
- 1.4.2 In order to leave a conference, youth must have a Permission Slip from their parents, or be picked up by their parents.

¹ The Adult Registration Packet can be found on the YAC website.

² A YAC year goes from the day the Summer YAC meeting starts, to the end of the Spring Conference.

1.4.2.1 A co-chair must approve both of these, and that Co-chair must inform the Registrar and other Co-chairs.

2.0 Visitors

2.1 Visitors are currently welcome to some YAC events. A visitor is anyone who is not registered for the YAC event and is on the property of the Host Church for a period of time. This policy does not exclude members of the congregation.

2.2 All Visitors should understand and agree to the following policies set forth by the members of YAC³

- 2.2.1** Visitors may not participate or interrupt any conference community events such as: Touch Groups, Workshop, or Worship.
- 2.2.2** Visitors are not permitted at the Junior High Conference.
- 2.2.3** Visitors are not permitted at a YAC meeting.
- 2.2.4** The length and permission of specific visitors to a Conference is per co-chair discretion.

3.0 Adult and Youth Relationships

3.1 YAC will follow the OMD Safety Policy in regards to youth and adult relationships.

3.2 However, no worker (youth or adult) is to be alone with a child or youth either on-site or off-site during a YAC event. If an occurrence arises such that a worker is alone with a child or youth, a Co-Chair or the OMD Youth's Program Consultant shall be notified about such occurrence, before the occurrence.

4.0 Transportation

4.1 Before or After a YAC event

- 4.1.1** "Drive Safely" YAC does not place any restrictions on transportation to or from a YAC event.
- 4.1.2** It is recommended that anyone driving youth other than his or her own children follow article 4.2.3 of this document.
- 4.1.3** YAC does not hold any policy disallowing a single Youth and Adult to ride alone together to or from a YAC event, however it is discouraged.

4.2 During YAC Events, YAC will be in compliance with the OMD Safety Policies⁴

- 4.2.1** All drivers of vehicles containing minors other than their own children must be at least 25 years of age and must provide proof of insurance and a valid driver's license.
- 4.2.2** There must be enough functioning seat belts for everyone and everyone must wear a seat belt.
- 4.2.3** Written permission of the parent/guardian of all minor passengers will be obtained prior to the event. This permission will include all

³ YAC as a whole approved this policy at the 2004 Summer YAC Meeting

⁴ Please see the OMD Safety Policies for more information.

relevant details pertaining to the event, such as date and location, name of driver(s) whenever possible, time of departure and time of return. Emergency contact information including name of physician, health insurance information and consent to treat in case of an emergency must accompany all minors who are being transported by adults other than their parents. During travel, the forms will be kept by the driver of the vehicle, or the responsible adult traveling with a group using an alternate form of transportation, i.e. bus or train.

- 4.2.4** No driver may be sleep-deprived, consume alcohol or use any form of drug that can affect physical or mental performance during or before carrying out his/her duty as a driver.
- 4.2.5** Unlike the OMD Safety Policies, YAC suggests that the need for a functioning seat belt for every passenger and the need for two adults in each vehicle are equally important.

5.0 Scholarship Program

5.1 The Scholarship Program is not a policy. It is only mentioned in this document as a reference pointer to the proper document.

- 5.1.1** For Information about the YAC Scholarship Program, please refer to the “Ohio Meadville District Youth Adult Committee Scholarship Program” document.

6.0 Personal Items at Conferences

6.1 Medications

- 6.1.1** If a youth has a need to bring prescription, or other forms of medications approved by their parent/guardian, YAC recommends that the sponsor of that youth is responsible for holding on to those medications.
- 6.1.2** YAC will not administer medications such as Tylenol or Aspirin; however, they are available in the YAC first aid box.

6.2 Personal Items listed below should not be at YAC events, and could be confiscated if the conference community’s safety is at risk.

- 6.2.1** Skateboards and Roller Skates
- 6.2.2** Lighters
 - 6.2.2.1** The YAC box has matches to be used for worship. No one should use a lighter, or bring one, for the worship.
- 6.2.3** The creation of swords, or sticks is not allowed. They are considered weapons.
- 6.2.4** Fireworks, or other “home made flame-throwers”

6.3 Exceptions

- 6.3.1** Other items are per co-chair discretion; if the conference community’s safety is at risk the item(s) should be confiscated.

7.0 Compensation for YAC elected officials.

7.1 Officials on YAC do not receive any compensation for their services. For record keeping purposes, an elected official may claim an estimated number of hours spent working at conference and meetings as volunteer service hours. The OMD Youth Programs Consultant, and at least one OMD YAC Co-Chair other than the applicant themselves, must approve for the claiming of these hours.