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BOYS & GIRLS CLUBS
OF YELLOWSTONE COUNTY

**Membership & Safety
Policies**

Table of Contents

Club Membership

- Eligibility	3
- Non-Discrimination	4
- Membership Application Packet	4
- Membership Fees	4
- Membership Cards	4

Clubhouse Operations

- Typical Hours	5
- Clubhouse Holiday Closures	5
- Other Regular Clubhouse Closures	5

Member Safety & Abuse Prevention Policies

- Introduction	6
- General Definitions	6
- Safety & Abuse Prevention Training Requirements	6
- Conduct with Members	7
- Physical Contact	9
- Verbal Interactions	10
- Discipline of Youth	10
- One-on-One Interaction with Youth	11
- Staff/Member Off-Site Contact	11
- Volunteer/Member Off-Site Contact	12
- Electronic Communications	12
- Gift Giving	12
- Member Supervision	13
- Restrooms	13
- Member Transportation	14

Club Membership

Eligibility

The Boys & Girls Clubs of Yellowstone County accepts any boy or girl who meets the following age requirements for our School-Year & Summer Programs:

School Year:

Bair Family Clubhouse:

- ages 6 to 18 (18 year olds may join if a full-time high school student)

Lockwood Clubhouse:

- Enrolled in Kindergarten thru 8th Grade at Lockwood School

Castle Rock Clubhouse:

- Enrolled in 1st thru 12th grade from Alkali Creek, Castle Rock, Eagle Cliffs, Sandstone & Skyview

Medicine Crow Clubhouse:

- Enrolled in 1st through 12th grade at Beartooth, Bench, Bitterroot, Medicine Crow & Skyview

McKinley Clubhouse:

- Enrolled in 1st through 5th grade at McKinley Elementary

Summer:

Bair Family Clubhouse:

- ages 6 to 18 (18 year olds may join if a full-time high school student)

Lockwood Clubhouse:

- Completed Kindergarten thru 11th grade the previous school-year from Lockwood and schools east of Billings.

Castle Rock Clubhouse:

- Completed Kindergarten thru 11th grade the previous school-year from Alkali Creek, Castle Rock, Eagle Cliffs, Sandstone, Skyview and schools outside of the city limits.

Medicine Crow Clubhouse:

- Completed Kindergarten thru 11th grade the previous school-year from Beartooth, Bench, Bitterroot, Medicine Crow, Skyview and schools outside of the city limits

McKinley Clubhouse:

- Completed Kindergarten thru 5th grade the previous school-year at McKinley

Non-Discrimination:

Membership in the Boys & Girls Clubs of Yellowstone County is open to eligible boys and girls without regard to race, religion, color, disability, national origin or family income.

Membership Application Packet:

Each prospective member must have a complete membership application packet on file including signatures from a Parent/Guardian.

Membership Fees:

The Club charges the following fees to each member;

- School-year \$360.00 per member
- Summer \$330.00 per member

Financial assistance is available and absolutely *NO CHILD* will be refused membership because of financial reasons. Our Clubhouse leadership will provide whatever financial assistance is necessary to ensure those who need us most, have access to the world-class Club experience found at the Boys & Girls Clubs of Yellowstone County.

Membership Cards:

Each child is provided a new membership card after completion of a new or renewal membership application. Each Member is responsible for their membership card and are encouraged to keep their card with them each day for access to special “perks” at the Club. In the event a card is lost or “worn out” members may purchase a replacement for \$1.00.

Clubhouse Operations

Typical Hours of Operation

The Boys & Girls Clubs of Yellowstone County strives to be open when our members and families need us to be there. Below is a listing of our typical hours of operation for both our School-Year and Summer Programs. Parents/Guardians should check with their local Clubhouse for any and all schedule changes.

School-Year Program

Bair Family Clubhouse	2:00 p.m. to 7:00 p.m.
Lockwood Clubhouse	2:30 p.m. to 6:30 p.m.
Castle Rock Clubhouse	2:30 p.m. to 6:30 p.m.
Medicine Crow Clubhouse	2:30 p.m. to 6:30 p.m.
McKinley Clubhouse	2:00 p.m. to 6:30 p.m.

Summer Program

Bair Family Clubhouse	7:00 a.m. to 6:00 p.m.
Lockwood Clubhouse	7:00 a.m. to 6:00 p.m.
Castle Rock Clubhouse	7:00 a.m. to 6:00 p.m.
Medicine Crow Clubhouse	7:00 a.m. to 6:00 p.m.
McKinley Clubhouse	7:00 a.m. to 6:00 p.m.

