

BOYS AND GIRLS CLUB

OF THE SEMINOLE NATION OF OKLAHOMA



POLICY AND PROCEDURES MANUAL

BGCSNOK is an activity of the Housing Authority of the Seminole Nation of Oklahoma (HASNOK). Nothing in this Policy and Procedures Manual shall be considered a waiver of HASNOK's or of the Seminole Nation of Oklahoma's sovereign immunity.

The contents of this Policy and Procedures Manual are supplemental to HASNOK policies and procedures. All employees, volunteers, and activities of BGCSNOK are subject to HASNOK personnel policies and procedures.

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WELCOME

Welcome to the Boys & Girls Club of the Seminole Nation of Oklahoma—Great Futures Start Here! We hope you will review the policies described herein to familiarize yourself with our club's practices. If you have any questions concerning this manual or if you need clarification for any of the information, please let us know. You will find contact information below.

CLUB LOCATION

Physical Address: 120 West 4th Street Wewoka, OK

Mailing Address: BGCSNOK, P.O. Box 1493 Wewoka, OK 74884

CONTACT INFORMATION**Main Line Phone Number:**

405-876-6613

(Call this number if you are trying to reach a front-line staff member regarding your child during club hours, such as for pick-up authorization or authorizing a child to walk home)

BGCSNOK BOARD CHAIR:

Chelsea Fish

chelsea.fish@hasnok.org

BGCSNOK Site Manager:

Tony Palmer

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James Turnbow

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MISSION STATEMENT

Boys & Girls Club of the Seminole Nation of Oklahoma (BGCSNOK) provides a safe and nurturing environment that guides each young person on their path to developing good character, a respect for culture and diversity, academic excellence, and development of a healthy mind, body, and spirit.

VISION STATEMENT

Boys & Girls Club of the Seminole Nation of Oklahoma will provide a world-class club experience that assures success by offering opportunities for all young people to achieve the ambitious vision of great futures, while sustaining and respecting unique cultural values and traditions.

FORMULA FOR IMPACT

All programs and activities are designed to maximize opportunities for young people, help them build self-esteem, and grow into responsible and caring citizens. Boys & Girls Clubs of America have put together a framework for clubs across the nation from which to build. This framework is called the Formula for Impact. The following is a brief description of the Formula for Impact. The Formula for Impact includes the Outcome Driven Club Experience, 5 Key Elements for Youth Development, and Core Program Areas; all of which are implemented at the BGCSNOK.

FIVE KEY ELEMENTS FOR POSITIVE YOUTH DEVELOPMENT:

Safe and Positive Environment: BGCSNOK staff, facilities, program, and age-appropriate settings create stability, consistency, and a sense of physical and emotional safety for Club members.

Fun: Club generates fun for Club members. BGCSNOK staff make the Club feel at home, fostering a family atmosphere.

Supportive Relationships: Club members develop meaningful relationships with peers and adults. Club members develop a strong sense of belonging through the connections they establish with BGCSNOK staff and peers.

Opportunities & Expectations: Club members acquire physical, social, technological, artistic, and life skills.

Recognition: Clubs recognize & support young people's self-worth and accomplishments. BGCSNOK staff encourage Club members and provide positive reinforcement as they make improvements and experience successes.

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CLUB MEMBERSHIP POLICY

Club membership is open to active membership for all youth between the ages of 8 and 18 regardless of race, color, gender, creed, national origin, or disability. A fully completed club membership application must be signed by a Parent/Guardian and submitted annually. The BGCSNOK club membership fee is \$25 per club member per year. If the club member is an enrolled tribal member of any federally recognized tribe, the annual club membership fee is \$15. Annual and/or summer club membership applications is considered incomplete until payment is received. Club renewals will take place 365 days after the initial application is received. Financial assistance may be available. An application must be completed for financial assistance requests. Once enrollment capacity is reached, a waitlist will be implemented. BGCSNOK reserves the right to terminate a club member's annual and/or summer membership at any given time if the club member or their guardians fail to comply with the requirements of this policy or the club member and guardian handbook.

BGCSNOK current fee schedule is as follows per club member:

Fee Description	Tribally Enrolled Fee (any federally recognized tribe)	Community Fee
Annual Membership Fee	\$15	\$25
Monthly Summer Camp Fee	\$60 per child	\$80 per child

FINANCIAL ASSISTANCE POLICY

BGCSNOK offers financial assistance in the form(s) of partial or full scholarships for membership. BGCSNOK grants scholarships sparingly to those who qualify and only when scholarship funds are available. Qualification is determined by income level. Available funds are distributed on a first-come, first served basis. The scholarship request form can be downloaded from the official club website, completed, and submitted to the BGCSNOK administrative office. Instructions for submission are outlined on the Scholarship Request Form. One scholarship request form must be filled out per child. Please note that the scholarship request is only considered complete when a 1040 individual tax return form or a social security/disability award letter accompanies it as supporting documentation. Incomplete scholarship requests will not be considered.

SUMMER DAY CAMP REGISTRATION

Parents/guardians must sign and complete summer camp registration annually in addition to the child's annual club membership application. Summer camp registration is typically open in April of each year and must be completed online through the club's official website. The BGCSNOK staff are happy to provide in-person assistance in the online registration process to any parent or guardian at the BGCSNOK front desk, or over the phone, during regular club hours.

Summer camp hours vary and are announced annually in April when registration is opened. During summer camp, meals and snacks are provided. The Club takes numerous field trips over

the summer. Due to the additional food and activity cost during the summer, the Club requires an additional fee for all club members who attend summer camp. The fee, which is \$80 per month for non-tribal members and \$60 per month for tribal members, breaks down to a minimal cost of \$4-\$5 per day. The actual cost the club incurs to host each child ranges from \$15-\$50 *per day* depending on our planned activities. Summer camp registration fees are necessary, as they are allocated to fund a small portion of the increased summer food costs and the extensive high-quality activities that we provide during this eight-week period.

CHECK-IN AND CHECK-OUT POLICY

This policy is in place to ensure the safety and security of all club members during arrival and departure. All club members are required to check in at the reception area upon entering the club and check out at the reception area upon leaving the club *without exception*. If a club member does not have written authorization to walk home in our online member tracking system, they must be picked up by individuals who are listed as authorized in our system. Club members are not permitted to leave the club with anyone who is not authorized, including other club members, even if they are familiar with the individual(s). Verbal or written consent must be provided by the club member's parent/guardian to a BGCSNOK staff member for exceptions.

BGCSNOK staff are required to see the parent/guardian or an authorized individual during the checkout process each day. The authorized individual must physically enter the club to check out the club member. Individuals checking out a club member must be at least 18 years of age and must be pre-authorized verbally or in writing by the parent/guardian.

If a club member is authorized to walk home, a written and signed agreement must be submitted to club staff. This agreement is typically completed during registration through the online application process. Walkers will be released at the time specified in the agreement. Club members will not be released early for any reason without verbal or written permission from their parent/guardian. Parents/guardians are responsible for contacting the club to provide this permission. It is not the responsibility of BGCSNOK staff to contact parents/guardians regarding early departures.

Parents/guardians may request changes to a club member's authorized pick-up or checkout plan by contacting club staff. Changes must include the name(s) of the individual(s) authorized to check out the club member. If special arrangements are necessary, the parent/guardian must notify the BGCSNOK office directly.

Club members are required to remain involved in club activities until their rides arrive. For safety purposes, club members are not allowed to wait outside or be on club property unsupervised for any reason.

REFUND POLICY

There will be no refund for donations or fees paid to BGCSNOK, except in rare extenuating circumstances, which require a thorough review from the club's administrative team.

CLUB HOURS

BGCSNOK is open for after school programming from 2:00PM – 6:00PM, Monday through Friday. BGCSNOK is open for summer day camp programming Monday through Thursday in June and July. Summer hours vary. For pre-scheduled closures and normal operation hours, please refer to the activity calendar on the BGCSNOK website.

UNEXPECTED CLOSURES

BGCSNOK is responsible for the safety of club members, volunteers, and staff. BGCSNOK reserves the right to change its hours and days of operation based on economic need and/or extenuating circumstances. If such changes occur, parents/guardians will be notified immediately. Additionally, there may be days when it is necessary to close the club due to unforeseen circumstances, such as emergency repairs, inclement weather, etc. In the event of severe weather, the administrative BGCSNOK staff will consider current weather conditions, road conditions and weather forecast to decide whether to close early and/or cancel club activities for the day. Whenever possible, BGCSNOK will make the decision to close the club for the day a minimum of 2 hours before the club normally opens. This will allow BGCSNOK enough time to notify parents/guardians. BGCSNOK will notify club members, parents/guardians, BGCSNOK staff, and school(s) via email, secure texting app (Remind), and club social media (Facebook).

LATE PICK-UP POLICY

Club members must be checked out by the posted closing times. If a club member is not checked out within 15 minutes of the posted closing time more than once, a \$20 late check out fee will be charged on the date of the second occurrence and every occurrence thereafter. Payments can be made by cash, check, or card to the staff on site, who will provide a receipt for payment. If a club member is not checked out within 30 minutes of the posted closing time, and the club is not notified by the parent/guardian or guardian, BGCSNOK reserves the right to contact SNOK Lighthouse and/or city police for assistance. Club members will not be allowed to attend or utilize any club program until late fees are paid in full.

