



# Membership Handbook

## Club Location & Mailing Address

Boys & Girls Club of Oak Ridge  
Lawrence A. Hahn Club  
102 South Jefferson Circle  
Oak Ridge, TN 37830

Website: [bgcor.org](http://bgcor.org)

Facebook: like "Boys and Girls Club of Oak Ridge"

Twitter: [twitter.com/Boys and Girls Club of Oak Ridge](https://twitter.com/Boys and Girls Club of Oak Ridge)

Instagram: [instagram.com/BGCOakRidge](https://www.instagram.com/BGCOakRidge)

\*This handbook covers many (but not all) of the rules of the Boys and Girls Club of Oak Ridge and is subject to change without notice\*

## Welcome

The Boys and Girls Club of Oak Ridge offers a wide variety of programs year-round. Our staff enjoy working with youth and strive to emphasize respect, teamwork, cooperation, and skill development in all members. This handbook will help you become familiar with our Club procedures as well as our expectations of our members. When it comes to feedback, we encourage you to voice your questions or concerns as we strive to implement new and diverse offerings to our Club members.

## Mission

Our mission is “to enable all young people, especially those who need us the most, to reach their full potential as productive, caring, and responsible citizens.”

## History

The Oak Ridge Boys Club opened its doors in 1958. In 2008, we officially changed our name to Boys & Girls Club of Oak Ridge. In 2013, the corporation Boys & Girls Clubs of the Clinch Valley was formed. We are members of the United Way of Anderson County as well as the Boys & Girls Clubs of America.

Our Club serves an active membership of over 750 youth ages 5-17 years of age. Our high impact services and programs coupled with low membership dues enables all youth to experience the benefits Club membership provides. The Club building is open 5 days per week on a year-round schedule. We follow the Oak Ridge School Systems schedule for closure and holidays but will remain open with notice for some extended breaks. The Club gives all youth the opportunity to learn, grow, and make new friends through its diversified social, athletic, and educational programming.

## Core Program Areas

- Character and Leadership Development – to empower members to support and influence their Club and community by building meaningful relationships, developing a positive self-image, and respecting their own and others’ cultural diversity.
- Education and Career Development – to build partnerships with leaders in diverse career fields and embrace technology to achieve success in a desired career.
- Health and Safety Life Skills – to grow a member’s capacity to engage in positive behaviors that nurture their own well-being; to set personal goals and live as successful, self-sufficient adults.
- Arts – to nurture a member’s creativity and cultural awareness through knowledge of, and appreciation for, the visual arts, performing arts, creative writing, and craft making.
- Sports, Fitness, & Recreation – to encourage fitness, positive use of leisure time, skills for stress management, an appreciation for the environment, and social skills on and off the field.

## Staff

We only employ dedicated youth development professionals. All staff are required to pass a background check as well as a drug screening prior to employment. These are updated annually, and random drug screenings may be conducted. Training opportunities are provided throughout the year including First Aid, CPR, and Emergency Management Procedures.

## Volunteers

Volunteers are appreciated and welcome at the Boys and Girls Club. Volunteer opportunities include, tutoring, coaching, assistant coaching, maintenance, concession stand helpers, special projects and events, field trips, fundraisers, administration tasks, equipment repair/organization, etc. The list is endless!

It is the policy of the Boys & Girls Clubs to perform background checks on all prospective volunteers. This includes a Criminal History report as well as a Registered Sex Offender list report. The Boys & Girls Clubs will NEVER knowingly hire, use as a volunteer, or allow anyone in the building who is found to be on the Registered Sex Offender List. All volunteers must be pre-approved by the CEO or Unit Director for any volunteer activity at the Club.

## Membership

The Boys and Girls Club is not a daycare. Membership is available to children ages 5-17 years old. Membership is \$15 per year and runs one full year from the date your child is registered. After school weekly fees are \$30 per week and are DUE on MONDAY.

## Entering and Exiting

Upon joining, members are issued a membership number. This number is to be used when entering and exiting the Club. Attendance is used for reports and is also necessary for our grant applications.

Members need to memorize their numbers to streamline the check in/check out procedures each afternoon. Our staff can access their number in case they forget, but prefer each member know their membership number and help us maintain our attendance log.

Club members are to be picked up before closing time. Recurring late pick-up will result in a late fee of \$1/minute due at the time of pick-up. In the event that a Club member is left at the Club for 30 minutes past closing time, our staff will contact the local police department and they will escort the member to their home. Ongoing issues with lateness will result in termination of care.

## Safe Passage Policy

Members must be checked in and out daily.

- If your child arrives after school via school bus or Club van, staff will check your child in upon drop off. If you bring your child to the Club after school, an adult is required to come into the Club and sign-in your child.
- Members under 12 years old must be retrieved from the Club by a parent, guardian, or authorized adult. They CANNOT sign themselves out from the Club.

