

Policy

All groups with any participants 17 years old or younger must adhere to the regulations established in the “Youth Conference and Camp Information.”

Procedure

1. The Department of Facility Services is responsible for ensuring that all Camp Directors are aware of the “Youth Conference and Camp Information” and have received a copy of this document with the signed Department of Facility Services Agreement for Use of Facilities, Resources and Services.
2. Deviations from these guidelines are strictly prohibited. Any violation of such is to be:
 - a) Brought to the immediate attention of the Camp Director who will be given an opportunity to correct the violation; and
 - b) Reported to the Director of the Department of Facility Services for follow-up.
3. The reporting staff member must fill out an incident report within 24 hours to document the incident for follow-up. The incident should be filed with the Department of Public Safety and the event file.
4. Repeated violations of guidelines by youth participants may result in administrative dismissal from the camp.

Youth Conference and Camp Information

The following list of policies and responsibilities are to assist Youth Conference/Camp Directors in administering their on-campus programs. These guidelines deal primarily with the safety and conduct of youth participants while they are housed in University residence halls. The University has special concern for participants under the age of eighteen. Because they are not legally adults, special policies and regulations need to be followed while on campus.

Please note that all youth participants are expected to adhere to all state and federal laws. The University reserves the right to dismiss any youth participant who does not fully comply with the policies and regulations of the University.

POLICIES AND REGULATIONS

1. **Alcohol and Drugs:** All individuals will abide by Oklahoma law, federal law and University regulations regarding intoxicants, narcotics and drugs. The possession or consumption of beer, wine or other alcoholic beverages in any form is forbidden. Furthermore, possession, distribution, or use of controlled substances and illicit drugs are prohibited, except when taken under a physician's prescription in accordance with the law. Individuals engaged in the unlawful possession, distribution or use of controlled substances as mentioned above will be subject to arrest by local, state or federal law enforcement agencies.
2. **Emergency Equipment:** No participant shall operate or tamper with fire extinguishers, pull stations or any other safety equipment unless there is an emergency.
3. **Disorderly conduct:** All youth camp participants are expected to act in a courteous and respectful manner at all times. Excessive noise, rowdiness, water fights or other disruptive behavior will not be tolerated.
4. **University Facilities:** Unless accompanied by an adult leader, youth camp participants are not permitted to enter any other campus facility other than their residence hall. Participants who are disruptive to other groups will be dismissed.
5. **Vandalism:** Participants who engage in acts of vandalism will be removed immediately from University housing. The conference/camp group is responsible for any damage done to University property by its participants or guests.
6. **Curfews:** All Youth Camp Directors will establish and enforce reasonable evening curfew in which youth participants must be in the residence hall and another curfew for the youths to be assigned to their rooms.

SPECIFIC RESPONSIBILITIES FOR YOUTH CAMP DIRECTORS

1. Camp Directors are responsible for insuring that all youth participants are informed of the policies and regulations stated above and should send this information to each conference/camp participant as part of their registration material.
2. Camp Directors will provide the Department of Facility Services with an on-call list of counselors/supervisors who are responsible for handling emergencies, discipline, etc... prior to the first night of residence. The list must cover all time periods beginning at the time of check-in and concluding at the time of checkout.
3. Camp Directors will act as a liaison between the University and the camper in the event of discipline problems.
4. The Camp Director is required to contact the Department of Facility Services or Department of Public Safety in emergency situations. Camp Directors and their counselors/supervisors are responsible for providing instructions to camp participants on fire evacuation procedures at the beginning of their stay. The Department of Facility Services staff is trained in these procedures are available to assist you and your counselors.
5. Camp Directors must ensure the safety of youth participants by providing adequate supervision. Two counselors or one per fifteen youths is required. Counselors need to be twenty-one years old or older. At all times, they are responsible for the supervision and safety of their youths. At no time, may campers be left in residence halls or University facilities without direct adult supervision.
6. Camp Directors are expected to establish and enforce building and room curfew hours each evening.
7. Youth participants are not permitted to leave campus for any reason without written permission from a parent, guardian or the Camp Director.
8. Youth participants who have a driver's license are not permitted to leave campus with their vehicle. The Department of Facility Services recommends that Camp Directors collect all automobile keys until the conclusion of the camp.

SPECIFIC RESPONSIBILITIES FOR YOUTH CAMP DIRECTORS

9. No master keys will be issued.
10. Camp Directors or counselors are responsible for reporting to the Department of Facility Services any safety hazards or repair needed in residence halls where participants are housed. Youths should not contact the Department of Facility Services with maintenance requests.
11. All youth groups will be billed for verified damages that occur to their residence halls or facilities. We recommend that Camp Directors accompany a staff member from the Department of Facility Services on a pre-check and post-check inspection of the residence hall.
12. Counselors/supervisors are expected to require that campers leave their rooms and common areas reasonably clean. Trash should be emptied into trash cans or trash chutes. If special or extra cleaning is required, these charges will be added to the final bill for the group.
13. Concession sales are not permitted in the residence halls or on adjacent ground. Vending machines are not to be disconnected or covered.
14. Staff members who arrive prior to the Beginning Date of the Event or stay after the Ending Date of the Event may be housed with approval from the Department of Facility Services. Camp Directors must provide a written list of any early arrivals or late departures to the Department of Facility Services at the date the guarantee is due.