PARENT/GUARDIAN CODE OF CONDUCT

BGCSNOK staff are happy to help parents/guardians with any questions, concerns, or suggestions. BGCSNOK realizes that a parent/guardian needs to feel their club member is receiving the best possible programming in a safe environment. As such, the parent/guardian has the right to inquire about and request to see their child's confidential club file. Any questions or complaints should be addressed to the Site Manager or the CEO. The Site Manager or CEO will be happy to address the concerns, if time permits, or to set up a meeting for further review of the situation. However, any persons who engage in disorderly conduct of any kind, such as exhibiting blatantly rude and/or argumentative behavior toward a club staff or member, harassing phone calls, attempting to contact club staff after hours, use of speech/language that is offensive/ inappropriate, physical/verbal abuse or threat of harm to any staff, volunteers, or club member, will be subject to removal and possible exclusion from the facility. It is the responsibility of the parent/guardian to notify the club of any changes in address, contact information, and/or club member's health/behavior information.

BEHAVIORAL EXPECTATIONS AND DISCIPLINE POLICY

BGCSNOK recognizes that each child is unique and special, and we are committed to providing every club member with the opportunity to fully participate in our programs. However, the safety and well-being of every child in our care is our top priority. For this reason, we cannot tolerate any behavior that causes disruption or poses a potential risk of harm to other club members. To ensure consistency and understanding, BGCSNOK staff review the club rules and behavioral expectations with all club members at the start of each club day before programs begin. This daily reminder helps reinforce positive behavior and provides clear guidance to club members on what is expected of them.

BGCSNOK encourages club members and their parents/guardians to actively engage in addressing and resolving any behavioral issues that may arise during club hours. When behavior problems occur, club members will be reminded of the club's behavioral expectations using a variety of behavioral management techniques as outlined in this policy.

If negative behavior cannot be resolved or if the behavior warrants a formal behavioral incident report, parents/guardians will be promptly notified. This is particularly important when the behavior poses a safety concern for the club member or others, such as physical aggression, inappropriate interactions, or running away from the group. In such cases, BGCSNOK administrative staff may schedule a meeting with the parent/guardian to discuss the issue and identify solutions.

BGCSNOK adheres to a progressive discipline policy but reserves the right to immediately suspend or expel a club member at the discretion of the administrative team. Each situation will be assessed on a case-by-case basis, taking all relevant factors into consideration. If a pattern of negative behavior emerges, the Site Manager and CEO will collaborate to develop a written behavior plan. This plan will serve as a proactive tool to guide the club member, their guardians, and BGCSNOK staff in correcting the behavior. The parent/guardian may be consulted in the development of this behavioral plan.

If the club member's behavior does not improve and/or continues to cause significant disruptions, BGCSNOK reserves the right to terminate the club member's membership without refund.

BEHAVIORAL OFFENSES

Behavioral offenses include, but are not limited to:

- 1) Fighting, bullying, cyber-bullying, humiliation of others
- 2) Sexual harassment and/or inappropriate sexualized behavior of any form
- 3) Disrespect for BGCSNOK staff & fellow club members
- 4) Blatant, consistent disregard for club rules
- 5) Prohibited or illegal activities, including but not limited to:
 - a. tobacco use
 - b. use of alcohol, vaping products, or other drugs
 - c. stealing

- d. destruction of property
- 6) Loitering (steps, front desk, restroom, etc.)
- 7) Failure to keep hands to self
- 8) Foul language and gestures
- 9) Being outside of club areas without BGCSNOK staff permission
- 10) Poor sportsmanship
- 11) Stealing from others or from the BGCSNOK
- 12) Misuse of equipment or facility
- 13) Running or creating unsafe environment
- 14) Excessive yelling
- 15) Failure to comply with reasonable requests of BGCSNOK staff
- 16) Being indirectly involved with any of the above offenses (i.e., “agging’ it on)
- 17) Using an electronic device to record any of the above activities will result in the person recording receiving the same disciplinary measures as those activity engaged in the behavior. The club considers the act of recording any of the above behaviors as active participation. Club staff reserve the right to confiscate and provide a club member’s personal electronic device to authorities if there is reasonable suspicion that illegal activities have taken place on the device, warranting investigation from law enforcement.

PROGRESSIVE DISCIPLINE

BGCSNOK’s discipline approach includes:

- Positive relationships and gentle guidance (We attempt to *connect* with each child before we *correct*.)
- Redirection of negative behaviors and energy.
- Meeting the child where they are emotionally (using empathy for strong emotions)
- Allowing the club member to engage in finding proactive compromises (when appropriate) and solutions to avoid future offenses.

The BGCSNOK prohibits staff and volunteers from using the following methods of punishment:

- Humiliating or physical punishment.
- Withholding basic needs (e.g., food, rest, bathroom access).
- Corporal punishment, except for safe restraint practices in extreme safety situations.

The following steps outline the progressive discipline approach, starting with minor interventions and escalating based on the severity and recurrence of behavior:

Step 1: Initial Intervention

- **Discussion with Club member:** Privately discuss the behavior to identify the root cause and address underlying issues.
- **Behavioral Management Techniques:** Use verbal and nonverbal strategies to redirect behavior and reinforce expectations.

Step 2: Documentation and Parental Involvement

- **Behavioral Incident Documentation:** Record the incident using an accident/incident report form. This form will be placed in the member's confidential file and reviewed to identify behavioral patterns and areas for improvement.
- **Parent/Guardian Notification:**
Inform parents/guardians of the incident and its consequences.

Step 3: Escalation for Critical Incidents

- **Critical Incident Reporting (when applicable):** If the incident meets BGCA description of a Critical Incident (outlined below), the CEO will report it to Boys & Girls Clubs of America within 24 hours.

Step 4: Disciplinary Consequences

- BGCSNOK staff will determine appropriate consequences for behavioral infractions, which may include:

1. Minor Offenses (Behavioral Redirection Procedure):

For less serious behavioral infractions, the following steps will be taken:

- **Private Discussion:** Speak with the member discreetly to address the behavior and understand its cause.
- **Behavioral Incident Record:** Document the incident if necessary.
- **Redirection:** Guide the member back to appropriate behavior.
- **Parental Consultation:** Engage parents/guardians if the behavior persists or escalates.
- **Consequences:** May include temporary dismissal, mood regulation breaks (time-outs), or behavior-related tasks, such as helping clean up.

2. Moderate Offenses (Behavioral Plan or Consequences):

For more serious offenses, further steps may include:

- **Apology Letter or Club-Site "Community Service":** Tasks supervised by staff (e.g., cleaning club areas, organizing supplies).
- **Behavioral Plan:** A personalized plan created in collaboration with the club member (if the member is willing to participate) to guide behavioral improvement. Guardians will be notified. If a member is not willing to participate, the staff and administration

will collaborate with guardians to establish the best behavioral guidance plan for the club member.

3. **Serious or Repeated Offenses (Dismissal, Suspension, or Termination of Membership):**

For severe or repeated infractions, the following progressive consequences will be considered:

- **Dismissal or Suspension:**
 - **1st Offense:** Dismissal for the remainder of the day and the following five business days.
 - **2nd Offense:** Dismissal for the remainder of the day and the following 20 days.
 - **3rd Offense:** Dismissal for the remainder of the day and a 365-day suspension. Membership renewal will be subject to review by the CEO and Site Manager.
 - **Termination of Membership:** For severe or repeated infractions despite interventions, membership may be terminated after administrative review.

CRITICAL INCIDENT/ACCIDENT POLICY

BGCSNOK staff work hard to create a safe and secure environment. The completed club membership application authorizes BGCSNOK staff to obtain medical treatment for a club member, if necessary. When a critical injury occurs, BGCSNOK staff will call the appropriate medical staff and law enforcement, if necessary. Parents/guardians will then be called immediately. If parents/guardians cannot be reached, care may be provided, but only if deemed necessary by an EMT or physician. Minor injuries, such as cuts and scrapes, will be treated on site by BGCSNOK staff. If a club member has an accident or an incident occurs while at the Boys & Girls Club, the BGCSNOK staff in the Club area must document the event on an accident/incident report form. The form must be filled out completely and turned into the Site Manager by the end of the club day. The event(s) recorded on the form will be disclosed to the parent/guardian of the club member at pickup. If the club member is a walker, or if the parent/guardian is not present at pickup, the club staff will reach out to a parent/guardian within 24 hours. Depending on the severity of the situation and the type of accident/incident, a critical incident report may be filed with BGCA by the CEO or the Board Chair. All accident/incident forms will be placed in the club member's permanent file and in the online management information system.

ACCIDENT AND INCIDENT-RELATED FORMS:

- **Accident/Incident Report:** This form is used for documentation of any inappropriate behavior involving a club member or staff while at BGCSNOK. This form is also used for any accidents (slipping, tripping, or any injury) that may occur during club hours.
- **Behavioral Plan:** The form is used to develop an agreement with the club member and Club Staff when the club member has exhibited a pattern of negative behavior at BGCSNOK.

BULLYING PREVENTION POLICY

BGCSNOK is committed to providing all club members with a safe environment and will not tolerate any form of bullying at any club activity, whether on or off club property. BGCSNOK

staff and volunteers who observe an act of bullying are trained to take immediate and appropriate steps to intervene. If the staff or volunteer believes their intervention has not resolved the matter, they shall document the incident in writing and report it to the Site Manager.

The Site Manager, CEO, or appropriate BGCSNOK staff will inform the parent or guardian of any club member who was observed as a victim or perpetrator of bullying. Staff will use the contact number(s) provided on the club member's registration application and will make every effort to reach the parent or guardian. Failure to contact the guardian due to outdated information does not constitute a failure to communicate, and it is the responsibility of the parent or guardian to ensure that BGCSNOK has up-to-date contact details.

We ask parents or guardians to contact us if their child reports an unpleasant experience at the club for any reason. We want to be notified as soon as possible so we can address the issue on the next business day and take steps to prevent further occurrences.

Depending on the frequency and severity of conduct, intervention, discipline, and/or referral to law enforcement will be used to address the impact on the victim and correct the perpetrator's behavior.

