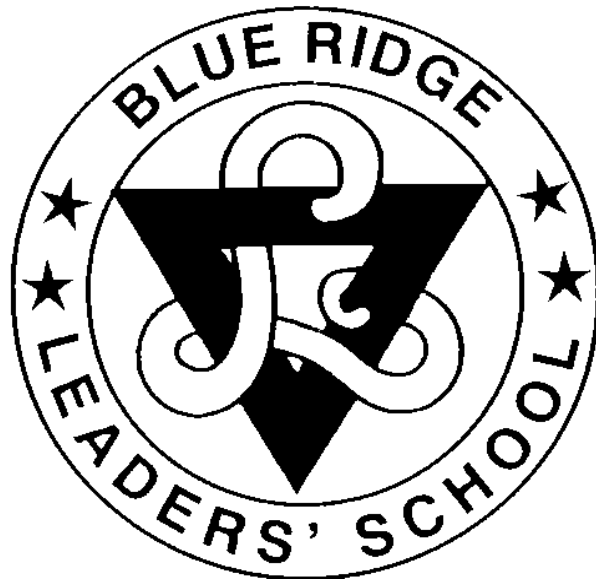


YMCA
Blue Ridge Leaders' School
June 17-24, 2005



Teen leadership development through YMCA
health and physical education.

Information Guide

The information within this guide is provided to assist the Leaders Club Advisor in better understanding the operation of the school. Please feel free to copy any and all portions for distribution.

OVERVIEW

Since its creation in 1922, Blue Ridge Leaders' School has retained its basic philosophy of training teenagers to be leaders in all aspects of YMCA physical education. **It is not "a camp"**. It is a school environment with a curriculum designed to maximize the benefit to the Leaders Division participant (ages 13-18) as well as the Senior Division participant (age 19-up). All attendees in the Leaders Division will receive a pass/fail grade.

A hallmark of the school is its profound structure and high standards of:

***Behavior** – Positive personal attitude and conduct is required.

***Physical Participation** – The daily pace is fast and demanding. 100% involvement is a must.

***Individual Performance** – Hard work and striving for personal improvement is expected of all.

The mission of Blue Ridge Leaders' School is:

To provide youth and adults training in the principles and philosophy of YMCA physical education for the purpose of developing teaching and performance skills, building self esteem and leadership qualities, enhancing leadership training in the local association, and strengthening and demonstrating traditional Christian values that foster the essential unity of spirit, mind and body for all.

PARTICIPANT DIVISIONS

Leader Division enrollees are teens ages 13-18 years as of May 31st who are active members of their local Leaders Club (or willing to serve as the nucleus of a developing club). All should have demonstrated personal leadership skills at the home association and proven that he/she is ready for more intensive training. All must have written approval by the local YMCA Executive Director.

Blue Ridge Leaders' School is a physical education leadership development school. Therefore, it is imperative that participants possess certain basic physical proficiencies. To enroll in the Leaders Division, participants must meet the following minimum requirements:

GIRLS -30 bent knee situps in 60 seconds
 -9 straight body pushups
 -11.5 second shuttle run

BOYS -40 bent knee situps in 60 seconds
 -22 straight body pushups
 -10.1 second shuttle run

Performance Criteria

1. Push-Ups – The Leader will lie face down with hands under the shoulders, legs straight and slightly apart with the toes supporting the feet. The Leader will straighten the arms, keeping the back, hips and legs straight. The Leader will lower the body until there is a 90-degree angle at the elbows (i.e., the elbows will be parallel to the floor). A partner will hold his/her hands at that point of the 90-degree angle so that the leader doing the push-up only goes down until his/her shoulder touches the partner's hand. At the point the Leader will then straighten the arms. This will count as one push-up.
2. Sit-Ups – Sit-ups will be timed for 60 seconds and will be done with the knees bent such that the feet are 12 to 18 inches from the buttocks. The arms will be folded across with hands placed on the opposite shoulders and elbows held against the chest. In the up position, the forearms must touch the thighs while remaining in contact with the chest. In the down position, the lower back must touch the floor. The buttocks must remain in contact with the floor at all times to prevent any rocking or bouncing motion. Ankles will be held when completing the sit-ups.
3. Shuttle Run – Mark two parallel lines 30 feet apart and place two blocks of wood or similar object (approximate size 2"X2"X4") behind one of the lines. The Leader will start on the opposite line. The Leader will run to the blocks, pick one up, run back to the start line and place the block behind the start line, run back and pick up the second block and run back across the start line. Blocks cannot be thrown across the start line. Scores are recorded to the nearest tenth of a second.

