**HOFNA** [**Girls Leadership Boot Camp Policy and Code of Conduct**](http://cswag.org/membership/code-of-conduct/)

**Program Policies**

**Age Verification**

HOFNA Girls Leadership Bootcamp strives to provide age-appropriate curriculum and programming for all programs delivered. To meet this goal, the age of the participant as of the cut-off date for the program is required at the time of registration to appropriately place the participant in our programs. HOFNA reserves the right to request that the parent/guardian provide a legal document (i.e. birth certificate) verifying the age of the participant. If legal documentation is requested and not provided within 24 hours, HOFNA reserves the right to terminate the participant/camper from the program. No refund will be given if the participant is dismissed from the program.

**No Bullying or Cyberbullying**

HOFAN’s Leadership Boot camp has a no tolerance policy for bullying and/or cyberbullying. Bullying and/or cyberbully will not be tolerated and all participants that engage in any bullying or cyberbullying acts will be removed from the program immediately. No refunds will be issued.

**Confidentiality**

HOFNA staff will not discuss confidential matters or personal information with anyone outside of the Camp appropriate staff or with unauthorized individuals. All participants are encouraged to respect the confidentiality of other participants by not disclosing personal information via social media such as Facebook, Twitter, etc.

**Field Trips**

In case of any field trip, HOFNA will transport participants offsite in vehicles provided by or contracted by a licensed bus drives and/or HOFNA staff only.

***Participants are required to wear the leadership Bootcamp t-shirts on all field trips.***

**Food**

HOFNA will provide meals to the participants for the three days of the program. Homemade food items will be accepted from parents/guardians.

**Illness/Injury**

Even after being selected for the program, participants should NOT come if they have had any of the following in the past twenty-four (24) hours before the start of the program:

* Contagious   conditions (i.e. fever 100 degrees or higher without fever-reducing medication, diarrhea, vomiting, sore throat, undiagnosed rash, chicken pox, ringworm, head lice, or any other potentially contagious condition.)
* Physical injury that does not allow the participant to safely participate in the Program.

If a participant demonstrates any of the above while participating in the program, the parent/guardian will have one hour to pick up the participant from the program location. If the participant becomes sick while at a program location, she will be separated from the other participants while the parent/guardian is called to come and pick them up.

After 24 hours, if the participant is symptom free or a written documentation has been received from a doctor stating the participant can safely participate, they may return to the program. If you suspect that a participant has a contagious condition that may be spread to others, please notify one HOFNA staff as soon as possible.

**Lost/Stolen Items**

HOFNA is not responsible for any personal items lost or stolen at leadership Boot camp program. HOFNA, however, calls on all participants to show responsible behavior at all times.

**Movies**

Movies may be shown to participants in the course of the Programs. Movies will be strictly educational and will be rated G, PG or PG-13.

**Non-Discrimination**

HOFNA does not discriminate on the basis of sex, color, religion, culture, language, age, size, sexual orientation or disability in employment opportunities or the provision of services, programs or activities. A participant alleging discrimination on the basis of any of the aforementioned areas should contact HOFNA officials immediately.

**Photography/Video Waiver**

HOFNA may capture pictures or video clips of participants while involved in its programs. Should that occur, these items will be used by HOFNA for education, marketing and promotion, staff/volunteer training, other related program activities and HOFNA social media sites and website. Participants names will not be published when photo or video clips are used.

**Transportation to and from the Program location**

Parents/Guardians are responsible for the transportation of participants to and from the program site. Details of the program site will be forwarded to the parents/guardians/participants during notification if selected to take part in the program.

**Cancellation Policy**

The registration fee provided after selection is not refundable and No refund will be given for cancellations.

**Participation Terminated**

HOFNA makes every effort to ensure that every girl selected to take part in the program takes part for the full duration of the program but HOFNA reserves the right to refuse participation. Selection will be based principally on information provided in the registration form and conduct during the Camp