MEMBER ILLNESS POLICY

If a club member has any symptoms of a contagious illness (ex. head lice, pink eye, COVID, etc.) the club member will need to be kept at home until there are no signs of symptoms. If a club member does not attend school due to illness, the club member is not allowed to attend the club. Should a club member become ill while they are in attendance, BGCSNOK staff will separate the club member from other club members and attempt to contact a parent/guardian immediately. Parents/guardians will be contacted via phone to pick up the club member immediately. If BGCSNOK is unable to reach parents/guardians, BGCSNOK will contact one of their emergency contacts for pick-up.

MEDICATION POLICY FOR CLUB MEMBERS

BGCSNOK urges parents/guardians to schedule any necessary medication that needs to be taken prior to attending the club or after club hours. If medication must be administered during club hours, it must be done in accordance with the following policy:

- BGCSNOK will store medication in a locked box.
- The club member must ask for medication at the appropriate time or parents/guardians may call the club member to remind them. BGCSNOK staff will not be responsible for administering medication to club members or reminding club members to take medication.
- The club member or parent/guardian must self-administer medication.

BGCSNOK requires all medications to be in their original form, with the prescription information still on the package. It is the parent's/guardian's responsibility to bring more medication as

needed. BGCSNOK will not accept any medication for which BGCSNOK does not have a prescription and a physician's order on file. Club members are allowed to take over-the-counter medications only if there is a physician's order for the medication.

BGCSNOK STAFF TRAINING POLICY

BGCSNOK staff will go through mandated safety training at least two times per year. Some examples of the training all BGCSNOK staff will complete are:

- BGCSNOK Employee Policies & Procedures, Emergency Action Plans
- Youth Mental Health Training
- First Aid & CPR Certification Training
- Mandatory Reporting and Sexual Abuse Prevention Training
- Transportation Safety Training
- Heat Illness Prevention Training
- Food Handlers Safety Training
- Crisis Prevention, Preparedness and Response Training
- Behavior Management Techniques Training

BGCSNOK conducts and reports, through a BGCA-approved process, the following training for all BGCSNOK staff and volunteers with direct repetitive contact with club members (at the intervals noted for each).

Before providing services to club members and annually thereafter:

1. BGCA-approved child abuse prevention
2. BGCA-approved mandated reporting
3. BGCA-approved grooming prevention
4. BGCA-child and club safety 101

VISITOR POLICY

Visitors requesting a tour or meeting with BGCSNOK staff will need to schedule a meeting in advance to gain access to the facility. Visitors will need to check in at the front desk, will be required to always be present with BGCSNOK staff, and will not be left alone with club members under any circumstances. BGCSNOK does not allow visitors or parents/guardians to remain in the club during club hours to spectate without approval from the Site Manager or the CEO. Special exceptions to this policy include behavioral plans (based on behavior or special needs) that specifically warrant this type of supervision from a parent/guardian during club hours, or special community events (i.e., holiday parties, back to school bash, field trips).

FACILITY RENTAL POLICY

BGCSNOK does not offer rentals of our facility currently.

ADA/DISABILITY POLICY

BGCSNOK is committed to providing all children and youth between the ages of 8 and 18 with the opportunity to participate in our programs in a safe and supportive environment. While we strive to be all-inclusive, it is important to note that BGCSNOK staff are not specifically trained to

provide specialized care or support for individuals with disabilities, nor does the organization have the financial resources to hire staff with the qualifications necessary to provide such specialized services.

As such, BGCSNOK is unable to provide one-on-one care, including but not limited to the services of a shadow or aide, reduced staff-to-child ratios, or intensive specialized care for its members. Additionally, BGCSNOK staff cannot assist any club member in using the restroom or emptying urinary leg bags under any circumstances. Club members must be able to use the restroom independently or must have a guardian, shadow, or aid in place to assist them at the club. This requirement is in place due to BGCSNOK's biohazard and safety policies, which are designed to protect both club members and staff.

While we are committed to making every feasible effort to accommodate club members with special needs, BGCSNOK cannot stop group programming or modify its programs to provide individualized services. However, we are happy to welcome a guardian, shadow, or other authorized individual to assist the club member during our club hours to ensure their successful participation. Any individual providing such support must adhere to BGCSNOK's safety and security protocols, including the requirement to successfully complete a national criminal background check, consistent with the policy for any adult staff or volunteer who has regular contact with BGCSNOK members.

This policy is designed to ensure the safety, well-being, and inclusion of all club members while maintaining a supportive environment for everyone. We encourage open communication with families to discuss accommodations and/or modifications that can be made to support a club member's participation to the greatest extent possible within the club's resources and capabilities.

EMERGENCY & DISASTER PLAN

In the event of a fire, natural disaster, or man-made disaster, BGCSNOK staff will evacuate all club members using the posted exit routes. The appropriate authorities, as well as parents/guardians, will be contacted. The first method of contact will be sent through the Remind text app to notify all guardians of the status of the situation. If able, staff will attempt to call parents/guardians only if the situation allows. Should parents/guardians be unavailable, those listed under "emergency contacts" on the application will be called. A written copy of the Emergency Preparedness Plan is posted at the club sites and can be found on the club's website.

RESTROOM POLICY

The following steps are in place to prevent inappropriate behavior that can take place in the restroom such as bullying, sexual misconduct, fighting, and vandalism. BGCSNOK will use the following practices:

- Limit mixed age groups (children, teens, and adults) from sharing the same restroom.
- Limiting the number of restroom users to one at a time.
- Frequent inspections by BGCSNOK staff.

*A special field trip restroom policy can be seen on page 17.

BGCSNOK STAFF RATIO & LINES OF AUTHORITY

BGCSNOK staff are trained via club administration, Spillet University, and BGCA staff. BGCSNOK will follow BGCA safety guidelines for ratios with one BGCSNOK staff member, volunteer, or mentor for every 20 club members, ages 8-18 years. All staff, volunteers, and mentors report to the Site Manager, who then reports to the chief executive officer. The chief executive officer reports to the BGCSNOK board of advisors.

TRANSPORTATION POLICY

BGCSNOK is committed to providing a safe environment and enforces the following transportation policy for members, staff, volunteers, and other adults. BGCSNOK only provides transportation to and from the Clubhouse and various approved off-site locations. The Club only transports youth in club vehicles or other vehicles approved by club leadership.

Drivers:

- Must allow for DMV background check and be cleared to transport youth per the barrier crime policy of the organization.
- Must keep an updated list of all youth who are transported to and from the Clubhouse and Club-related activities.
- Must confirm that no children are left on a vehicle after every trip (based on a seat-by-seat scan of each vehicle); a log must be signed daily to ensure compliance.
- Must perform regular checks to ensure that all members are picked up and dropped off at the appropriate times and locations.
- Must submit written reports detailing issues or incidents involving the transportation of members to and from the Clubhouse or to and from Club-related activities.
- Must only transport members in official Club vehicles.
- Must ensure that at least three individuals are present when transporting members. If one child remains to be dropped off, two adults (18 or over) must be present in vehicle.
- Must never transport Club members in personal vehicles.
- Must never use cell phones, PDAs or other communication devices while transporting members to and from the Clubhouse or Club-related activities.

Vehicles:

- Vehicles will be used in accordance with the HASNOK vehicle usage policy.
- Each agency vehicle should meet all local, state, and federal inspection and licensing requirements.
- Each vehicle should be inspected as outlined by DMV by staff before every trip for which youth are being transported; any problems with the vehicle must be addressed promptly.
- Regular maintenance should be performed on vehicles and documents/records reflecting that maintenance should be maintained.
- Each vehicle must provide a seat belt for every passenger and fully comply with state and federal seat belt regulations.

- Each vehicle must have a complete first-aid kit that satisfies state licensing requirements.
- Each vehicle must have a working and current fire extinguisher that satisfies state licensing requirements.
- Each vehicle must have reflective traffic warning signs (e.g., triangles or flares) that are stored securely during transport.
- The vehicle must be clean and well maintained and exterior physical damage must be repaired promptly.

BGCSNOK BUS CONDUCT POLICY

This policy ensures the safety of all children during both school bus rides and BGCSNOK field trips. It helps maintain order and fosters a positive environment whether children are being transported by the school or by the Club. Parents and guardians should review both the school's and BGCSNOK's transportation policies with their child to ensure they understand and follow the rules.

By working together, we can provide a safe, respectful, and enjoyable experience for all children traveling to and from the Club.

Summary of Behavioral Expectations During Transport: If club members are being transported by van or bus, they must remain seated at all times. Club members must always keep all body parts and personal objects inside the bus/vans. While on the bus/van, seats will be separated by age. Younger age groups will be required to sit in seats closest to the front. Staff may assign seating charts to maintain order on the bus. Club members should not climb on or under their seats. Club members may be asked to pick up trash on the bus at the end of their trip. There is a liability release that includes transportation permission that must be signed in the membership application.

School District Bus Transportation Policy: The BGCSNOK has Memorandums of Understanding (MOUs) with certain school districts, allowing the schools to provide transportation from the school to the club on weekdays after school hours. Children who are transported from school to the BGCSNOK on a school bus are required to follow the transportation policies and rules established by their respective schools. This means that while on the bus, they must comply with all school bus regulations, including behavior, safety requirements, and conduct expectations.

Disregard for School District Bus Rules: If a child fails to follow these school bus rules or engages in behavior that is deemed unsafe or inappropriate, the school may take disciplinary action. This could include restricting or revoking the child's privilege to ride the bus from school to the club. In such cases, BGCSNOK will not be able to offer alternative transportation, and it will be the responsibility of the parent or guardian to ensure the child arrives at the club safely.

