



## Supervision of Minors

### Direct Supervisor Policies

1. Minors, age 18 years or younger, with a group or residential camp at The University of British Columbia Okanagan must be supervised at all times.
2. Chaperones should remain in close proximity of their minors at all times, and are responsible for the behavior of their group by enforcing the UBCO code of conduct.
3. Chaperones are required to stay in the same building, floor, and/or apartment as the group they are supervising.
4. Chaperones must be 19 years of age or older. Chaperones will be identified by the group coordinator as accepting this role, will provide contact information, and agree to identifying their name on group rosters as the "Chaperone".
5. A minimum of one Chaperone is required for every 8 guests aged 7 to 14 years.
6. A minimum of one Chaperone is required for every 10 guests aged 15 to 18 years.
7. A minimum of one Chaperone is required for every 3 guests staying in a quad unit.
8. Security Contact Numbers, and the 24 hour front desk contact numbers should be kept with the chaperone at all times
9. Chaperones will be provided with a campus map and Visitor's Guide booklet prior to arrival on campus. The Visitor Guide booklet will outline services, emergency procedures, policies, and important contact numbers.
10. Chaperones are responsible for collecting keys from their group, and returning keys to the front desk.
11. Rosters will be provided for Chaperones.

### UBCO Code of Conduct

1. Quiet hours are in effect from 10 p.m. to 7 a.m. Excessive noise that may disturb other guests is prohibited at all times.
2. In the event that someone is locked out of his or her room, a Chaperone must sign out a spare key. Identification must be provided.
3. Chaperones are responsible for ensuring that common areas used by the group are left in clean condition.
4. Discarding objects out of windows is strictly prohibited.
5. All exterior doors are to be kept closed and locked at all times. All registered guests will be issued a card for entry to their building and a room key.
6. Smoking is not permitted in any building, and is only permitted in designated areas (the gazebos).
7. Consumption of alcohol by minors is strictly prohibited, as is the use of illegal drugs on campus.
8. Report all accidents, breakages, trespassers, and injuries to the Front Desk immediately.
9. All guests must vacate the building during a fire alarm and cannot re-enter until the fire crew gives the ALL CLEAR.
10. False fire alarm pulls and tampering with fire equipment is strictly prohibited and is subject to a \$200 fine and/or eviction of group and/or individual.
11. Lost keys are charged \$25 per key to group organizer or person responsible. Additional charges may apply for rooms with additional keys.

I agree to the above Supervision of Minors Policies and will ensure that all Chaperones in my group will abide by them.

\_\_\_\_\_  
Organizer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name in Print