



## CALIFORNIA YMCA YOUTH & GOVERNMENT CODE OF CONDUCT

**Each participant in all California YMCA Youth & Government programs has the right to a safe environment. All participants, including, but not limited to, delegates, advisors, program volunteers, core staff, and guests, are bound by this Code of Conduct.**

The YMCA's core values of Caring, Honesty, Respect, and Responsibility should be in the forefront of every delegate, advisor, volunteer and staff member's mind. We are united by the desire to learn, have fun, and become better people.

California YMCA Youth & Government reserves the right and authority to interpret, administer, and enforce the Code of Conduct and to administer any disciplinary action deemed necessary, to prescribe exceptions or accommodations thereto, and may delegate this authority as deemed necessary. Local YMCAs and/or Delegations may establish and enforce more stringent expectations for their participants so long as local rules do not conflict with or seek to diminish the standards contained in this Code of Conduct.

As a participant of California YMCA Youth & Government programs, I agree to uphold the following Code of Conduct:

1. I agree to conduct myself in an orderly and responsible manner in transit to, from, and during all Youth & Government functions. I acknowledge that my personal behavior reflects upon the program, my delegation, my local YMCA, my school, my family and myself. I am responsible for preserving the reputation of the program through responsible and professional conduct in accordance with the YMCA's Core Values.
2. I agree to wear my badge at all times when outside my assigned lodging. I shall wear my badge visibly on the front of my upper torso. I understand that altering, decorating, defacing, or swapping my badge is prohibited. I agree to be punctual and attend the entirety of all scheduled program functions, activities, meetings, and training sessions during Youth & Government conferences.
3. I agree to refrain from any kind of harassment or intimidation by words, gestures, body language or other inappropriate behavior, online or in person, during any Youth & Government conference or event. Inappropriate or uninvited physical contact between any Youth & Government participants, advisors, volunteers, or guests is not allowed. Intimate/sexual behavior is inappropriate and not allowed.
4. I agree to abide by applicable State or Federal laws. I understand that any violation will be treated as such and the proper authorities may be notified.
5. I agree to treat all public and private facilities with respect and in accordance with their rules. I understand that I am legally and financially responsible for any defacing, removal, or willful damage of or to public or private property including, but not limited to the property of the state of California, fellow participants, advisors, YMCA staff, organizations, businesses, hotels, and program facilities.
6. I understand that any activity that endangers the health and safety of myself or others is prohibited. I understand that weapons of any kind and items that could cause injury or damage to participants and/or property are strictly forbidden at any Youth & Government conference or event.

7. I agree to refrain from the use, possession and/or concealment of any tobacco products, Electronic Nicotine Delivery Systems (ENDS), vape device, alcoholic beverages, or non-prescription/illegal drugs during any Y&G conference or event even if the legal age to otherwise do so, regardless of a medical doctor's prescription, or consumption of marijuana is prohibited.
8. I agree to abide by the dress code established in the Dress Code Supplement.
9. I agree to observe established hotel quiet hours and curfews. I agree not to change assigned hotel rooms without my advisor's consent. I will agree to observe the following rules regarding hotel rooms for conferences.
  - a. Model Legislature & Court: I agree not to enter any hotel room assigned to the opposite gender during training conferences unless an advisor is present in the room. At MLC Sacramento, I agree not to enter any hotel room assigned to the opposite gender unless an advisor is present in the room; or applying the "ratio rule".
    - i. Ratio Rule- Five or more participants in a hotel room where the ratio of males to females, or vice versa, is one greater or less than the other (i.e., 3 males and 2 females or 5 females and 4 males).
  - b. Model United Nations: I agree not to enter any hotel room assigned to the opposite gender during all conferences unless an advisor is present in the room.
10. I understand that if I choose to use an electronic device, that it must be set to silent and used only to enhance my experience in the program (i.e. research, communication about the program, etc.) and not to detract from my or anyone else's experience. I understand that if I choose to bring any kind of device, California YMCA Youth & Government is not responsible for any lost, stolen or damaged property.
11. I understand that I am not permitted to drive myself to or from any Youth & Government conference. Advisors seeking to drive during a conference must obtain clearance through Youth & Government. In all cases, liability is assumed by the local delegation.
12. I understand that all participants share equally in the responsibility for their actions when violations of the Code of Conduct are witnessed. I also understand that those who decide to be present when a violation occurs shall, by their own choice, be considered a participant in the violation.
13. I understand that, to ensure the safety of all participants, Y&G and delegations, reserve the right, if deemed necessary, to search baggage, rooms, and persons.
14. I understand that while at Youth & Government conferences I may not have in-person contact with anyone, including family and friends, not participating in Youth & Government without prior clearance from California YMCA and my lead advisor.
15. I understand that disregarding of any part of this Code of Conduct or deciding to behave in a manner inconsistent with the YMCA's Core Values of Caring, Honesty, Respect, and Responsibility, may negatively impact my status as a Youth & Government delegate, advisor, volunteer, participant, guest, and/or leadership candidate or applicant.