BGCSNOK-Owned Bus Transportation Policy: When club members are transported on the bus owned by BGCSNOK for field trips or special activities, they are subject to the club's own transportation policy. The same rules of behavior, respect, and safety apply during these trips. BGCSNOK staff will enforce these rules, and failure to comply may result in disciplinary action,

which could include losing the privilege to participate in future field trips or use club transportation.

FIELD TRIPS/LOCK-IN/OVERNIGHT TRAVEL POLICY

Each field trip requires a signed permission slip and any necessary fees prior to departing. Most signups are taken on a first-come, first-served basis. Each club member must also wear the required BGCSNOK t-shirt, or a club lanyard provided by staff. Club members and parents/guardians are reminded that all our Club rules extend to field trips. Club members who fail to follow rules and general expectations for appropriate behavior will prompt an immediate call to a parent/guardian to remove that club member from the field trip at the parent's/guardian's own cost. A parent/guardian must always be available by telephone during any BGCSNOK sponsored field trip. Club members may be ineligible for field trips due to behavioral issues at the club or on previous field trips.

- When facilitating special events or traveling with club members, the one-on-one prohibition policy shall continue to be followed.
- During overnight travel, if club members room with other club members, they shall be of the same gender and should be of similar age.
- Adult chaperones will stay in separate rooms from club members.
- All club members and chaperones must review and follow the appropriate codes of conduct.
- Field trips must maintain a 1 to 10 ratio with BGCSNOK staff and club members.

SHARED-USE RESTROOMS ON FIELD TRIPS

On a field trip or when using a public restroom, youth shall never enter the restroom alone unless it is a single-stall restroom that is empty. Youth shall follow the "rule of three" in using public restrooms, with at least two youth and an adult walking to the restrooms and three youth entering a multi-stall facility together. The adults will remain outside the restroom door to provide auditory surveillance. Whenever possible, staff/volunteers will monitor and clear public restrooms before use by members to ensure that the facility is free of adults – and clear of youth not involved in the Club program – before allowing youth to use the facilities. Alternatively, staff members will stand in the restroom doorway and/or hold the door at least partially open when supervising member use of public restrooms. Staff may position themselves inside the restroom near the sinks if positioning at the door is not feasible or is deemed ineffective. In a shared-use facility, the Boys & Girls Club of the Seminole Nation of Oklahoma will utilize the best practice of shutting the exterior door to the restroom and using an "occupied" sign outside of the door to alert others that they must wait until club members have exited the restroom before they can enter.

FIELD TRIP ACCIDENT OR EMERGENCY PROTOCOL

The driver should immediately notify club leadership if there is a delay or issue (e.g., breakdown, accident, emergency) while transporting members to and from the clubhouse or club-related activities. Staff shall immediately inform club leadership if a staff member, volunteer, or board member violates this policy. In such case, the organization will take appropriate disciplinary action, up to and including termination. Through the appropriate use of club and community

resources, the BGCSNOK strives to mitigate the immediate effects of an emergency and its long-term effects on club operations and mission by being prepared to effectively respond to and recover from an emergency.

CHILD SEXUAL ABUSE PREVENTION POLICY

The priority of BGCSNOK is the physical and emotional safety of its club members, BGCSNOK staff and volunteers. BGCSNOK maintains a zero-tolerance policy for child abuse. BGCSNOK implements policies and procedures for club members, employees, volunteers, visitors or any victims of sexual abuse or misconduct that require reporting of any suspicion or allegation of abuse. BGCSNOK is committed to providing a safe and respectful environment for our club members and will not tolerate any sexual abuse or sexual misconduct toward or by any club member.

BGCSNOK staff, board members, special guests, mentors, and/or volunteers should **NOT**:

- Initiate conversation with club members about sexual matters. If a club member initiates a conversation about sexual matters with a BGCSNOK staff or volunteer, the BGCSNOK staff shall limit the conversation to the club member's immediate concerns AND BGCSNOK staff shall provide a written incident report to the supervisor immediately.
- Engage in off-site non-club related social activities with club members. Such interactions may include meetings, "hanging out," telephone conversations, texting, social networking, gaming, e-mail, or internet communication.

Any suspected sexual abuse or misconduct will be treated as a serious matter and shall be documented by written incident report immediately. When applicable, the incident will be reported to the appropriate authorities and a critical incident will be filed with the BGCA within 24 hours.

Definitions:

One-on-Contact Prohibition: BGCSNOK prohibits isolated one-on-one interaction between club members and BGCSNOK staff or volunteers, including board members. This includes prohibiting one-on-one contact at any time at the Club; in vehicles; by phone, text, social media; or any other means. **Exceptions may only be made when delivering approved medical or counseling services by a licensed, trained therapist or similar professional according to professional guidelines. All BGCSNOK staff and volunteers, including minor BGCSNOK staff (under age 18), are prohibited from meeting Club members outside of any Club-sponsored activities. The only exception to this rule is whether the Club member is a child or sibling of a BGCSNOK staff or volunteer.*

Child Abuse: when an adult or another child, whether through action or by failing to act, causes serious emotional or physical harm to a child. Sexual abuse or misconduct may include but is not limited to:

- Any sexual activity, involvement or attempt at making sexual contact with a person who is a minor (under 18 years old).
- Sexual activity with another who is legally incompetent.

- Physical assault or sexual violence, such as rape, statutory rape, abuse, molestation, or any attempt to commit such acts.
- Unwanted and intentional physical conduct that is sexual in nature.
- Inappropriate activities, advances, comments, bullying, gestures, electronic communications, or messages (e.g., by email, text, or social media).

Grooming: When someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation, or trafficking. Grooming behaviors may include but are not limited to:

- Targeting specific children for special attention, activities, or gifts.
- Isolating a child from family members and friends, physically or emotionally. This can include one-on-one interactions such as sleepovers, camping trips and day activities.
- Gradually crossing physical boundaries, full-frontal hugs that last too long, lap sitting or other “accidental” touches.

PHYSICAL INTERACTION POLICY:

Every BGCSNOK staff and volunteer is required to maintain appropriate physical contact with minors. Appropriate and inappropriate interactions include but are not limited to the following:

Appropriate	Inappropriate
• Side hugs • Handshakes • High-fives and fist-bumps • Holding hands (only allowable when in plain sight with young children, or youth with special needs in escorting situations)	• Full-frontal hugs or kisses • Showing affection in isolated areas • Lap sitting • Wrestling or piggyback/shoulder rides • Tickling • Putting arms around child’s waist or shoulder • Allowing club member to cling to an adult’s leg

VERBAL INTERACTION POLICY:

Every BGCSNOK staff and volunteer is required to maintain appropriate verbal interactions with club members. Appropriate and inappropriate interactions include but are not limited to the following.

Appropriate	Inappropriate
• Positive reinforcement • Child-appropriate jokes (no adult content) • Encouragement • Praise	• Name calling • Inappropriate jokes (adult-only content) • Discussing sexual encounters or personal issues • Secrets • Profanity or derogatory remarks • Harsh language that may frighten, threaten or humiliate club members

ONE-ON-ONE POLICY

Definitions:

One-on-One Interaction: One-on-one interaction is defined as any private contact or communication (including electronic communication) between any club member and an adult, including adult BGCSNOK staff, minor BGCSNOK staff, volunteers, board members and others who might encounter club members during regular Club programming and activities.

Private Contact/Communication: Any communication, in person or virtual, that is between one club member and one adult (18 or over) that takes place in a secluded area, is not in plain sight, and/or is done without the knowledge of others. Private places can include, but are not limited to, vehicles, rooms without visibility to others, private homes, and hotel rooms. Examples of private contact include, but are not limited to:

- Meeting behind closed doors (in rooms without windows or visible sightlines) or any spaces that are not visible to others.
- One BGCSNOK staff transporting one club member in a vehicle.
- Electronic communications (text, video, social media, etc.) between one club member and one BGCSNOK staff or volunteer.

Public Contact/Communication: Any communication or meeting, in person or virtual, that is between at least three individuals, including two BGCSNOK staff and one club member, one BGCSNOK staff and two club members, or any variations of these combinations. Examples of public contact include, but are not limited to:

- Meeting in plain sight of others (i.e. in a quiet corner of an active game room).
- Transporting club members via public transportation (bus, taxis, train, air, etc.) or transporting multiple club members.
- Electronic communications (text, video, social media, etc.) between multiple club members and adults (e.g., group chats).
- Public places can include, but are not limited to, buses, airports, shopping malls, restaurants, and schools.

One-on-One Behavioral Guidance: is allowed to take place between a BGCSNOK staff and club member as long as 1) the door is open and 2) there is a clear line of sight by other BGCSNOK staff or club member(s) into the space where behavioral guidance interaction is taking place. When possible, club staff should provide behavioral guidance and/or intervention in the presence of another staff member, a trained volunteer, or mentor.

BGCSNOK staff shall NOT:

- Initiate or participate in one-on-one contact with a club member (outside of the one-on-one behavioral guidance guidelines outlined above).
- Have a private meeting or communication with a club member without having an open line of sight with other BGCSNOK staff or club members. This includes in-person meetings and virtual communications such as texting, video chat, and social media.
- Transport one club member at a time. This includes transportation in personnel and HASNOK vehicles. The only exception to this rule is when the BGCSNOK staff member is

1) a relative of the club member and 2) has a written agreement signed by the club member's parent or guardian authorizing them to transport the club member to and from the club.

BGCSNOK staff shall:

- Ensure meetings and communications (in-person and virtual) between club members and BGCSNOK staff and volunteers include at least three individuals (minimum of two adult staff and one club member), when deemed necessary based on severity of the situation. At the very least, additional BGCSNOK staff will be within a line of sight during communications involving BGCSNOK staff and club members.
- Ensure in-person meetings take place in areas where other BGCSNOK staff and/or club members are present. At no time will BGCSNOK staff be in an enclosed space with one club member absent from a clear line of site. Doors or windows will always be open to ensure a clear line of sight to additional BGCSNOK staff, mentors, and/or volunteers.
- Communicate to another BGCSNOK staff if an emergency arises.
- Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist, or similar professional or in an emergency. All exceptions shall be documented and provided to club leadership by the staff member.

