

STEUBENVILLE ON THE BAYOU

CONFERENCE POLICIES FOR VOLUNTEERS

Volunteers:

- Volunteers must be at least 21 years of age or older.
- Volunteers must strictly adhere to the modesty policies set by the Steubenville On The Bayou Catholic Youth Conference.
- All volunteers (including Seminarians & Deacons) must register (turn in required completed documents) by the given date. Every volunteer must be in compliance with the USCCB Charter for the Protection of God's Children which includes a background screening. Each diocese has its own requirements to meet in order to be in compliance and will provide you with the verification once you have completed the training.
- No individual will be allowed on the conference site unless they have completed registration and have received a bracelet at Volunteer Check-in.
- No volunteer is allowed to attend as both a volunteer and chaperone. Adults volunteering for the conference may drive with your group but must remain in their volunteer role at all times during conference sessions.
- Volunteers may only serve in one area throughout the conference. The conference office will assign the registered volunteer to an area for the duration of the conference.
- Volunteers will receive their schedule and job description from the chairperson of the assigned area. These duties must be strictly adhered to.
- *Volunteers who are allowed direct contact with participants are those working in Special Ministries, which includes: Priests, Prayer Ministers, Confession Volunteers, Counselors, First Aid, Conference Staff, and Conference Team (includes speakers and music team with certain restrictions).*
- *Volunteers who are allowed to have contact with participants in a non-ministry capacity are: Ushers, Security and Greeters.*
- *Volunteers in the following areas shall have limited indirect contact with participants: Transportation, Food Service, Hospitality, Volunteer Room, Liturgy, Stage Crew, Bookstore, and Logistics.*
- **Volunteers must create an environment of peace by working together to bring the love of God to everyone at the conference.**

*****When not working, Volunteers must sit in the volunteer seating section only. No exceptions.**

Alcohol and Drugs:

- All state of Louisiana laws concerning alcohol and drugs will be strictly enforced. Possession and/or consumption of alcohol or drugs is prohibited at all Steubenville conferences. Please be aware that Louisiana State law prohibits anyone under 21 years of age from purchasing and consuming alcoholic beverages.

Smoking:

- All Steubenville on the Bayou conference facilities are smoke-free facilities. Outside of the conference session times, smoking will be limited to one specific area (to be noted in the program book). Please be aware that Louisiana State law prohibits anyone under the age of 18 from purchasing any tobacco products.

Modesty Policy: VERY IMPORTANT!

- The Steubenville on the Bayou conference has very specific guidelines regarding modest dress. We ask that you strictly adhere to these policies which are listed on the "Modesty Policy" sheet.

Treatment of Participants:

- We ask that each participant, chaperone, and volunteer treat others with respect, kindness, and consideration.
- “Put on then, as God’s chosen ones, holy and beloved, heartfelt compassion, kindness, humility, gentleness, and patience.” -*Colossians 3:12*
- “Love one another with mutual affection; anticipate one another in showing honor.” -*Romans 12:10*
- “The prophets of the Old Covenant often denounced sacrifices that were not from the heart or not coupled with love of neighbor. ... The only perfect sacrifice is the one that Christ offered on the cross as a total offering to the Father’s love and for our salvation. By uniting ourselves with his sacrifice we can make our lives a living sacrifice to God.” -*Catechism of the Catholic Church #2100*

Up-building Speech:

- Participants, chaperones, and volunteers are expected to use positive and up-building speech during the conference. Cursing, swearing, and other forms of foul and abusive language will not be permitted.
- “No foul language should come out of your mouths, but only such as is good for needed edification, that it may impart grace to those who hear.” -*Ephesians 4:29*

Seat Saving Policy:

- Each group will receive colored bracelets upon arrival. These bracelets **MUST** be worn at all times and will indicate where the group must sit during the sessions and when they will be served meals. Seating and meal schedules will be rotated throughout the weekend. Persons without bracelets will not be allowed onto the Conference site.
- **Handicapped participants** will be seated in the handicapped section. They may have ONE chaperone and ONE other participant sit with them. Group leaders must contact the office ahead of time with any information on these participants and their special needs.
- Placing one person on each end of the row may save a row of seats - no signs or objects may be used. No person will be allowed into the arena until the doors open for all participants. Ushers have the right to remove any “seat savers” in violation of the seat saving rules. We ask that groups not leave empty seats in your section, to ensure that everyone is able to sit in the assigned seating section.

First Aid Protocol:

- **Treatment of Participants:**
 - All participants who come to First Aid for treatment **MUST** be signed in by their chaperone and/or group leader and his/her medical form pulled.
 - A group leader or chaperone must accompany each participant to First Aid.
 - One of the medical personnel will make an assessment of baseline vitals (B/F, HR and RESP) and give appropriate treatment. If he/she is diabetic, Accu Check will be monitored as needed.
 - A record will be kept of the participant’s treatment and outcome.
 - If extended rest is needed, the patient will be taken to the Cot Room and given a name tag with his/her name, group leader’s name, and time of check in.
 - No participant can be transported to a hospital Emergency Room by private vehicle. (Anyone needing to go to the ER will be transported either by an authorized Steubenville On The Bayou vehicle or Ambulance. We will use Terrebonne General Medical Center unless the patient requests otherwise.)
 - All accidents occurring within the Houma-Terrebonne Civic Center must be recorded on an Accident Report.

- Security may call at times for assistance in all parts of the Houma-Terrebonne Civic Center. First Aid Volunteers will be available to assist Security and/or Prayer Ministers.

Important Notes:

- During the weekend you may observe conference participants who appear unconscious and are being attended by prayer ministers. Please do not interfere with these situations unless your help is requested. Prayer ministers are trained to assess these situations and will call for medical help if needed. In the event a First Aid Volunteer is called in to assess a participant, calmly assess his/her physical status and whether there is need for spiritual or physical aid. Always remain calm with the participants and group leaders.
- We will keep a Record/Log of each participant who is treated in First Aid during the conference. This record will include the participant's name, group, group leader's name, problem, vital signs, outcome, time signed in, time out, and name of nurse(s) who attended to the participant. If any question arises as to a participant's treatment, his/her family may be called at any time. We will keep a walkie-talkie in the Main First Aid Room and a phone in the triage.
- There will be only 1-2 wheelchairs available in First Aid, so it is imperative to see that each one borrowed is returned as soon as possible.