Note: The criteria and standards for performance were taken from the President's Council on Physical Fitness/Sports Youth Physical Fitness Program and approved by the Blue Ridge Leaders' School Policy Board.

Verification of Requirements

Both the Club Advisor and the YMCA Executive Director must sign the Enrollment Checklist verifying that all enrollees have met the age and physical proficiency requirements.

All Leaders Division participants will be tested on the physical proficiencies. Any participant unable to meet the proficiency requirements will automatically be enrolled in the Health & Fitness Development Clinic. In addition, the Club Advisor responsible for bringing the Leader to the school will also be required to attend the clinic with the Leader.

The School Director on a case-by-case basis dependent upon the individual's circumstances may grant exceptions. The Club Advisor must contact the School Director prior to enrolling any Leader who does not meet all of the requirements (physical & non-physical).

NOTE: Enrolling a participant who does not meet the age and physical proficiency requirements will result in a written reprimand of the Club Advisor and may effect his/her future attendance at the school. Blue Ridge Leaders' School expects all participants to uphold the YMCA character traits of caring, respect, responsibility and honesty.

Senior Division enrollees are adults age 19 and up (as of May 31st) who are actively involved in the local Leaders Club program and/or in the physical education department.

Participants in the Senior Division can select from an array of specific classes as well as participate in the Leaders Division classes. Many of the Leaders classes utilize "extra help" via the Senior Division. The Senior Division requirements and other information will be presented at the initial meeting of the division on Friday evening, June 17th. **This meeting is mandatory for all Seniors!** The time and location will be announced at the opening assembly.

Observer Division enrollees are typically the spouse and/or children of school staff. Enrollment as an Observer must be approved by the School Director and for extenuating circumstances only. Observers are not permitted to actively participate in any Leader Division or Senior Division class/event without approval of the School Director.

The local YMCA Executive Director must recommend and provide written approval for all participants representing his/her local YMCA.

HOUSING

Blue Ridge Leaders' School is conducted on the campus of Blue Ridge Assembly (a YMCA conference center) in Black Mountain, North Carolina. Leader Division participants are housed in one of four dorm facilities separated into male and female quarters. A limited number of rooms have self-contained baths. Others utilize "locker room type" bath facilities. Senior Division participants and Observers are housed in either a dorm facility, Blue Ridge Center or a cottage (separated by male/female).

All bedding is furnished for all participants. Towels are furnished to Senior Division and Observer participants only. **Leader Division participants must bring towels for the week.** NOTE: Laundry facilities are not available on the conference center grounds.

School staff members are housed in the same buildings and on the same floor with Leader Division participants. A member of the staff is designated as the "Dorm Leader" for each area and coordinates all supervision by other staff members. Group Counselors (selected from the Leader Division) are also housed adjacent to the members of their group.

It is important that the Club Advisor remember that he/she is responsible for their club members at all times. Rooms will be inspected prior to occupancy and at check out by the Group Counselor and a member of the school staff. Should damage occur to a room or any other facility, the person(s) involved are accountable to Blue Ridge Assembly. This accountability includes lost room keys.

Blue Ridge Assembly staff will clean the bath facilities daily. Other areas are cleaned as needed. **ALL** participants are expected to maintain their living quarters in a clean and orderly manner. Group Counselors and Dorm Staff will inspect Leader Division rooms daily.