BGCSNOK staff shall immediately inform club leadership if a BGCSNOK staff, volunteer, mentor, or board member violates this policy. Should anyone violate this policy, the organization will take appropriate disciplinary action, up to and including termination.

Mentoring programs and one-on-one contact: Mentorship is a key component of Boys & Girls Club of America's programming and has tremendous positive impact on club members. Prohibition of one-on-one interaction does not have to negatively affect mentor programs and/or relationship building. Mentors shall adjust their practices to include:

- Holding mentor and coaching sessions in areas where other BGCSNOK staff and/or club members are present or can see you – for example, in large rooms where meetings are visible but not heard by other club members.
- Scheduling meetings during club hours and at the club site.
- Documenting interactions between mentors and club members.

Partnerships with local mentoring organizations: All local mentors are required to abide by club policies, including background check requirements and prohibition of one-on-one interaction. External mentors are required to abide by all club safety policies and procedures. A written agreement should be in place to determine how and when the external organization assumes custody and responsibility of the club member; These procedures should be clearly communicated to parents/guardians. Every interaction between mentor and club members will be documented and maintained.

Traveling to off-site events and activities: When traveling to external events such as Youth of the Year, or other off-site events, the one-on-one policy shall continue to be followed. Should the Club take responsibility for transporting club members to and/or from an event, one

BGCSNOK staff should not transport one single club member at any time. Accommodation shall be made to ensure at least three people (two BGCSNOK staff and one club member or one BGCSNOK staff and two or more club members) are together when traveling. As an alternative, public transportation may be used (e.g., taxi, Uber, public transport). If this arrangement presents staffing or budget challenges, the club may consider the following:

- Including additional youth and/or BGCSNOK staff in travel plans.
- Inviting parents/guardians to attend and/or chaperone their club members.

Exceptions to the one-on-one policy: Exceptions to the one-on-one policy can be made under the following circumstances:

- When delivering medical or counseling services by a licensed, trained therapist or similar professional (e.g., counselors, social workers).
- When the emotional or physical safety of a club member is at risk and a private is deemed necessary by club leadership.
- In rare, emergency situations that could create a safety risk (e.g., if a club member is not picked up by a parent/guardian at the end of the day and no emergency contacts are reachable, and no additional staff are available, and the club member must be transported to local law enforcement or to their residence. In these cases, club staff are required to call the Site Manager or the CEO immediately and keep them on speaker phone during the entire duration of transporting of the club member in a company-owned vehicle.

MANDATED REPORTING POLICY:

Every BGCSNOK staff member or volunteer who becomes aware of or has suspicion of child abuse or neglect must immediately report to club leadership. Club leadership is responsible for reporting the incident immediately to the appropriate authorities, according to statewide mandated reporting laws, as well as to Boys & Girls Clubs of America (BGCA), within 24 hours via the critical incident system.

BACKGROUND CHECK POLICY

Boys & Girls Clubs of America are required to conduct criminal background checks of all employees, including minors, board volunteers, and others who serve on a standing committee, and conduct background checks on all volunteers, including partners and minors, who have direct, repetitive contact with club members. BGCSNOK applicants for employment or volunteer positions shall be subject to a National Criminal Background Check, a drug test, and, at the discretion of the Executive Director of HASNOK, a credit check prior to beginning employment in accordance with the HASNOK personnel policy.

It is the policy of BGCSNOK that an employee or volunteer will be automatically ineligible for employment or volunteer service, if such individual:

- a) refuses to consent to a criminal background check.
- b) makes a false statement in connection with such criminal background check.
- c) is registered, or is required to be registered, on a state or national sex offender registry.

- d) has been convicted of a felony consisting of:
 - 1. murder,
 - 2. child abuse,
 - 3. a crime against children, including child pornography,
 - 4. domestic violence,
 - 5. abduction or human trafficking,
 - 6. a crime involving rape or sexual assault,
 - 7. arson,
 - 8. weapons, or
 - 9. physical assault or battery; and
- e) has been convicted of a drug-related offense committed within the last five years.

BGCSNOK will conduct reference checks on any candidate for employment or volunteer service. Should candidates for employment have previous experience with a Boys & Girls Club, a reference from the former Boys & Girls Club supervisor will be obtained by BGCSNOK prior to extending an offer for employment or volunteer service.

GRIEVANCE POLICY

If a family feels that the BGCSNOK did not provide the club member with the appropriate accommodation and/or services required by law, the family may choose from among the following options:

1. The family may contact the Site Manager or the CEO, and request that a meeting be arranged to discuss the grievance.
2. Families may be required to provide the BGCSNOK staff with additional documentation supporting a need for special accommodation.
3. BGCSNOK staff genuinely wish to engage in these interactive conversations with families, and BGCSNOK strives to create an environment where families feel comfortable discussing the needs of their club members.
4. If a family does not wish to speak to the Site Manager or CEO, the family may file a formal written grievance with the board chair to request that the file be reviewed for additional consideration. The request must include a full description of the situation, including a statement of the requested solution.

The board chair will review the matter and will provide the family with a written statement outlining the decision/findings and any next steps available to the family. Where appropriate, the board chair may instruct the club staff to implement temporary and/or permanent approved accommodation.

PERSONAL BELONGINGS & ELECTRONICS POLICY

BGCSNOK is not responsible for lost, damaged, or stolen items. Any personal belongings brought to the club by a club member are the sole responsibility of that club member. For this reason, club members are strongly discouraged from bringing money, personal belongings, or electronics to the club or on field trips. If a club member does bring an electronic device, it must be turned

into the front office upon arrival. We do not allow club members to enter the programming area(s) with these devices. Personal belongings will be stored securely and returned to the club member before they leave the club for the day.

The use of BGCSNOK phones for personal reasons by club members is prohibited, except in case of an emergency. We kindly ask that all pick-up arrangements be made prior to your child's arrival at the club. This helps avoid the need for frequent phone calls regarding pick-up plans, minimizing safety concerns and disruptions in the club's administrative office and ensures a smoother experience for both staff and club members.

In some special circumstances, electronics may be permitted, as defined by the Site Manager and/or CEO. These situations might include activities that require electronics or certain field trips, but only if the devices do not cause distractions during programming. BGCSNOK reserves the right to confiscate any electronic device if misbehavior is suspected. Confiscated devices will be held by a staff member, mentor, or volunteer until the club member's parent or guardian arrives to collect it. In cases where cyber-bullying, harassment, pornography, or other serious electronic infractions are suspected, BGCSNOK may turn the electronic device over to authorities for further investigation.

DATA BREACH MANAGEMENT RESPONSE PLAN

Purpose:

This plan outlines the steps to follow in the event of an imminent or actual breach of personally identifiable information (PII).

Definitions:

For the purposes of this plan, a breach refers to the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, or any similar occurrence where (1) a person other than an authorized user accesses or potentially accesses personally identifiable information or (2) an authorized user accesses or potentially accesses personally identifiable information for a purpose that is not authorized. A breach can lead to an adverse impact on information assets such as an information system and/or network and mobile devices.

In the event of a breach, the executive director must:

1. Report an actual or detection of an imminent breach of PII to Boys & Girls Clubs of America (BGCA) via the BGCA CIMS (Club Incident Management System) no later than 12 hours after an occurrence of an actual breach or detection of an imminent breach.
2. Agree to free exchange of information with representatives of the U.S. Department of Justice and Office of Justice Programs, as needed.

DRESS CODE POLICY FOR CLUB MEMBERS

Club members should dress comfortably and wear clothes that allow them to participate in typical club activities & programs.

Footwear: Closed-toed shoes must be worn to participate in physical activities. Flip-flops, sandals, cleats, and shoes with wheels in them are not to be worn except when allowed for special events, (such as trips to a swimming pool). Club members may not be allowed to participate in certain activities if open-toed shoes are worn.

Clothing: Inappropriate clothing of any kind is not allowed in the club. Club members wearing clothes that are too short, have excessive holes or tears, too tight, or too revealing, in any way, or clothes with questionable or distasteful images or messages will be asked to change immediately. If needed, BGCSNOK staff will contact the parent/guardian to bring different clothes for the club member. If the parent/guardian can't be reached, the BGCSNOK may provide alternative clothing to the club member, or have the club member sit in the office, until the parent/guardian is able to bring different clothes. This judgment will be left solely to the discretion of BGCSNOK staff. If it is inappropriate for school, it is inappropriate for the club. There are no exceptions to this rule.

DRESS CODE AND PERSONAL APPEARANCE POLICY FOR STAFF

All staff, mentors, and volunteers are required to maintain a professional and conservative appearance when working with children to ensure a safe and respectful environment. Personal hygiene, cleanliness, and a neat appearance are essential to maintaining the club's standards. The following guidelines must be adhered to:

Personal Hygiene:

- Good personal hygiene must always be maintained.
- Hair should be clean, combed, and well-groomed.
- Facial hair, including sideburns, mustaches, and beards, should be neatly trimmed.
- Perfume or cologne should be used sparingly to avoid discomfort or allergic reactions among members or colleagues sensitive to scents.

Dress Code:

- Program staff are required to wear club-BGCSNOK nametags, shirts, sweatshirts, or other designated tops. The club-mandated attire must always be visible (jackets or other outerwear should not cover the staff shirt). The BGCSNOK logo must always be identifiable.
- Acceptable clothing includes jeans, leggings, shorts, or other casual pants that are neat and appropriate for the work environment.
- Proper footwear is mandatory. Closed-toe, flat shoes must be worn for safety reasons.