If determined appropriate by Y&G advisors or staff at the local or state level, **my actions in violation of this Code of Conduct may result in my being immediately sent home at my own expense, regardless of the time of day, and may result in the relinquishment of the opportunities afforded me by California YMCA Youth & Government programs including, but not limited to, permanent expulsion from all Youth & Government programs.**

**Approved August 2, 2019**



## CALIFORNIA YMCA YOUTH & GOVERNMENT CYBERBULLYING POLICIES

**Cyberbullying is the use of any electronic communication to harm or bully a person or persons through the medium of electronic text, photos, or videos. Cyberbullying and bullying actions include but are not limited to: harassment, threats, and intimidation. Some examples of cyberbullying and/or bullying are:**

- ★ Sending hurtful and cruel messages
- ★ Sending sexually explicit images or content
- ★ Posting someone's texts, photos, or videos without the consent of the individual
- ★ Mocking or harassing an individual through any type of medium and/or online platform

California YMCA Youth & Government aims to provide an environment free from bullying and cyberbullying. It is a violation of this policy for any participant (i.e. delegate, advisor, volunteer, staff) to engage in any cyberbullying or bullying behavior. It is also a violation for any participant to condone or fail to report any acts of bullying or cyberbullying.

Platforms used for and by California YMCA Youth & Government include but are not limited to social media sites, discussion groups, messaging chat rooms, game-based learning courses, webcams, text messaging, and instant messaging. More platforms may be added as new programs are introduced to the organization.

Participants will also be in violation of our policy if they engage in bullying or cyberbullying in any platform that is not California YMCA Youth & Government related and in the use of technology that is not owned or rented by the organization.

Cyberbullying creates an unsafe and hostile environment. This is a violation of a participant's right to feel safe and will not be tolerated on any level. All participants of California YMCA Youth & Government are required to uphold the YMCA core values and provide a safe environment for everyone.

It is the responsibility of every delegate, volunteer, advisor, and staff to recognize acts of both cyberbullying and retaliation. If a participant believes that they are in any way a victim of bullying, cyberbullying or retaliation; they can report it to a staff member of the organization. California YMCA Youth & Government volunteers, advisors, and staff members are here to help and are available to all participants. We strongly encourage all victims of cyberbullying and/or bullying to share their experience with the organization as California YMCA Youth & Government strives to provide an environment free from bullying and cyberbullying.

Victims may submit any reports of cyberbullying anonymously at any time. However, California YMCA Youth & Government strongly recommends that victims include their information in the report so the organization is able to appropriately address the situation and ultimately provide a safer environment.

Any participant who engages in bullying and/or cyberbullying behavior will be subject to disciplinary actions that may include but are not limited to, reprimand, suspension, or expulsion from the program. Participants who make a false accusation will be subject to the aforementioned disciplinary actions.

Reports of bullying or cyberbullying should be submitted through an [Event Incident Report](#) along with any proof such as screenshots or pictures. We ask that all parents/guardians/participants review this form and sign the terms and conditions as soon as possible.



## ADDENDUM

# CALIFORNIA YMCA YOUTH & GOVERNMENT ONLINE REGULATIONS

**California YMCA Youth & Government aims toward creating a safe and secure online environment for every participant (i.e. delegate, advisor, volunteer, staff) throughout all platforms. It is crucial that our participants and guests feel welcome in our programs, services, and activities. In order to provide successful and secure online programming, we ask you to agree to the following regulations.**

These requirements serve as an extension of our California YMCA Youth & Government code of conduct. Additionally, students and participants must abide by their local or state YMCAs and Youth and Government program policies, regulations, and code of conduct. All student participants must review these regulations with their parent/guardian. The parent/guardian must submit their digital signature agreeing to these policies prior to the participant engaging in all virtual YMCA Youth & Government programming.

