



Roman Catholic Diocese of Portland

Office of Lifelong Faith Formation

Code of Behavior

*** Applies to both youth and adults ***

Misbehavior may result in disciplinary action or immediate eviction

“Let no one have contempt for your youth, but set an example for those who believe, in speech, conduct, love, faith and purity.”

1 Timothy 4: 12

Rules

A regulation controlling conduct subject to discipline

1. No drugs, weapons, alcohol or smoking are permitted on event & church property.
2. No physical fights, brawls, disputes or blows will be allowed.
3. No lingering public displays of affection are allowed.
4. Harassment, hazing and discrimination of any kind (sex, color, and disability) are not allowed. Respect others' boundaries and feelings.
5. For risk management and security reasons, nametags must be worn in a visible location at all times.
6. Youth are not allowed to leave the event area without adult supervision.

Guidelines

An outline by which behavior is guided

1. All are expected to act in a proper manner and to be governed by Catholic values and morality.
2. At no time, even when stretching or bending, should your breasts, back, bottom and belly show.
3. Articles promoting violent or sexual behavior, alcohol or drugs must not be worn.
4. All participants are expected to participate in all activities.
5. **Parish chaperones are responsible** for the safety and behavior of all participants, and must know where their parish teens are at all times.

Diocesan Policies

Method of action for material interests to determine present and future decisions

1. Each parish must provide one (1) adult chaperone for every seven (7) youth.
2. A Permission/Medical Release Form must remain with the parish Group Leader (a second copy of all forms must be given to the Diocesan staff upon arrival). Report any injuries or medical emergencies immediately and fill out an incident report.
3. All electronic devices and cell phones must be in the 'off' position during all activities or collected at the discretion of the "Group Leader."
4. All parish drivers must be at least twenty-one (21) years old with proof of insurance on file at the parish and in the vehicle.

5. All chaperones and security personnel having 'regular and overnight' exposure to youth must be in compliance with diocesan risk management policies.
6. Theft and property damage will be paid by the person or parish responsible.
7. No one (1) youth will ever be alone with one (1) adult.
8. The two (2) to one (1) ratios of youth to adult are to be followed - two (2) youth to one (1) adult or two (2) adults to one (1) youth.
9. Diocesan staff and security personnel are "on duty" throughout all diocesan events – first aid is available.
10. All adults must have submitted the Diocesan Safe Environment Forms plus have attended Protecting God's Children within three (3) months of submission of all the forms.

Overnight Policies

1. No one is allowed outside the activity area except during designated free time. When outside activity areas, youth must be supervised at all times.
2. Telephones in hotel rooms are for emergencies only.
3. All participants must be in their own room no later than appointed time each night as designated by the Diocesan staff.
4. An atmosphere of "quiet" and "rest" is to be observed at all times on all floors on which participants are residing for the weekend. Keep your voices down and don't slam doors. RESPECT THE RIGHTS OF THOSE WHO WISH OR NEED TO REST IN THEIR ROOMS!
5. All participants are to remain in their assigned rooms due to fire code.
6. Youth cannot visit in rooms of members of the opposite sex unless the door remains open and an adult is present at all times. Adults may not visit a room with just one youth present.
7. Hotel room doors must be locked at all times, even when no one is in the room. Do not open the door to anyone, unless the person is identified.
8. Check the fire safety procedures in your hotel room and become familiar with the location of the fire exits.
9. When checking out, give all keys to the Group Leader of your parish. They will check-out for you at the front desk and pay phone bills and other charges.
10. Youth are not allowed above the 2nd floor without a 2 to 1 ratio.
11. Do not exceed elevator limit in hotels. Service elevators are off limits to everyone except hotel staff.
12. Dress code for all LFF events is casual, modest and appropriate. "Sunday best" is the expected attire for Mass.
13. Participants traveling to and from the pool must be properly attired with bathing suit covers and footwear. All swimming is "at your own risk."
14. First aid and medical personnel are available throughout the events. Chaperones must accompany youth to first aid or hospital, if needed.

Guidelines for Adults

1. We expect adults to be an example for youth by participating in all events, by being flexible and by acting responsibly.
2. Please honor the "Code of Behavior," curfews and keep noise to a minimum at all times.
3. Do not drink alcoholic beverages while chaperoning parish youth.
4. Smoking will only be allowed in designated areas and at appropriate times.
5. Adults must follow and enforce all the rules, all the time and for all youth.