Prohibited Clothing:

- Tattered, torn, ripped, or dirty clothing is not allowed.
- T-shirts or apparel with offensive language, logos, images, or slogans are prohibited.
- Pajamas or loungewear are not permitted.
- Revealing or provocative clothing, including clothing that intentionally exposes underwear, is not acceptable.

ENVIRONMENTAL PROTOCOLS POLICY

BGCSNOK is dedicated to keeping the club members that BGCSNOK works with safe year-round. Because BGCSNOK is in an area where hot and cold weather exists, BGCSNOK has implemented environmental protocols to keep club members safe.

- **Heat:** If the heat index (includes temperature and humidity level) exceeds one hundred degrees, BGCSNOK will bring all club members indoors.
- **Cold weather:** if the wind-chill index (air temperature and wind speed) reflects a number lower than 32 degrees, BGCSNOK will bring all club members indoors.

PROPERTY DAMAGE AND LIABILITY POLICY

BGCSNOK, HASNOK, their directors, attorneys, officers, employees, and agents are NOT liable to parents/guardians and club members, their personal representatives, assigns, heirs, and next of kin for any loss or damage, or any claim or demands therefore on account of injury to the person or property or resulting in death, whether caused by the negligence of the BGCSNOK, its directors, attorneys, officers, employees, and agents or otherwise while the parents/guardians and club members are in, upon, or about the premises or any facilities or equipment of BGCSNOK. BGCSNOK staff and volunteers shall indemnify and save and hold harmless BGCSNOK from any loss, liability, damage, or cost they may incur in, upon or about the BGCSNOK premises or in any way while volunteering, observing or facilities or equipment of BGCSNOK whether caused by the negligence of BGCSNOK or otherwise.

Furthermore, any club member who causes damage to club property caused by misuse of equipment or negligence will be responsible for restitution for all damages to the facility or loss of equipment/supplies. Theft will also result in the club member and/or their parents/guardians being responsible for restitution of the stolen items. In such instances, the club member's parents/guardians will be expected to reimburse BGCSNOK for any damage and will be billed accordingly. When applicable, the club membership guidance policy will be followed for consequences in addition to restitution.

DRUG AND ALCOHOL-FREE WORKPLACE POLICY

The Boys & Girls Club of the Seminole Nation of Oklahoma is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the organization maintains a drug- and alcohol-free workplace. The unlawful or improper use of drugs – including marijuana, controlled substances, or alcohol in the workplace – presents a danger to everyone. The organization also has a duty to comply with the requirements of the Drug-Free Workplace Act of 1988.

Employees are prohibited from reporting to work or working while under the influence of alcohol and/or illegal or unauthorized drugs.

- Employees are prohibited from reporting to work or working when the employee is using any legal drugs; exceptions can be made in accordance with state law when the use is

pursuant to a doctor's orders and the doctor has advised the employee that the substance does not adversely affect the employee's ability to safely perform his or her job duties. Employees taking any legal drugs that potentially affect job safety or performance are responsible for notifying their supervisor and/or Club leadership so that a determination of job performance or a reasonable accommodation can be made. An employee may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation has been made.

- Employees are prohibited from engaging in the unlawful or unauthorized manufacturing, distribution, dispensing, sale or possession of illegal drugs and alcohol in the workplace, including on organization paid time, on organization premises, in organization vehicles or while engaged in organization activities.
- Employees must notify their supervisor and/or club leadership immediately of any criminal drug or alcohol violation.
- Employment with the organization is conditional upon full compliance with the foregoing drug- and alcohol-free workplace policy. Any violation of this policy might result in disciplinary action, up to and including discharge.

The Boys & Girls Club of the Seminole Nation of Oklahoma further reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug- and alcohol-free workplace policy, including but not limited to the inspection of organization-issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this policy.

SMOKING POLICY

The Boys & Girls Club of the Seminole Nation of Oklahoma will comply with all applicable federal, state, and local regulations regarding non-smoking in the workplace in order to provide a work environment that promotes productivity and the well-being of its employees. Smoking in the workplace can adversely affect members, employees, and volunteers. Accordingly, smoking is restricted at all its facilities. Smoking is defined to include the use of any tobacco-containing products, including cigarettes, cigars, and pipes, as well as the use of electronic cigarettes (e-cigarettes) and vaporizers.

Smoking is prohibited at all Boys & Girls Clubs except for external areas where it is specifically authorized. The smoking policy applies to employees, volunteers, and members while on Club premises or during Club activities (on or off site).

Reasonable Suspicion: Staff, mentors, and/or volunteers shall immediately notify club leadership of any action by an employee or volunteer who demonstrates an unusual pattern of behavior suggesting that they are under the influence of drugs or alcohol. Club leadership will determine whether the employee should be examined by a physician or clinic and/or evaluated for drugs or alcohol in accordance with the club's drug-testing policies. Employees and volunteers believed to be under the influence of drugs or alcohol will be required to leave the premises. Any illegal

drugs or drug paraphernalia will be turned over to the appropriate law enforcement agency and may result in criminal prosecution.

Examples of behavior suggesting that employees or volunteers are under the influence of drugs or alcohol include but are not limited to:

- Odors (smell of alcohol, body odor or urine).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes or involuntary eye movements).
- Face (flushed, sweating, confused or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching); or
- Inactions (sleeping, unconscious, no reaction to questions).

Unusual patterns of behavior that may suggest drug or alcohol misuse include but are not limited to:

- Repeatedly calling in sick.
- Being absent directly before or after holidays and weekends.
- Repeatedly damaging inventory or failing to meet reasonable work schedules; and
- Being involved in frequent accidents that can be related to the use of drugs or other substances.

Inspection and Testing: BGCSNOK reserves the right to take any and all appropriate and lawful actions necessary to enforce this drug- and alcohol-free workplace policy, including but not limited to the inspection of organization-issued lockers, desks or other suspected areas of concealment, as well as an employee's personal property when the organization has reasonable suspicion to believe that the employee has violated this drug- and alcohol-free workplace policy (see "Reasonable Suspicion" above).

Screening, testing and security measures may be used as methods of enforcement, as permitted by applicable state law. It is a violation of this policy to refuse to submit testing. Tests that are paid for by the organization are the property of the organization, and the examination records will be treated as confidential and held in separate medical files. However, records of specific examinations will be made available, if required by law or regulation, to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies and/or the employee's doctor.

PRESCRIPTION MEDICATION AND LEGAL DRUGS POLICY

Employees and volunteers are prohibited from reporting to work or working when using any legal drugs, except when the use is pursuant to a doctor's orders and the doctor has advised the employee or volunteer that the substance does not adversely affect the employee's or volunteer's ability to safely perform his or her duties.

Employees and volunteers taking a legal drug, such as prescription medication or medical

marijuana, that potentially affects job safety or performance are responsible for notifying their supervisor and/or club leadership so that a determination of job performance or reasonable accommodation can be made. An employee/volunteer may not be permitted to perform his or her job duties unless such a determination or reasonable accommodation is made.

TECHNOLOGY ACCEPTABLE USE POLICY FOR STAFF

Before a staff member can use club technology equipment or a personal device, he/she shall read and sign the Technology Acceptable Use policy and return it to the club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices: Shall include all club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Personally owned devices: Shall include all staff-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Club Purposes: Shall include but are not limited to the delivery of program activities, accessing sanctioned training or career development opportunities, communication with experts and/or authorized club staff and for club purposes or management of other club activities, such as member check-in or incident reporting. Staff are expected to act responsibly and thoughtfully when using technology resources. Staff bear the burden of responsibility to ask their supervisor when they are not sure of the permissibility of a particular use of technology prior to engaging in that use.

Authorized use: Personally owned devices are permitted for use during approved club times for Club purposes and in approved locations only. The club prohibits the use of personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

Appropriate use: Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate use of a personally owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the club, termination of employment or volunteer assignment or other disciplinary actions determined to be appropriate to the club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Monitoring and inspection: The Boys & Girls Club of the Seminole Nation of Oklahoma reserves the right to monitor, inspect, copy, and review a personally owned device that is brought to the club. Staff may refuse to allow such inspections. If so, the staff member may face disciplinary action up to and including termination.

Loss and damage: Staff are always responsible for keeping devices with them. Supervisors and

the club at large are not responsible for the security and condition of the staff member's personal device.

Furthermore, the club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the club. Any inappropriate or unauthorized use of a personally owned device, as determined by a supervisor, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the club, termination of employment or volunteer assignment or other disciplinary actions determined to be appropriate to the club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Inappropriate communication includes but is not limited to:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, sexual content or disrespectful language or images typed, posted, or spoken by staff or members.
- Information that could cause conflict.
- Personal attacks, including prejudicial or discriminatory attacks.
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking others.
- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Communication that promotes the destruction of property, including the acquisition of weapons or other destructive devices.

If a staff member is told to stop sending communications, he/she must cease the activity immediately.

Staff must be aware of the appropriateness of communications when using club or personally owned devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Staff may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy others. This behavior is cyberbullying, which is defined as bullying that takes place using existing or emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, club staff, club members or community is subject to disciplinary action.

Examples of cyberbullying include but are not limited to:

- Harassing, threatening or hurtful text messages, emails, or comments on social media.
- Rumors sent by email or posted on social networking sites.
- Use of embarrassing pictures, videos, websites, or fake profiles.

Communication with club members: Staff may never use personal devices to communicate directly with an individual club member. Proper protocol dictates that all communication between staff and club members must include an additional staff member and at least two club members. This also includes overnight events such as Keystone Conferences and Youth of the Year events.

Monitoring and inspection: The Boys & Girls Club of the Seminole Nation of Oklahoma reserves

the right to monitor, inspect, copy, and review a personally owned device that is brought to the club. Staff may refuse to allow such inspections. If so, the staff member may be subject to disciplinary action up to and including termination.