- Members 12 years and over may sign themselves out of the Club IF they have written permission and a signed waiver from their parent or guardian on file. Telephone authorization is not accepted.
- Members 12 years and over may also escort siblings or members of their household from the Club IF they have written permission and a signed waiver from their parent or guardian on file.
- No member will be allowed to return to the Club once they have left the premises, unless they have been checked out by a parent or guardian (i.e appointment, etc.)
- Members that leave the Club unescorted or without permission will face disciplinary actions up to and including suspension and termination of membership.

### No Loitering

- The Boys and Girls Club has a strict no loitering policy.
- Children are not allowed on the property unsupervised.
- If a member signs themselves out, they must leave the Club property.
- If a member is waiting to be picked up, they must remain inside the building.

Additionally, no adults are allowed to be on-site during Club hours unless they are pre-approved volunteers. We take the safety of our Club members very seriously. Family friends, friends of employees, etc. will not be allowed to “hang-out”. This is especially important during our sport seasons. If your child is participating in one of our sports programs, you are expected to remain outside the Club. The exceptions being for a sport taking place inside the Club gymnasium (i.e. basketball, volleyball, etc.) In these situations, parents are asked to stay in the gym for the duration of practice/games. No wondering throughout the Club.

- A member cannot be dropped off before Club program hours.
- If a member is not picked up by 30 min after Club program hours, the Police Department will be contacted to escort the child home.

### Behavior Policy

All members are expected to abide by all rules posted in the Club, given verbally by Staff, and outlined in this handbook.

- 1.) I will respect myself, members, and staff.  
I will not call people names or use any form or threat of violence against them. I will not take or destroy anything that does not belong to me. I will not interrupt, be rude to, or be disrespectful to any member or Staff at the Club.
- 2.) Respect the Club.  
I will help keep the Club clean, inside and out. I will respect all equipment, games and supplies and will do my best to return items to where they belong when I finish using them. I will not purposefully clog the bathroom toilets or urinals. I will not litter, throw food, or deface the building.

- 3.) I will keep my hands and feet to myself.  
I will not run in areas that are not safe. I will not misuse games or equipment and risk hurting someone else. I will follow posted safety rules and those given by Staff.

### Unacceptable Behaviors

The following behaviors will not be tolerated within the Boys and Girls Club, outside the Club or inside the Club van or other transportation provided by the Club:

- Touching, hitting, pushing, kicking, etc.
- Swearing, name calling, inappropriate language, or bullying in any form.
- Being outside without Staff supervision.
- Being in Staff Only areas (offices, storage areas, etc.)
- Unauthorized usage of cell phones (including recording, inappropriate music, etc.)
- Damaging the facility, supplies, or equipment.
- Using or possessing tobacco, drugs, alcohol, or vaping paraphernalia. No exceptions.
- Possession of weapons of any kind, including pocketknives. Any weapons will be reported to the Police and any threats of having a weapon will be reported as well.
- Sexual activity/sexual harassment. No kissing, touching, caressing, etc. No vulgar remarks, gestures, or name calling with sexual connotation. Violators will be reported to parents/guardians and/or Police.

### Consequences

The Boys and Girls Club has established discipline procedures to help make the Club a safer and more positive place. Failure to meet behavior expectations will result in consequences. Anything deemed unacceptable behavior by Staff in charge will stand as an offence.

*Minor offences* are behaviors that cause disruption or interfere with Staff and other members' participation but do not threaten their immediate safety or violate any criminal laws. Some examples of minor offences would be: disobeying rules, language, disrespect of Staff, cell phone usage.

#### Minor offences may include consequences of:

Verbal warning, removal from activity, call to parents/guardian for immediate pick up for the remainder of the day, 3-day suspension, 1-week suspension, indefinite suspension.

*Major offences* are behaviors that threaten the immediate safety of Staff and members, may result in damage of property, or are violations of the law. On-going recurrences of minor offenses may also be dealt with in the same manner. Some examples of major offences would be: physical intimidation or abuse, disrespect of Staff, verbal threats, disruptive behavior, theft, vandalism, sexual harassment.

#### Major offences may include consequences:

Forfeiture of privileges and call to parent/guardian for immediate pick-up for the remainder of the day, suspension from the Club with a behavior contract in place upon return, suspension from Club with behavior contract and Club Service required upon return, or immediate expulsion from the Club. School officials as well as the Police Department may be notified.

*Extreme offences* are behaviors so dangerous or unacceptable that they cannot be tolerated. Some examples of extreme offences would be sale, possession, or use of illegal drugs or alcohol, possession or use of weapons, lighting of fires, reckless driving on Club property, sexual assault, physical assault.

*Extreme offences will result in:*

Immediate suspension/expulsion and loss of membership as well as notification to School officials and the local Police Department. A behavior contract, Club service, and a parent/guardian meeting will be required if a member wishes to rejoin the Club at a later date and no guarantees of re-admission are made.

**Attire**

We require that appropriate attire be worn by Staff and members. Clothing with offensive language or pictures, and ill-fitting clothing (too tight or too loose) for both females and males is unacceptable. Members who are not wearing appropriate attire will be asked to change or will be provided with alternate clothing until they leave the Club.