**Release and Indemnity Agreement**

I understand that participating in the HOFNA Girls Leadership Boot camp may involve risk of injury when certain field trips occur (e.g football, handball, etc.). These risks include inclement weather, accidents while traveling, equipment problems or failures, contact with and actions of other participants, slips/ trips/falls, and musculoskeletal injuries, among others. I choose for myself to participate in the selected programs despite the risks. By signing the Program Application, I acknowledge all risks of injury, illness, and/or related issues and affirm that I have assumed all responsibility of injury, illness, and/or related issues in any way connected with participation in the program. I also agree for myself and for any participant to follow all rules and procedures of the program and to follow the reasonable instructions of HOFNA staff and/or volunteers of the program. In return for the opportunity to participate in this program, I agree for myself and for my heirs, assigns, executors, and administrators to release, waive, and discharge any legal rights I may have to seek payment or relief of any kind from HOFNA staff and/or volunteers or its agents for injury, illness, and/or related issues resulting from this program. If I am registering a participant for the program, I agree that I am a parent or, legal guardian and that I release, waive, and discharge any legal rights that I may assert on behalf of the participant to take part in the Camp Program. I also agree not to sue HOFNA, its employees, its volunteers, or its agents and agree to indemnify HOFNA for all claims, damages, losses, or expenses, including attorney’s fees, if a suit is filed concerning an injury, illness, or related issue to me resulting from participation in the Camp Program.

**HOFNA Girls Leadership Boot Camp**

**Code of Conduct**

HOFNA has established a Code of Conduct and expects all participants to treat each other with dignity and respect. Specific behaviors that are prohibited include:

* NO WEAPONS
* NO DRUGS
* NO ALCOHOL
* NO TOBACCO
* NO FIGHTING
* NO BULLYING
* NO CYBERBULLYING
* NO PROFANITY
* NO SAGGING
* NO LOITERING INSIDE OR OUTSIDE OF ANY BUILDING CAMP HOFNA UTILIZES

**No Bullying or Cyberbullying**

The Program has a no tolerance policy for bullying and/or cyberbullying. Bullying and/or cyberbully will not be tolerated and all participants that engage in any bullying or cyberbullying acts will be removed from the program immediately. No refunds will be issued.

**Weapons and Other Dangerous Instruments**

In order to ensure the health and safety of all participants and staff, the program strictly prohibits guns, other weapons, and alcohol on any property that HOFNA utilizes. Anyone who brings, possesses, or encourages someone else to bring a weapon will be reported to law enforcement authorities. Weapons including but not necessarily limited to guns, pistols, knives of any kind regardless of size; pepper spray; electric shock devices; are prohibited.

**Use of Tobacco Products**

Participants may not possess, display or use any tobacco product at any time on the premises or while participating in the program.

**Prohibition of Gangs and Gang Activities**

No participant shall commit any act which furthers gangs or gang-related activities. Conduct prohibited includes:

* Wearing, possessing or displaying or distributing any clothing, jewelry, symbols or other items which may be evidence of membership in any gang;
* Communicating verbally, or non-verbally to convey membership in a gang
* Defacing or tagging any facility that HOFNA utilizes or personal property with gang-related symbols or slogans;
* Soliciting others for gang membership

**Computer Misuse**

HOFNA staff expects that participants will use computers abiding by the generally accepted rules of network etiquette. They may not send or display offensive or vulgar messages or pictures; use obscene language.

Participants are expected to comply with the Code of Conduct standards established by HOFNA staff. Anyone who disrupts the Boot Camp operations, damages HOFNA property or the property that HOFNA uses for the purposes of the Camp program or poses a risk to other participants, staff, or the facilities which HOFNA utilizes may be asked to leave the property. The program staff has the authority to prohibit such persons from attending future program, events or coming on property. No refund will be issued.

**Dress Code**

*Teens should not wear clothing or other articles of personal appearance which:*

* Clothing that depicts profanity, obscenity or violence
* Clothing that promotes the use of tobacco, drugs or alcohol
* Clothing that may create a threat to health or safety of others
* Clothing that is/are associated with intimidation or violence; or
* Clothing that may be disruptive

*The following specific items are also not permitted during programs:*

* Clothing worn to reveal underwear (no sagging).
* Bare feet, bedroom slippers during programs
* Pajamas
* See-through, mesh garments
* Shirts and shorts shorter than mid-thigh

If a participants’ dress or appearance violates this dress code a HOFNA staff member may require participant to change his/her dress or appearance. The staff may make reasonable accommodations to the policy based on a teen’s religious beliefs or medical conditions.

By participating in the program, you hereby give permission for HOFNA to take your photograph or a photograph of your child and use or publish this likeness for education purposes, and you release HOFNA from any claims for such use.

BY PARTICIPATING IN THE PROGRAM, YOU HAVE READ AND VOLUNTARILY AGREED TO THE TERMS AND CONDITIONS, and further agree that no oral representations, statements or inducement apart from the foregoing written agreement have been made.Top of Form