Internet access: Personally owned devices used at the club must access the internet via the club's content-filtered wireless network and are not permitted to directly connect to the internet through a phone network or other content service provider. The Boys & Girls Club of the Seminole Nation of Oklahoma reserves the right to monitor communication and internet traffic and to manage, open or close access to specific online websites, portals, networks, or other services. Staff must follow club procedures to access the club's internet service.

Loss and damage: Staff are always responsible for keeping devices with them. Supervisors and the club at large are not responsible for the security and condition of any staff member's personal device.

Furthermore, the club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the club.

Password and access: To prevent unauthorized access, devices must lock themselves and require authentication using the strongest features available on the device. A minimum standard would require a typed password of at least six characters or numbers, though some devices utilize fingerprint or other biometric technologies.

YOUTH WORKERS POLICY

The Boys & Girls Club of the Seminole Nation of Oklahoma is committed to providing a safe environment for youth workers. As part of that commitment, the organization implements policies, procedures, and training for the protection of youth workers. Youth Workers, as defined by BGCSNOK, are any person under the age of eighteen that works for the organization.

These workers are classified into one of these three categories:

Minor Employee: Official employee of the Club; not participating a job-readiness program through the Club. As of 1/1/2023, no persons shall be assigned to this classification. Only people 18 years of age or older may be an official employee of the club.

Work Based Learning Program Participant: Participant (13-18 years old) in a job readiness program that occurs within the Club workplace to develop employability skills, knowledge, and work experience.

- Requires compliance all tribal, state, and federal child labor laws, including work permits
- Participation / selection is intended to build developmental and workforce readiness skills.

The young person is the primary beneficiary.

- Eligible for participation / attendance-based stipends and financial wages.
- Must complete mandatory safety training for work-based learning participants

- Compliance with all membership requirements and foundational safety policies for in-club work-based learning must be documented.
- Counts as youth in staff to youth ratios.
- Counted in registered membership and ADA. If not a member, the participant will be counted as “other youth served” in annual reporting.

Non-Member Youth Volunteer: Other youth (13-17 years old) who complete volunteer services in the club on a repetitive basis, but not through the work-based learning program.

- Requires compliance with all Tribal, state, and federal child labor laws.
- Approval of volunteer service is intended to support Club needs.
- Club is the primary beneficiary.
- Unpaid position

Child Labor Laws: BGCSNOK is committed to providing a safe environment for all members, staff, and volunteers. To further ensure youth worker safety, the organization follows and adheres to all child labor laws when working with all youth workers. The federal child labor provisions authorized by the Fair Labor Standards Act (FLSA) of 1938, also known as child labor laws, were enacted to ensure that when young people work, the work is safe and does not jeopardize their health, well-being or educational opportunities. When it comes to the legal aspects of managing youth workers, BGCSNOK always follows the stricter law or regulation if more than one applies.

Actions and Implementation: To make sure that we enforce this policy, BGCSNOK is committed to:

- Educating our staff on youth work laws and showing them how to report child labor violations if they see or suspect any.
- Require hiring managers and HR to avoid hiring minors under the legal age for working. We also expect them to know and follow this policy and laws on wages and hours for older youth.
- Keeping and validating documentation verifying our employees ages after they are hired, if we discover that we have hired a minor, we will review applicable laws and adjust working hours accordingly.

Work-Based Learning Program: BGCSNOK is committed to and encourages partnership with local organizations to provide work-based learning experiences for youth. All youth who are working at the club and those supervising them will complete mandatory training prior to beginning their work assignment at the club. Youth who are placed to work at the club or become current club members and enroll in the work-based learning program. All youth who participate in the program are at minimum 13 years of age and follow all expectations and criteria of the work-based learning program. Partner organization supervisors work with the work-based learning coordinator and Club supervisors to ensure youth are meeting the goals of the program.

Background Check on Minors: BGCSNOK conducts criminal background checks of all employees, including minors who have direct, repetitive contact with members per the Background check policy, this applies to all minor employees as well as non-club member teen volunteers.

Participants of work-based learning programs are not staff, rather club youth. Club members participating in a club-sanctioned program; therefore, they do not need to complete a background check before beginning their work-based learning experience.

Training for Supervisors and Coordinators: BGCSNOK ensures that all supervisors and coordinators of youth workers understand their rights and responsibilities. All club staff who supervise or coordinate the youth worker program or work directly in the same space as youth workers – which includes minor employees, work-based learning participants and non-member teen volunteers, shall complete the BGCA developed training annually, after which they will:

- Understand and communicate the roles and responsibilities of minor employees, work-based learning participants, and non-club member teen volunteers.
- Provide leadership, supervision, training and coaching to staff as it relates to organizational role, responsibilities, policies, and procedures for youth workers.
- Maintain current knowledge about, communicate and follow child labor laws
- Access the individual and collective strengths of youth workers against the knowledge, skills, and information needed to fulfill their roles in safety.
- Identify and implement training for youth workers to ensure they understand and can implement their role.
- Prepare and supervise youth workers within their position.

Training & Onboarding for Youth Workers: BGCSNOK is committed to ensuring that youth workers understand the safety implications of working in the club. All youth workers, including minor employees, work-based learning participants, will participate in the required amount of safety training each year before they work with club members. These trainings meet the requirements for child sexual abuse prevention, grooming prevention, and mandated reporting trainings for youth workers.

After participating in these training courses, youth workers at a minimum will:

- Know their rights and responsibilities as a youth worker at the club.
- Understand their role as a youth worker and expectations around safety.
- Understand how to report concerns about issues perceived to affect emotional and physical safety.
- Know and implement organization-wide rules and policies that pertain to safety.
- Prohibition of Private One-on-One Interaction: BGCSNOK is committed to providing a safe environment for members, staff, and volunteers, including youth workers.

BGCSNOK has put systems in place to prevent one-on-one interactions between youth members and all club staff and volunteers. All youth workers (including minor employees, work-based learning participants, and non-club member teen volunteers) shall abide by the organization's policy to prohibit one-on-one contact at any time at the club, in vehicles, or by phone, text, social media, or any other means. All staff and volunteers, including minor employees, and non-club member volunteers, are strictly prohibited from meeting club participants outside of any club

sponsored activities. All staff, whether they supervise youth workers or not, will understand and adhere to the organization's policy governing one-on-one interactions. Staff will remember to treat youth workers as youth in and outside the club environment, which includes making sure that adult staff do not:

- Carpool with youth workers for any reason.
- Invite youth workers to after-work non-club sponsored events.
- Text, use social media or participate in online gaming with teens.
- Interact with youth workers one-on-one or outside the club.

Mandated Reporting for Youth Workers: BGCSNOK is committed to providing a safe environment for members, staff, and volunteers, including youth workers. Every staff member, volunteer, and youth worker who becomes aware of or has suspicion of child abuse or neglect shall immediately report to organization leadership. In such cases, youth workers may report the incident to their supervisor or other designated club employee, who will then report to the appropriate authorities.

Internal Reporting Policies and Procedures for Youth Workers: BGCSNOK is committed to providing a safe environment for members, staff volunteers, including youth workers. As part of this commitment, any youth worker who becomes aware of an incident, as defined in this policy, shall immediately report, and submit the incident to club leadership. Club leadership will assist youth workers in completing an incident report.

USE OF VIDEO SURVEILLANCE POLICY

The Boys & Girls Club of the Seminole Nation of Oklahoma recognizes that maintaining the safety and security of club members, staff, volunteers, and club property is best implemented with a multifaceted approach. Modern technology, including video surveillance, can provide tools to maintain safety and security. While video surveillance does not replace appropriate supervision by club personnel, it can provide an additional layer of protection. Video surveillance, without or without audio recording capabilities, may be utilized in and around the club facility, on club property, and on club transportation vehicles. Video surveillance shall be in accordance with all applicable laws pertaining to such use.

Placement and Notification: Video surveillance equipment may be installed in and around club facilities, property, and vehicles. The system provides constant monitoring 24/7 (is activated and records when motion is detected). Video surveillance equipment will not be used or installed in areas where club members, staff, and parents/guardians have a reasonable expectation of privacy, such as locker rooms and restrooms. Video surveillance equipment may always be in operation, whether the Club is operational and whether the facilities or buildings are in use at all. The club will determine the operation schedule of any video surveillance equipment in its discretion. Video monitors should not be in an area that enables public viewing. The club shall notify club members, parents/guardians, staff, and the public that video surveillance systems are present by signs prominently displayed in appropriate locations throughout the facilities and grounds and provide any other notification or consent as required by applicable law.

Access to Video Images: The use of video surveillance equipment on club grounds should be supervised and controlled by the CEO and the Site Manager. The actual recording equipment will be maintained in an area or room that is locked and secure to only be accessed by authorized personnel. Live video monitoring may randomly occur as needed.

Video data is recorded and stored digitally. Video recording data is considered confidential and secure. Access to live and video recorded data is limited to the following authorized full-time Boys & Girls Club personnel: CEO, Club Site Managers, and BGCSNOK Board Members. These authorized personnel are trained in the video surveillance policy and how video data should be used during any official investigation. Video recording data may be used as evidence that a club member, parent/guardian, staff member, volunteer, or other person has engaged in behavior that violates state or local law, policies, and/or club rules. Video footage is subject to production by a valid subpoena or other court order.