CLUB ADVISORS

Each delegation must have an identified adult Club Advisor present at the school for the entire week. The Club Advisor will enroll in the Senior Division. The role of the Club Advisor will include, but is not limited to:

- Insure that **every** member of his/her delegation has fully met the minimum requirements for attending.
- Insure that **every** member of his/her delegation is fully aware of the purpose, standards and policies of the school.
- Monitoring and assisting any member of his/her delegation not performing up to standard in any class/activity.
- Assisting any member of his/her delegation with restrictions on physical mobility. Transportation to/from classes is not provided by the school.
- Secure reimbursement for lost keys and/or any damages to the facility caused by any member of his/her delegation.
- Insure that follow-up treatment and care is provided for any member of his/her delegation who becomes injured or sick and coordinate such with the appropriate school staff member.
- Pay for all medicines required for any member of his/her delegation that becomes injured or sick.
- Maintain a written list of all medications and oversee the administering of all medications for the members of his/her delegation.
- Attend all meals. Often the mealtime is used to make special announcements. Leaders Division participants are required to attend all meals (and other activities). Therefore, it is expected that the Club Advisor will set the example by attending every meal/activity as well.

Any member of the Senior Division, Observer Division or school staff who leaves campus must "check out" with the School Office. If a Club Advisor leaves campus he/she must notify and designate another adult as responsible for his/her delegation while away.

STANDARDS OF CONDUCT

The school standards of conduct provide structure and limits so group members can live and participate together in a positive Christian environment. All participants in all divisions are expected to display the highest standards of YMCA leadership, human relations and good moral character. The Club Advisor should discuss these standards with each member of his/her delegation prior to attending the school. Gross neglect of these standards and/or behavior that is detrimental to the mission and purpose of the school and/or jeopardizes the safety of any of the participants may result in dismissal from the school. In the case that someone is dismissed, all travel costs are the responsibility of the local YMCA.

Leader Division standards include but are not limited to:

- Attend all classes and school activities unless excused by the School Director or his agent.
- Receive a passing evaluation in all classes and behavior situations.
- Opposite sex not permitted in dormitory areas.
- Leaders may not leave campus unless approved by the School Director or his agent.
- Call to quarters and lights out to be observed as scheduled.
- Consistent display of positive behavior and Christian values.

Senior Division standards include but are not limited to:

- Attend all required classes and school events unless excused by the School Director or his agent.
- Opposite sex not permitted in dormitory areas.
- Consistent display of positive behavior and Christian values both on and off campus.

Standards that apply to all participants include:

- Blue Ridge Leaders' School is a tobacco and alcohol free environment.
- No illegal substance use or abuse.
- Clothing must be neat, tailored and appropriate so not to restrict participation and/or compromise safety.
- All class participants must wear t-shirts, athletic shorts or warmups and tennis shoes (soccer shoes if enrolled).
- No spaghetti strap tops/dresses or loose fitting tank tops.
- Clothing with inappropriate statements, language or graphics are not permitted.
- One-piece swimsuits only.
- Clothing may not allow for midriff exposure.
- Hats (or other head cover) allowed outdoors only.
- Dangling jewelry/accessories must be removed prior to participation in active events and are generally discouraged for the entire week (as a safety concern).

CHECK-IN

Check-in begins Friday, June 17 at 12:00 noon and closes at 5:00 pm. The school officially begins with dorm assembly at 5:15 pm. (NOTE: See Late Arrivals section for more information) Check-in occurs in the lobby of Lee Hall. A member of the school staff will be available to assist you if needed. Rooms are not ready for occupancy until after 2:00 pm.

The school officially ends with the closing assembly on Friday, June 24 (approximately 10:30 am). All enrollees of the school are expected to attend the closing assembly.

LATE ARRIVALS

Check-In closes at 5:00 pm on Friday, June 17. The school officially begins with "Call to Dorms" at 5:15 pm. Arrivals after 5:00 pm **may** be granted for extenuating circumstances only. Prior approval by the School Director is required. In order to minimize the interruption to the school, arrivals after 9:00 pm must wait until 6:30 am on Saturday, June 18. Reveille is at 7:15 am. All Leaders must be checked in and in their dorm prior to reveille. Saturday morning arrivals **MUST** be approved in advance by the School Director. Absolutely no arrivals after 7:00 am!

