

FACILITATOR CONDUCT GUIDELINES

Facilitators must be 21 or older, complete an annual volunteer application on HOBY Online, complete an annual background check form, and sign HOBY's Code of Conduct. On the whole, the facilitating staff should also follow many of the same rules and regulations observed by the Ambassadors. However, there are additional requirements and guidelines that must be adhered to by facilitators and staff alike.

The importance of these policies cannot be stressed enough by the local seminar committee, or HOBY International staff. As the number of Ambassadors served by HOBY increases each year, so does the potential for mishaps. Our first concern is the safety of the Ambassadors, Team Alumni/junior staff, and adult volunteers; the rules in place are meant to ensure every precaution possible. As volunteers, we must also follow all policies and procedures to protect against lawsuits, misconduct, and other personal liability issues. Caution must be taken at every level to guarantee the safety and wellbeing of every Ambassador and to protect the organization from unnecessary lawsuits. The first goal of any HOBY event is to return HOBY Ambassadors to their families at least as well as they came to the program.

Trustees for the legal protection of both HOBY and the volunteers have adopted the HOBY Risk Management Policy and other rules. While a synopsis is provided below, please see the appendix titled Risk Management Demystified for more information.

Athletic or other sporting activities such as baseball, running, softball, football, soccer, basketball, volleyball, racquetball or similar activities **ARE NOT PERMITTED**. HOBY is insured as an educational organization that does not include sporting activities. Other activities, such as horseback riding, scuba diving, surfing or skiing, **ARE ALSO STRICTLY PROHIBITED**. Swimming is permitted in pools properly monitored by certified lifeguards. No one, adult or Ambassador, is permitted to swim alone.

On tours and special activities, Ambassadors must always use the buddy system. Never extend permission for an individual to stray from the group without another student or two adults to accompany him/her.

It is policy of HOBY that NO adult leader, including HOBY staff or junior staff, may be alone with a student in a sleeping room or function room. Further, NO male adult or female is permitted alone in a sleeping room of under-age Ambassadors. If a sleeping room is to be entered in an emergency, **TWO ADULTS ARE REQUIRED**, and must be of the same sex as the student whose room is being entered. During bed-checks, facilitators ask Ambassadors and Junior Staff/Team Alumni to come to the door for verification rather than adults entering the sleeping room.

Under no circumstances should you transport a student in a private vehicle. The Director of Transportation should arrange for commercially provided transportation services when there is such a need.

Aside from guidelines established to protect HOBY legally, certain performance guidelines have also been set to provide the best possible HOBY experience for all Ambassadors attending a HOBY Seminar.

Some of the rules to keep in mind during the weekend are as follows:

1. Remember you are a role model for your Ambassadors. You should be on time and present at all events. During session and activities, show common courtesy and attentiveness as is expected of the Ambassadors.

2. Use of alcohol and unauthorized drugs is not permitted at any time. Smoking is permitted only away from the view of Ambassadors and junior staff, and only at times and places appropriate as identified by your Director of Facilitators.
3. Enforce the same Ambassador rules among your group that the entire group is asked to follow. Providing special permission for your Ambassadors to deviate from the rules is not fair to the other Ambassadors.
4. Be available at all times for a student who may need your assistance.