### CALIFORNIA YMCA YOUTH & GOVERNMENT ONLINE PROGRAMMING STANDARDS

#### Communications:

- ★ Delegates, Advisors, and Volunteers should utilize email as the main form of communication. Parents/Guardians will be cc'd on all delegate email communication.
- ★ There will always be a minimum of 2 staff/volunteers present on all video chat, phone calls, or emails and a minimum of one adult per virtual break out room. Volunteers and Delegates will not engage in 1:1 communication through any platform.
- ★ Communications between Volunteers and Delegates will only be between the hours of 9am–7pm. Communication will only be regarding program related information.
- ★ All video (i.e. Zoom, Google Classroom, Adobe Connect) or phone chat invitations will come from California YMCA Youth & Government staff, volunteers and/or Lead Advisor. All sessions will be recorded and available on the website.

#### Programming Logistics:

- ★ Password – all invites need a password to enter the meeting.
- ★ Each room will have an adult host who will remove or “put on hold,” unwanted or disruptive participants.
- ★ All delegates will be muted upon entry. They will need to take themselves off mute when they are ready to participate.
- ★ Private chat, annotation, and all file transfers will be turned off.
- ★ Hosts are able to lock the meeting if necessary.
- ★ Throughout the meeting, adult hosts will inspect the list of participants to make sure everyone is an authorized user.
- ★ Invites – all invites must come from California YMCA Youth & Government staff, volunteers and/or the lead advisor.
- ★ Waiting Room – staff will use the [waiting room](#) function and admit the youth to the meeting. Delegates will enter a waiting room before being accepted into the call. “Join before host” option will be disabled.
- ★ Chat – staff will use the [chat options](#) to communicate updates to the entire group or provide direct individual tech support to delegates who need it. All chat logs will be saved and available for review by parent/guardian upon request
- ★ Background – all staff and youth will ensure their background is free of distractions. [Virtual backgrounds](#) are not allowed to be used without the expressed approval of a core staff member.

**Behavioral Expectations:**

- ★ All participants must provide original content when engaging in sessions. Cheating will not be tolerated and may lead to reprimand, suspension, or expulsion from the program.
- ★ All participants have the responsibility to report any violations (set forth by California YMCA Youth & Government) they witness.
- ★ Participants are expected to be attentive and fully engaged when active in a virtual session.
- ★ Virtual programs and activities are dedicated to the learning experience of our delegates. For this reason, virtual meeting rooms are closed to all members of the public, including parents. However, we acknowledge the crucial role that parents/guardians play in supporting their students. Any parent or guardian is welcome to watch your delegate while they present; however, we ask that you do so from out of view of the camera and refrain from speaking out.



## TERMS & CONDITIONS

**By signing below, I acknowledge that I have reviewed the following policies with my child. Additionally, we (parent/guardian/volunteer/advisor) agree to adhere to the following terms & conditions.**

- I. CODE OF CONDUCT AGREEANCE:** For participants and volunteers: By signing, I acknowledge that I have read, understand and will follow the California YMCA Youth & Government (Y&G) Code of Conduct at all Y&G conferences, functions, and activities.

For parents/guardians of participants: By signing, I acknowledge that I have read and reviewed the Code of Conduct with my child and I accept the responsibility for my child's adherence to it. I also understand that if my child violates the Code of Conduct, they might be expelled from the program.

Parent/Guardian/Volunteer/Advisor Initials: \_\_\_\_\_

- II. MEDIA AND DATA COLLECTION RELEASE:** Permission is granted to California YMCA Youth & Government (Y&G) and their authorized representatives to take photographs, video and audio recordings (collectively referred to as media) of participants and volunteers during their participation in Y&G sponsored programs and events (virtual or live functions). Media in any format, including electronic media, may be used for any purpose, including publicity. Permission is also granted to Y&G and their authorized representatives to gather survey data about me and or my child and their Y&G experience. The participant and their parents hereby waive and forever relinquish any rights to such media and or data without compensation. I have read and agree to these conditions.