NAMETAGS & LEADER GROUPS

At check-in each Club Advisor will receive a packet of information including nametags, class schedules and room assignments for each member of his/her delegation. All participants must wear the nametag at all times, and in a visible manner, throughout the week including all school activities and events. ***Defacing of the nametag (ie. stickers, markings, etc.) is not allowed.*** Nametags may not be exchanged with another participant. The nametag is essential in identifying the person as a school participant and serves as the daily meal ticket.

Participants in the Leader Division are divided into groups (identified by a number found on their packet and class schedule) according to age and sex. Each group is assigned a Group Counselor selected from qualifying applicants in the Leader Division. The process for application and selection to be a Group Counselor in 2006 will be explained during a school assembly.

Beginning with the first meal at 6:00 pm on Friday the group will eat all meals together with their Counselor. Numbers on the table in the dining hall will correspond with the Leader's group number.

ENROLLMENT

The enrollment packet includes copies of all materials necessary to properly enroll. Enrollment must occur via the official form (make copies as needed on white paper only) and include a \$100 deposit (NON-REFUNDABLE and NON-TRANSFERABLE) for each person. **The deposit must be paid via one check** (no individual checks). The deposit check must also include a \$100 delegation fee for all delegations of two or more enrollees.

A confirmation letter and statement listing the remaining balance will be mailed to the Club Advisor. The balance of the fee for all enrollees is due no later than June 1st and **must be paid via one check.** All checks must be made payable to Blue Ridge Leaders' School.

The enrollment deadline is May 15th. Enrollment is limited to the beds available and must occur in advance. No walk-ins. No substitutions. Off-campus living is not permitted. **The school may fill to capacity prior to the deadline.**

Please note that cancellations received after June 1st will result in the delegation being charged the total fee for the individual. Exceptions for medical/family emergencies only. A "delinquent payment charge" will be assessed to all outstanding balances after June 1st. The amount of the charge will be 5% of the balance or \$50, whichever is greater.

Blue Ridge Leaders' School is a program of YMCA Blue Ridge Assembly, Inc.

EVALUATION PROCESS

Leader Division participants are evaluated daily and required to:

- a) Attend all classes/activities (ie. assemblies, meals, special events, etc.). The only exception will be due to illness/injury and must be approved by the school staff.
- b) Be on time for all classes/activities.
- c) Fully participate within all classes/activities.

Leader Division participants will be evaluated daily. The final pass/fail grade is based on the following (minimum score of 70 out of 100 required in both in order to pass):

1. Leadership ability, attitude and participation in all aspects of the school (ie. classes, clinics, special events, etc.).
2. Written test score in each class.

Upon successful completion of all criteria in all sections the Leader will receive a traditional school patch signifying their year of accomplishment. **Leaders who fail any portion of the school curriculum will receive no patch and must repeat the entire curriculum the following year.** Leaders who fail any portion of the school a second time may not return to the school in the Leader Division.

Retesting will not occur except in extreme circumstances wherein the problem is not related to a lack of preparation on the part of the Leader.

DAILY SCHEDULES

Leader Division participants and Group Counselors will report to their dorms at 5:15 pm on Friday, June 17 for room inspections, a meeting with the Dorm Staff and the first meal at 6:00 pm. Following the meal the entire school assembles for the evening vespers service. Afterwards the school assembles for the opening ceremony.

The class/clinic schedule runs Saturday-Wednesday. Thursday is an abbreviated schedule and will be explained during a school assembly.

Each evening includes a unique event as follows:

- Saturday – Group meetings (with the Group Counselor)
- Sunday – All School Activity
- Monday – All School Achievement Night
- Tuesday – School dance
- Wednesday – Individual Club Meetings (with the Club Advisor)
- Thursday – School Celebration

WHAT TO BRING

It is recommended that all personal belongings be clearly identified and securely stored. Make certain to bring the following:

- Towels (Leader Division)
- Personal toiletries
- Workout clothes
- Nice cloths for Thursday evening (girls-dress, boys-shirt/tie)
- Paper & pen
- Health/accident insurance card
- Umbrella/raincoat
- Special equipment/apparel for classes (swimsuit, soccer shoes, etc.)
- Proper shoes for the activity
- Spending money (vending machines, soda fountain, school picture, etc.)