Clubhouse Holiday Closures

Our facilities are closed each year for the following holidays:

New Year's Day
Memorial Day
Fourth of July
Labor Day
Thanksgiving Holiday (Including the Friday following Thanksgiving Day)
Christmas Eve
Christmas Day

Other Regular Clubhouse Closures

Additionally parents/guardians should check with their local Clubhouse to get more information for the following regular closures:

- pre-Summer preparation week,
- end of Summer transition to School-Year Program,
- two days in October for staff training,
- One day each quarter for full staff training, and
- several days between Christmas and New Year's Day.

Member Safety & Abuse Prevention

Introduction

The Boys & Girls Clubs of Yellowstone County is proud to be a member of Praesidium’s Club Care. Our decision to exceed national standards of care comes from our strong commitment to protect Club members, staff and volunteers. Safety is always our primary concern for all Club programs, so the policies and procedures outlined in this manual are designed to facilitate effective monitoring and supervision in order to protect our members from abuse and Club staff and volunteers from false allegations of abuse.

General Definitions

Types of abuse

Physical abuse: is injury that is intentionally inflicted upon a member.

Sexual abuse: is any contact of a sexual nature that occurs between a member and an adult or between two members. This includes any activity, which is meant to arouse or gratify the sexual desires of the adult or the other member.

Emotional abuse: is mental or emotional injury to a member that results in an observable and material impairment in the member’s growth, development, or psychological functioning.

Neglect: is the failure to provide for a member’s basic needs or the failure to protect a youth from harm.

Safety & Abuse Prevention Training Requirements

The following table outlines the essential safety and abuse prevention training all staff and volunteers receive.

Audience	Training Modules	Timetable
All Staff	Meet Sam It Happened to Me Club Policies Keeping Your Boys & Girls Club Safe Preventing Sexual Activity between Young Children	Prior to working with Club Members
Volunteers & Teen Leaders	Club Policies Abuse Risk Management for Volunteers	Prior to working with Club Members
Returning staff (those who were previously trained)	Club Policies Refresher Module	Return Date
Staff who violate policies or exhibit questionable behavior	Club Policies Refresher Module	Prior to next shift after notification of Club Leadership

Conduct with Members

The following policies are intended to assist staff and volunteers in making decisions about interactions with members. For clarification of any guideline, or to inquire about behaviors not addressed here, contact your supervisor.

The Boys & Girls Clubs of Yellowstone County strives to provide our members with the highest quality services available. We are committed to creating an environment for each member that is safe, nurturing, empowering, and that promotes growth and success.

No form of abuse will be tolerated, and confirmed abuse will result in immediate dismissal from the Club. Our Club will fully cooperate with authorities if allegations of abuse are made that require investigation.

The Code of Conduct outlines specific expectations of Club staff and volunteers as we strive to accomplish our mission together.

1. Members will be treated with respect at all times.
2. Members will be treated fairly regardless of race, sex, age, religion or sexual orientation.
3. Staff and volunteers will follow the Club's policies regarding contact with members outside of Club programs.
4. Staff and volunteers will adhere to uniform standards of displaying affection as outlined in this manual.
5. Staff and volunteers will avoid affection with any member that cannot be observed by others.
6. Staff and volunteers will not use profanity or tell off-color jokes.
7. Staff and volunteers will not discuss their sexual encounters with or around members or in any way involve members in their personal problems or issues.
8. Staff and volunteers will not date or become romantically involved with any member.
9. Staff and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of member.
10. Staff and volunteers will not have sexually oriented materials, including printed or online pornography, on Club property.
11. Staff and volunteers will not have secrets with member.
12. Staff and volunteers will not stare at or comment on a member's body.

13. Staff and volunteers will not engage in inappropriate electronic communication with members.
14. Staff and volunteers are prohibited from working one-on-one with members in a private setting unless authorized by Clubhouse leadership. Staff and volunteers are encouraged to use common areas when working with an individual member.
15. Staff and volunteers will not abuse members in anyway including (but not limited to) the following:

<i>Physical abuse:</i>	hitting, spanking, shaking, slapping, unnecessary restraints
<i>Verbal abuse:</i>	degrading, threatening, cursing
<i>Sexual abuse:</i>	inappropriate touch, exposing oneself, sexually oriented conversations
<i>Mental abuse:</i>	shaming, humiliation, cruelty
<i>Neglect:</i>	withholding food, water, shelter
16. Members are prohibited from engaging in the following:
 - Hazing*
 - Bullying*
 - Derogatory name-calling*
 - Games of Truth or Dare*
 - Ridicule or humiliation*
 - Sexual activity*
17. Staff and volunteers will report concerns or complaints about other staff and volunteers, other adults, or members to the:
 - Unit Director before going home, or
 - President & CEO at 406-294-4518, or
 - Anonymous Club Care Helpline at 866-607-SAFE
18. Staff and volunteers will report allegations or incidents of abuse to the proper state authority. Please refer to the Club’s Mandatory Reporting Procedures for specific information.
19. Staff and volunteers may not have engaged in or been accused or convicted of child abuse, indecency with a child, or injury to a child.

