

## **YOUTH CONVENTION PROTOCOL IZAAK WALTON LEAGUE OF AMERICA**

**To maximize the safety, enjoyment, and learning experience of all Youth Convention attendees, these guidelines have been drawn up by the Izaak Walton League's national executive board with input from pertinent staff.**

**1** - The Youth Convention is open to children ages 8 to 18 years. No exceptions. The youth may be divided into two or three groups by age, when appropriate based on the scheduled activities for the Youth Convention, to increase the learning and enjoyment of all. The suggested divisions are ages 8 to 11, ages 12 to 14, and ages 15 to 18.

**2** - The Youth Convention will provide at least one adult chaperone for every six children (but not to exceed one for every four) registered for the Youth Convention. These adult chaperones are in addition to group leaders. Each adult chaperone will be assigned six specific children – in the same age bracket – for the course of the Youth Convention. Such assignments will assist adults in tracking the children and give children a designated adult with whom they can initially discuss concerns or problems during the Youth Convention. We would ask these chaperones to stay with their group of children throughout each activity.

Each chaperone will agree to pay pre-registration fee for Youth Convention (amount determined annually and indicated on registration information found in the current IWLA Convention Kit, *Outdoor America*, or online). Each adult chaperone will agree to attend a chaperone orientation meeting scheduled at the beginning of each National Convention (normally held on Tuesday evening).

**3** - When Youth Convention activities require division of the youth into age groups, which will be determined prior to the start of the Youth Convention, the Youth Convention Committee will assign one adult leader for each age group. The leaders' primary responsibility is to maintain order for the safety of all.

**4** - Each group leader is to have a list of attendees, which includes the name, contact information, and chapter and division affiliation of a responsible adult (i.e., parent, legal guardian, or sponsoring adult attending the National Convention) for each Youth Convention Participant. There is to be a master checklist of participants' names. Each youth is to be checked on the list as they board transportation to and from events. In addition, each chaperone will be provided the names and ages of the youth he/she is to supervise during the Youth Convention.

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**5** - All adult and youth participants will use the transportation provided for the Youth Convention by the Izaak Walton League of America. Anyone who attends an event by means of transportation not provided by the Youth Convention will not be allowed to participate in that event, and their responsible adult will be informed. Youth Convention Participants, unless prior arrangements are made between their responsible adults and their group leader, are required to stay with their group during the entire day/specific activity.

Exceptions to the use of privately-owned transportation include those adults from the Youth Convention organizer (convention host state division/local chapter) who may be need personal vehicle for conducting scheduled Youth Convention activities. Likewise, any assigned IWLA staff who may be required to attend other functions and have other responsibilities during the National Convention.

**6** - All people involved in the Youth Convention are expected to treat all others with respect and dignity. Any youth should report to an adult any unsafe or disrespectful behavior observed. Any adult observing unsafe or disrespectful behavior by any youth should tell the group leader, who then has the right to preclude that youth from participation in the event. If unsafe or disrespectful behavior is repeated, that youth will be excluded from the Youth Convention in its entirety and the youth's responsible adult will be informed of the reason and be responsible for overseeing the youth's care for the remainder of the national convention.

**7** - In support of the safety and well-being of Youth Convention participants and chaperones, a required medical release form must be completed (for youth ages 18 and younger) and submitted prior to the beginning of each Youth Convention. When the group is afield, copies of these forms are to be maintained and carried by an assigned adult chaperone, or member of the Youth Convention organizer, or IWLA staff.

Also a first aid kit will remain on one designated form of transportation used, while another kit will be maintained and transported afield at all times with an assigned adult chaperone or member of the Youth Convention organizer.

**8** - Within a reasonable time after the convention, the national staff, with assistance from the local Youth Convention organizer, will provide the Youth Convention Committee with a financial accounting of the Youth Convention in the form of a Statement of Revenues and Expenses.

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**9** - All participants and their responsible adults are to read a copy of this protocol and sign it in addition to the permission forms provided for the event.

**Undersigned acknowledges and agrees that Undersigned has read this established protocol and he/she understands its terms and is executing this agreement voluntarily. Undersigned also acknowledges and agrees that he/she has read, understands, and will at all times abide by all established Youth Convention Protocol and any other rules and procedures later stated as deemed necessary by IWLA during a specific Youth Convention.**

**UNDERSIGNED FOR YOUTH CONVENTION:** \_\_\_\_\_

Year and Location (City, State)

**CHECK ALL AS APPROPRIATE:**

- Youth Convention Participant (ages 8 to 18)
- Parent or Legal Guardian of Youth Convention Participant
- Youth Convention Adult Chaperone
- Current Member of IWLA Youth Convention Committee

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**Signature** **Print Name**

**If Youth Convention Participant is 17 years old or younger, a responsible adult (parent or legal guardian) acknowledges and agrees to the above.**

**DATE:** \_\_\_\_\_

\_\_\_\_\_  
**Signature** **Print Name**

Revised and approved by the IWLA Executive Board December 8, 2012  
(Initial IWLA Executive Board approval was on December 5, 2009)

Revised 01/2017