Unauthorized Access and/or Disclosure: Confidentiality and privacy concerns limit the public, including parents and relatives of club members, from viewing video recording footage and/or data involving club members, staff, and volunteers. Only the authorized personnel provided above can view and/or export video recording data. No unauthorized recordings are permitted of video recording data through cell phones, portable devices, or any other means. Any club personnel who become aware of unauthorized disclosure of video recording data from the club and/or a potential privacy breach must immediately inform the CEO. Club personnel and volunteers are prohibited from unauthorized use of, tampering with or otherwise interfering with video surveillance equipment. Violations will be subject to disciplinary action that may include, but are not limited to, written reprimand, suspension, demotion, or termination of employment. Video recording data will remain the property of the Boys & Girls Clubs of the Seminole Nation of Oklahoma and may be reproduced only in accordance with applicable law and board policy.

Retention of Digital Images: Video recording data shall be kept for approximately 30 days except for appropriate still shots or selected portions of the recorded data relating to any incidents under investigation by authorities. The latter shall be retained for one year after the incident or until such time as any legal matters pertaining to the recordings have been resolved. The stored media shall be kept on a secure computer. In situations involving banned parents/guardians, former employers or volunteers, or visitors, stored still images may be shared with club personnel and appropriate officials.

Club member Privacy: Video recording data will not to be used directly or indirectly to identify the activities of individual club members except as viewed in relation to a specific event or suspected criminal activity; suspected violation of club policy or rules; incidents where there is reasonable basis to believe a claim may be made against the club for civil liability; or if otherwise compelled by law. Authorized club personnel may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a potential crime on club property. A copy of this policy will be shared with any club member, parent/guardian, or staff member upon request.

AQUATIC SAFETY PLAN POLICY

Water safety is critical whether playing on a slip n slide or plunging into Wewoka Lake. The aquatic safety plan describes safety-related procedures, requirements, and/or standards for staff and members at the BGCSNOK to follow. The following plan includes training, emergency response, and operational procedures.

Aquatic Facilities: BGCSNOK does not have its own aquatic facility, but does have access to pools, lakes, creeks, and water play areas. At times, depending on the body of water and planned activity, members and staff may swim, kayak, ride in a boat, or participate in other water recreation. Please use the following scope and definitions of all aquatic facilities or aquatic environments that will be referred to throughout this plan.

A “pool” is any indoor or outdoor pool where club members and staff recreate as part of a club activity, such as pool facilities or water parks.

A “lake” includes Wewoka Lake, and any other freshwater lakes where Club activities take place.

A “river” refers to rivers, creeks, and streams where club activities take place.

A “water play area” is any on-site water play, such as an inflatable water slide, sprinkler play, water balloon games, or other water play activity that takes place at the club.

A “land-based activity” describes programs youth members participate in near or on the shore of an aquatic facility or aquatic environment, but do not engage in water play or swimming activities. Some examples include water quality testing or playing in the sand.

Staffing Plan: Members must be supervised by a certified lifeguard or with active supervision of any kind of water play or activities on the water or along the shore. A “certified lifeguard” is anyone who has completed the lifeguard certification training within the last two years. It may be a club employee or a staff member from the non-club-owned location where water activity occurs. “Active supervision” is a club employee or volunteer who has their focused attention on the children at play. They are effectively always observing for a safe environment and injury prevention. Adult (employee or volunteer) to youth member club ratios required by the Boys & Girls Clubs of America must be always maintained. Land-based and water play activities at a Club site or off site must have a minimum of one staff member present with up to twelve youth members for every one adult. Activities that take place in a pool, lake, or river where students are swimming or playing in the water must have one adult for every six youth members and a minimum of two club staff members present. One club staff member must provide lifeguard or active supervision duties while the other can help supervise or perform secondary duties. Secondary duties may include scouting for scene safety, checking the water temperature, reviewing first-aid kit inventories or documentation, answering phone or radio calls, distributing water play toys, or conducting any clean-up duties. Rotations of duties are encouraged every 30 minutes when possible.

Aquatic Rules Overview: All existing rules at an aquatic facility or aquatic environment must be followed by the Club staff, volunteers, and youth members present. Additional rules and considerations that must be followed include the following:

- Before going in the water, the employee or volunteer with the highest swimming skill level or lifeguard certification will assess the safety of the aquatic facility or environment and determine swimming lines, boundaries, or special rules for the group they are with. These determinations may be changed at any time.
- Members must be supervised for any kind of water play or onshore activities. A certified lifeguard is required for any lake or pool swimming activities. This may be a Club employee or employee at the off-site aquatic facility.
- Youth members may not touch the water without the presence and permission of a staff member. No one can swim alone, and life vests are strongly encouraged.
- Any child who wishes to go in water above their knees, must take and pass a swim test administered by a Club employee or lifeguard from the location where the water activity occurs. Children will be identified with a wristband or other indicator to show the Club staff if they can go in shallow and/or deep and if protective equipment, such as a life jacket, is required.
- Horseplay and breath-holding games are not permitted.
- The staff member serving as the lifeguard or providing active supervision should avoid using their phone for calls, texting, or personal use unless it is an emergency.

Boat Safety Overview: Should the club take a field trip that requires the operation of a boat or other watercraft, such as a kayak or canoe, all staff who participate in these activities are required to review the aquatic safety plan before participating in these club activities. A few important rules related to aquatic safety pertaining to boating including the following:

- The boat must always be operated by a licensed boat operator and is not for personal use.
- Swimming is not permitted when on a boat, kayak, canoe, or other watercraft. Club members may approach the water from the shore or the pool's edge, depending on the aquatic facility or environment. If someone falls into the water, every attempt will be made to get that person back into the watercraft safely and swiftly.
- All youth members must always wear a life jacket or PFD (personal flotation device) when on any watercraft of any size.

- A club staff member or captain of the boat will provide additional instructions, rules, or guidance, as appropriate.

Sun Safety: All participants, including adults and youth, should limit their sun exposure whenever possible by wearing sun-protective clothing (i.e., wide-brimmed hats, sunglasses, long sleeves, longer shorts) and broad-spectrum water-resistant sunscreen. Sunscreen of 30 SPF or more should be applied to all uncovered areas at least fifteen minutes before going outside and then every two hours. No sunscreen is waterproof. Sunscreen should be reapplied after swimming or excessive sweating. Hydration is also important for keeping the body temperature regulated. All participants should come to aquatic activities with a full water bottle that can be refilled.

Changing Areas and Bathroom Use: At the club, employees and volunteers may only use the designated staff-only restroom for bathroom and changing use. If going to an aquatics facility or aquatic environment at an offsite location, staff are encouraged to change clothes and use the bathroom at the club's designated staff-only restroom before departure. Whenever possible, youth members will change clothes at the club site before or after aquatic activities. As needed, youth members may use off-site restrooms and changing facilities. Staff should wait outside these areas and keep track of the number of youth members going in and out. The buddy system is encouraged, and youth members are taught by club staff to report any inappropriate behavior among club members or others with a club staff member. When off-site at an aquatic facility, staff should only use the restroom or changing area when no club members are present. A staff member or volunteer should ask a fellow staff member to assist in preventing youth members from entering the area when in use by a Club adult. If a staff member needs to enter the restroom or changing area to check for damage or misuse, they must confirm no members are inside and temporarily close the whole area off to youth members while the problem is addressed.

If a child is sick or injured in the restroom, a colleague must accompany the attending staff member, ideally a member of the administration team. The restroom must be cleared of all other members before entering.

Aquatic Emergency Response and Communication: A club staff person present must ensure the following supplies are always on hand: a first aid kit, blank incident report forms, emergency contact and medical information for participants, and an appropriate communication device (i.e., phone or radio). Any injuries or illnesses that require minor first aid may be performed at the aquatic facility or site by the secondary person. A lifeguard or person providing active supervision may assist if another lifeguard or person providing active supervision is on duty. All emergencies that require paramedics, such as a CPR, must be handled immediately. A staff member, preferably the person performing secondary duties, should call 911 immediately and then the senior administration at the BGCSNOK. For all emergency situations, no staff or youth participants may stay in the water unless it is an adult helping assist the person in crisis. It is the responsibility of a lifeguard on duty or person providing active supervision to determine if water play may continue after an incident or emergency. All club protocols for reporting medical incidents and filling out Incident Reports Forms should be adhered to.

Training For Lifeguards and First Aid, CPR, and AED Certification: The club requires bi-annual training for CPR and AED training for applicable staff. Lifeguard, First Aid, CPR, and AED certifications are valid for two years, and a refresher course must be taken at least every two years. The club offers these training sessions through collaborations with CareerTech centers and tribal departments. If a club employee is unable to attend a club training course and their certification lapses, they will need to find an alternative option to complete the course. When the club travels to a swimming area, all club members are required to complete a water competency test by the on-site certified lifeguard. A water competency test demonstrates a person's ability to swim and float. An individual must be able to submerge into water over their head by jumping or stepping in and be able to come up to the surface and tread or float on water for at least one minute.

Inclement Weather and Natural Disasters: For any water or other outdoor activity, the club staff should plan and review the weather conditions and forecast before departure. There are times when the club may stay open and continue to operate, but water or other outdoor activities may be limited for the health and safety of club members and staff. This includes, but is not limited to, thunderstorms, high winds, or an AQI between 150 and 300. Inclement weather may cause temporary or long-term activity changes. In temporary situations, such as a passing rainstorm, the club staff can determine if they should "wait it out" and delay departure, seek shelter, or return to the Club site. Thunder or lightning storms as well as long-term or larger disasters should be avoided, and all staff and youth members should leave the area as safely and swiftly as possible. A staff member who is uncertain about the weather forecast or conditions is encouraged to consult the site manager or CEO or another member of the senior administration team for guidance.

Chemical and Biohazards: Any chemical or biological hazard suspected, observed, or released in the body of water being used by the club will be treated with the utmost caution. All staff and youth members must exit the water until the contamination has been removed, the appropriate area has been sanitized, and no health or safety threat is present. Hazards include, but are not limited to fecal, blood, vomit, or chemical pathogens.