Physical Contact

The Boys & Girls Clubs of Yellowstone County has established a physical-contact policy to promote a positive, nurturing environment while protecting members, staff, and volunteers from misunderstandings. The following guidelines are to be carefully followed by all staff and volunteers working with members:

Appropriate Physical Interactions	Inappropriate Physical Interactions
<ul style="list-style-type: none"> • Side Hugs • Shoulder-to-Shoulder hugs • Pats on the shoulder or back • Handshakes • High-fives & hand slapping • Verbal praise • Pats on the head • Touching hands, shoulders & arms • Arms around shoulders • Escorting young members by holding their hand 	<ul style="list-style-type: none"> • Full frontal hugs • Kisses • Showing affection in isolated areas • Lap sitting • Wrestling • Piggyback rides • Tickling • Allowing child to cling to an employee's or volunteer's leg • Any type of massage by or to a youth • Any form of affection that is unwanted by the youth or the employee or volunteer • Compliments relating to physique or body development • Touching bottom, chest or genital area

Verbal Interactions

Staff and volunteers are prohibited from speaking to members in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning or humiliating.

Staff and volunteers must not initiate sexually oriented conversations with members. Staff and volunteers are not permitted to discuss their own sexual activities with members.

Appropriate Verbal Interactions	Inappropriate Verbal Interactions
<ul style="list-style-type: none"> • Positive Reinforcement • Appropriate Jokes • Encouragement • Praise 	<ul style="list-style-type: none"> • Name-calling • Discussing sexual encounters or in any way involving youth in personal problems or issues of staff and volunteers • Secrets • Cursing • Off-color or sexual jokes • Shaming • Belittling • Derogatory remarks about the youth or his/her family • Harsh language that may frighten, threaten or humiliate youth

Discipline of Youth

Staff and volunteers are prohibited from using physical punishment for the behavior management of members. No form of physical discipline is acceptable. Staff and volunteers will have age-appropriate expectations and guidelines that minimize the need for discipline.

Staff and volunteers are *prohibited* from using the following techniques for discipline under any circumstances:

Inappropriate Discipline Practices	
<ul style="list-style-type: none"> • Hitting • Spanking • Shaking • Slapping • Using physical exercise as a consequence • Withholding food, light or medical care • Name-calling • Shoving 	<ul style="list-style-type: none"> • Pulling hair or ears • Biting • Pinching • Shaming • Derogatory remarks • Ostracizing • Mechanical tape or rope restraints • Punishment for toileting accidents • Angry yelling

One-on-One Interactions

Most abuse occurs when an adult is alone with a youth. Our Club aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by Clubhouse leadership.

In those situations where one-on-one interactions are approved, staff and volunteers should observe the following additional guidelines to manage the risk of abuse or false allegations of abuse:

Additional Guidelines for One-on-One Interactions
<ul style="list-style-type: none">• When meeting one-on-one with a youth, always do so in a public place where you are in full view of others.• Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.• If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.• Inform other staff and volunteers that you are alone with a youth and ask them to randomly drop in.• Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

Staff/Member Off-Site Contact

Many cases of organizational abuse occur off-site and outside of regularly scheduled activities. This contact outside of regularly scheduled activities may put members, staff and the Club at increased risk.

The Boys & Girls Clubs of Yellowstone County discourages our staff members from one-on-one interaction with members outside of Club programs and expects our staff members to limit off-site contact with Club members to:

- incidental meetings at public venues (i.e. stores, restaurants, entertainment venues),
- scheduled public events such as Member's games or school performances.

However, we recognize staff members may either have children who attend the Club or friends whose children attend the Club. These family specific situations will from time to time lead to off-site interactions, which do not fit the established expectations listed above. In these situations, with approval from a member's parent/guardian, the Club has determined the following forms of staff/member off-site contact are appropriate:

- Club members, along with other children attend parties for a Club staff member's child,
- Club staff member children, along with other children attend another member's party,
- Family gatherings which involve Club members and their parents/guardians.

Volunteer/Member Off-Site Contact

Many cases of organizational abuse occur off-site and outside of regularly scheduled activities. This contact outside of regularly scheduled activities may put members, volunteers and the Club at increased risk.