MEDICAL & INSURANCE

In case of illness or injury a qualified staff member will evaluate the condition, administer minor first aide if necessary and assist in coordinating all further treatment. A nurse is on duty. A medical clinic is ten minutes away and two hospitals are located in Asheville. However, it is the responsibility of the Club Advisor to insure that treatment and follow-up care is provided. Also, the Club Advisor for each delegation must maintain a written list of all medications and oversee the administering of all medications for the members of his/her delegation.

Blue Ridge Leaders' School **does not** carry accident insurance coverage. Accident insurance is the responsibility of the individual.

DAILY DEVOTIONS & VESPERS

A club may submit a written/email request to the School Director for consideration in being assigned a morning devotion presentation. To be considered, all presentations must adhere to the following:

- Message must **strongly** reflect the purpose of Blue Ridge Leaders' School (ie. teen leadership development through YMCA health & physical education).
- Message must **clearly** reflect the daily subject.
- Message must be positive throughout the entire presentation.
- Ten minute time limit for the total presentation.
- Special effects must be kept limited.
- Must be able to present outdoors or indoors.
- The presentation must include a prayer.
- The Club Advisor is responsible that the above rules are adhered to.
- Complete written script, including songs, must be provided to the School Director at least 30 days prior to the school.

Vespers are presented each evening by one of the Honor Leaders. The daily subjects for morning devotions and evening vespers are:

	<u>Devotion</u>	<u>Vespers</u>
Friday	N/A	Welcome
Saturday	Initiative	Initiative
Sunday	Diversity	Diversity
Monday	Patriotism	Patriotism
Tuesday	Accountability	Accountability
Wednesday	Courage	Courage
Thursday	Faith	Faith
Friday	Goodbye (Honor Leaders)	N/A

HONOR LEADERS

At the close of the school six members of the Leaders Division (three male, three female) are selected to serve as Honor Leaders for the following year. Two individuals receive the Grist Award, two individuals receive the Clark Award and two individuals receive the Thrailkill Award. Specific information on the process and criteria for selecting the Honor Leaders can be found in the Operating Policy.

VISITATION

Guests of the school are welcome but must adhere to the following policy. Please share this policy with anyone associated with your Leaders Club who may wish to visit.

- Friday, June 17 open visitation until 5:00 pm
- Thursday, June 23 open visitation from 2:00 pm until taps (check-in with the School Office is required)
- All other visitations require **prior** notification and check-in with the School Office

SCHOOL STAFF

Blue Ridge Leaders' School is operated as a program of the YMCA Blue Ridge Assembly, Inc. The School Director is appointed by the Blue Ridge Leaders' School Policy Board. The school staff consists of YMCA professionals and adult volunteers appointed by the School Director on an annual basis.

The school is organized by the School Leadership Team. The team is comprised of:

Kevin Dean, <i>School Director</i>	Siskey Family YMCA	Matthews, NC
Greg Hall, <i>Assistant School Director</i>	Harris Family YMCA	Charlotte, NC
Melanie Cox	Berrytown YMCA	Louisville, KY
Kristin McEwen	Ashford Dunwoody YMCA	Atlanta, GA
Steve Bowers	Morrison YMCA	Charlotte, NC
Bryce Powell	YMCA volunteer	Charlottesville, VA

HOW DO I GET THERE?

Blue Ridge Assembly is located approximately fifteen miles east of Asheville, North Carolina just off Interstate 40. From I-40 take exit #64 (Black Mountain) and follow the signs.

SEE YOU THERE!

On behalf of the School Leadership Team and the entire school staff we look forward to serving you and your delegation this June. If you have questions and/or desire additional information please call.

Kevin Dean

School Director

Blue Ridge Leaders' School

c/o Siskey Family YMCA

3127 Weddington Road

Matthews, NC 28105

704-716-4200