Parent/Guardian/Volunteer/Advisor Initials: \_\_\_\_\_

- III. SOFTWARE PROTOCOLS (Zoom, Adobe Connect, Google Classrooms):**

- A.** All participants must use their **First Name & Last Initial** (not a random username), as well as your **country's name** in parentheses. This helps us to ensure the privacy of our meetings. **Example:** Clement D. (France).
- B.** Find an appropriate, quiet area and call-in at the scheduled time so you can be fully present. All participants must have their video function on so that we can see and hear you. Please do your best to keep background noise or distractions to a minimum. **Photos and videos of others without the expressed consent is prohibited.**

Parent/Guardian/Volunteer/Advisor Initials: \_\_\_\_\_

- IV. APPROPRIATE ATTIRE:** Appropriate attire must be worn at all times. Clothing with vulgar language, obscene gestures, racial slurs, or anything that contributes to a hostile environment or would be considered inappropriate in a YMCA facility or program is not allowed. Appropriate tops and bottoms should be worn. California Youth & Government staff will inform participants of video meeting dress code (casual, smart casual, or semi formal wear).

Parent/Guardian/Volunteer/Advisor Initials: \_\_\_\_\_

- V. LANGUAGE:** Vulgar language, including swearing, name-calling or shouting/yelling at others is prohibited on all platforms. When communicating in the chat box, please do not send links or information that is not aligned with our YMCA values.

Parent/Guardian/Volunteer/Advisor Initials: \_\_\_\_\_

- VI. SAFE ENVIRONMENT:** Respect others' cultures and personal way of being. We strive to create a safe emotional and virtual space. We encourage participants to honor diversity in all dimensions and respect opinions or perspectives. The YMCA stands up against all forms of bullying, discrimination and racism.

Parent/Guardian/Volunteer/Advisor Initials: \_\_\_\_\_

**VII. COMMITMENT TO PARTICIPATE:** For participants and volunteers: I acknowledge that I am committing to fully participate in all MUN activities, services, and programs. I understand that I am responsible for my own attendance, completions of tasks, and performance throughout this program. Failure to participate will result in suspension or expulsion from the program.

For parents/guardians of participants: I understand and acknowledge that my child is committing to participate in the MUN online program and I accept the responsibility for my child's adherence to it. If my child fails to participate in the online program, they might be suspended or expelled from the program. Additionally, I understand that I am responsible for reporting any situation that might impede my child's participation in the program to a staff member of Y&G.

Parent/Guardian/Volunteer/Advisor Initials: \_\_\_\_\_

**VIII. AGREEMENT TO CYBERBULLYING POLICIES:** For participants and volunteers: By signing, I acknowledge that I have read, understand and will follow the California YMCA Youth & Government Cyberbullying Policies at all Y&G conferences, functions, and activities. A current copy of the Cyberbullying Policies can be found here.

For parents/guardians of participants: By signing, I acknowledge that I have read and reviewed the California YMCA Youth & Government Cyberbullying Policies with my child and I accept the responsibility for my child's adherence to it. I also understand that if my child violates the Cyberbullying Policies, they might be expelled from the program.

Parent/Guardian/Volunteer/Advisor Initials: \_\_\_\_\_

**IX. INAPPROPRIATE CONDUCT:** Any other conduct of an inappropriate, threatening or offensive nature will be investigated/evaluated by YMCA leadership. Teens that do not abide by this agreement may be prohibited from participating in future virtual events or in person activities.

Parent/Guardian/Volunteer/Advisor Initials: \_\_\_\_\_

**X. ALCOHOL, TOBACCO, AND OTHER DRUGS:** The use of alcohol, tobacco, and drugs (including e-cigs/ tobacco-like products) is not permitted in or outside of ALL virtual calls. Participants that show, obtain, see in the background or on clothing, make references to or use during the virtual calls will be removed from meeting and removed from future virtual and in-person events. Law enforcement may be involved if necessary.

Parent/Guardian/Volunteer/Advisor Initials: \_\_\_\_\_

### SIGNATURE OF AGREEMENT

By signing below, I acknowledge that I have reviewed the following policies with my child. We (participant/parent/guardian/volunteer/advisor) have read, understood and agreed with the statements written on this document. We understand that disregarding any part of these policies or deciding to behave in a manner inconsistent with the YMCA's Core Values of Caring, Honesty, Respect, and Responsibility, may negatively impact the participant's status at California YMCA Youth & Government.

Parent/Guardian/Volunteer/Advisor Signature: \_\_\_\_\_

Printed Name of Parent/Guardian/Volunteer/Advisor: \_\_\_\_\_

Date: \_\_\_\_\_