The Boys & Girls Clubs of Yellowstone County expects our volunteers to limit off-site contact with Club members to:

- incidental meetings at public venues (i.e. stores, restaurants, entertainment venues),

Club volunteers should not schedule any non-Club outings with a Club member or be at a member's home. The only exception to this policy is if the volunteer is a relative of the Club member.

Electronic Communications

Staff and volunteers are prohibited from sending text messages to members and/or replying to text messages from members. If a member attempts to communicate with staff or volunteers via text, the staff or volunteer must notify his or her supervisor immediately.

Staff and volunteers are prohibited from communicating with members using personal social networking platforms like Facebook, Twitter, Instagram or Snapchat. Personal social networking profiles and blogs of staff and volunteers must be private and inaccessible to members. Staff and volunteers with profiles on social networking sites may not request to be friends with members or approve friend requests from members.

Staff and volunteers are prohibited from instant messaging with members and from e-mailing members using their personal e-mail accounts. All e-mail communications with youth should occur from company e-mail accounts, and a copy of all e-mail communication must be sent to a supervisor and the member's parents or guardians. If a member attempts to communicate with a staff or volunteer via e-mail or instant message, the staff or volunteer must notify his or her supervisor immediately.

Gift Giving

Molesters routinely groom youth by giving gifts, thereby endearing themselves to the youth. They might instruct the youth to keep the gifts a secret, which then starts teaching the youth to keep secrets from parents. For this reason, staff and volunteers should only give gifts to groups of members, and only under the following circumstances:

- Club leadership is made aware of and approve the gift
- Each parent is notified of the gift

Member Supervision

The Boys & Girls Clubs of Yellowstone County is committed to providing a safe environment and as such, all Club activities shall be under continuous supervision by an appropriate adult at all times.

Staff shall not:

- Use electronic devices such as cell phones, PDAs, or other communication devices while supervising members unless it is part of approved programming.

Staff shall:

- Ensure all youth volunteers are supervised by an adult staff member and that unused rooms will be secured.
- Strive to maintain appropriate staff to member ratios at all times.
- Abide by the Organization's one-on-one contact policy and strive to ensure at least three individuals are present when supervising members.
- Abide by the Organization's disciplinary policies and procedures.
- Be trained on appropriate supervision tactics and behavior patterns.
- Immediately notify Club leadership and/or submit written reports detailing supervision issues or incidents.

Restroom Safety Policy

Boys & Girls Clubs of Yellowstone County is committed to safeguarding the health, safety and dignity of all persons who use a restroom in one of our Clubhouses. Our restrooms shall be regularly cleaned and sanitized, fixtures shall be functional and maintained in good repair, and restroom rules of conduct shall be strictly enforced. Where the Boys & Girls Clubs of Yellowstone County operates several Clubhouse in schools we shall coordinate with the school district(s) to ensure that the restrooms meet the organization's standard of care.

- **Sanitary:** means all restroom fixtures, hardware, accessories and surfaces within reach must be regularly cleaned.
- **Functional:** means all restroom physical features are fully functional.
- **Safe:** means rules for conduct are established and enforced.
- **Attractive:** means finish surfaces are maintained in good repair and all graffiti is promptly removed.

While each Clubhouse shall develop and document practical strategies for ensuring the safety of our members, staff, volunteers and guests while using the restrooms, it is expected that staff or volunteers observing unacceptable restroom conditions shall immediately notify Clubhouse leadership so corrective action can be taken.

Staff or volunteers observing inappropriate and unsafe conduct by members or adults shall intervene to stop the behavior and immediately report it to Clubhouse leadership.

Member Transportation Policy

The Boys & Girls Clubs of Yellowstone County is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults.

The Club will only provide transportation from a member's school to the Club and to various approved off-site locations as part of the daily Clubhouse experience. The Club will provide each driver with a:

- regularly updated list of members from each school they pick up from, and
- permission slip for every member traveling to an off-site event in a Club vehicle.

The Club only transports youth in Club owned/rented/leased vehicles or when approved in advance a Club professional's personal vehicle. While no driver shall transport more individuals in a vehicle than the vehicle's maximum capacity, each driver is expected to take into consideration the variation in the size of members of different ages when determining how many members can safely and comfortably ride in a given vehicle.

When transporting members or operating a Club owned/rented/leased vehicle:

Drivers shall not:

- Use electronic devices such as cell phones, PDAs, or other communication devices while transporting members to and from the Clubhouse or Club related activities.

Drivers shall:

- Strive to ensure at least three individuals are present when transporting members
- Immediately notify Club leadership if there is a delay or issue with transporting members to and from the Clubhouse or Club related activities.
- Submit written reports detailing issues or incidents involving transporting members to and from the Clubhouse or Club related activities.