**Food and Gum**

No outside food is allowed to be delivered and/or dropped-off to the Club. Snacks from home are allowed but must be consumed in the Café area during the designated snack time. The Club provides a free USDA approved meal for each member every afternoon. Lunch and snacks are also provided on days with extended hours (summer programming). If your child has a food allergy, please be responsible for what you send them to eat. ALL food and drink must be consumed in the Café area and only during the designated time. Gum is NOT ALLOWED in the Club in any area. Ever.

**Medical Issues**

Anyone who takes prescription medication must have an approved and signed Prescription Medication Form on file. If you have severe allergies or a critical medical condition, we highly recommend that you wear a medical bracelet so our Staff and others can respond accordingly in the event of an emergency situation.

**Telephones – Personal and Business Phones**

Business phones at the Club are not for members. Members will only be given permission to use the Club business phone in the event of an emergency. Members are not to use their personal cell phones during Club hours. If members need to make a personal call, they need to use the Club lobby and make their calls quietly and quickly. Personal cell phones need to be placed in a purse or backpack. If a member chooses to use their personal cell phone while at the Club, Staff have authority to view any content on the member's phone at any time. By allowing your child to bring a cell phone to the Club, parents/guardians are agreeing to allow Staff access to said cell phone at any time. Unauthorized usage of cell phones during Club hours will result in disciplinary actions.

**Personal Items**

Lost and Found is located in the backpack storage room directly next to the office of the CEO. Lost and found items accumulate quickly and are typically never claimed. We cannot keep all

items that are left behind. At the end of each month, items that remain in the Lost and Found will be donated to KARMA. Please do not bring items you would not like to lose (toys, games, electronics, etc.) Please place your child's name on all backpacks, jackets, etc. We are not responsible for any items that are misplaced or lost.

### Internet and Technology Use

No Club member will be allowed to access the internet without parent/guardian permission indicated on the Membership Form. The Boys and Girls Club has taken precautions to restrict access to controversial materials, However, on a global network, it is impossible to control all materials. The network relies on the proper conduct of the users who must adhere to strict guidelines. Inappropriate materials containing sexual, violent or defamatory content will not be tolerated. Access to the Club laptops and desktop computers will be restricted and/or terminated for members who make inappropriate choices. Technology use at the Club is an earned privilege not a requirement.

Internet guidelines include but are not limited to:

- The use of your account must be consistent with the values, goals, and priorities of the boys and Girls Club. Transmission of any material in violation of any US or state regulation is prohibited.
- The use of the internet is a privilege. Inappropriate use will result in a loss of these privileges.
- Members are expected to abide by network etiquette. Be polite, use appropriate language, and never give out any personal information.
- Security on any computer system is a high priority. Any user deemed to be a security risk will be denied access to the internet.
- Vandalism will result in cancellation of all computer privileges including, but not limited to, the creation or uploading of viruses.
- No member is permitted to bring software from home to install or use on Club computers.
- Completion of the Internet Safety Training provided by the Club is required prior to members using Club computers.

### Club Closures

The Club follows the Oak Ridge School System schedule for closures during Spring Break, Fall Break, Winter Break, inclement weather, illness, etc. Additional closures for staff training or maintenance will be posted in advance.

If the Club Staff choose to be open during any extended breaks, there must be a minimum number of members attend in order to staff the Club. Advance notice of these dates will be posted, and it is your responsibility to sign-up before the deadline. Additional fees will apply to dates with extended hours.

### Emergency Procedures

In the event that the Club experiences a loss of power, assigned Staff will take all members to a designated area while additional Staff will do a sweep of the building. Once all members are accounted for, the Staff will assess the situation and contact member families. All members are required to leave the Club until power is restored.

In the event that the Club experiences a loss of running water, all members will be gathered, and families will be contacted. Members are required to leave the Club until water is restored.

Emergency exit routes are posted in each room and emergency exits are marked and illuminated even during a power outage. In case of fire/emergency, all Staff will line up the members in their prospective areas and lead them out of the building and to our designated safe meeting spot (baseball field closest to ORUD).

In case of a serious personal injury, 911 will be called and a Staff member will stay with the injured person. Parents/ guardians will be contacted immediately. The importance of keeping your child's information up to date is crucial in the event of an emergency. Program Staff who have current First Aid/CPR training will do the best that they can to care for members until a professional medical team arrives.

Emergency Practice Drills are conducted randomly throughout the year.

### Field Trips

Members must have a signed permission slip to attend any off-site field trip during our Summer programming or during the school year. Field trips are another privilege and must be earned. Good behavior while at the Club and while off-site is mandatory. Any member not following the expectations will not be allowed to participate and may lose future field trip privileges.

### Parking

Please note the parking lot and the lined parking spots. Handicapped parking is located beside the near baseball field. Additionally, the open spaces in front of the main steps leading to the Club and the main walkway leading to the large football field ARE NOT PARKING SPACES. These areas must remain clear at all times. No matter how "quickly" you can get in and out of the building, do not use these spaces. Additional parking is located in the rear of the building and can be accessed via the sidewalk that runs along the side of the building. During warm days, the parking lot will be blocked off for the members to use. DO NOT pull around any barricades that are set up. This is a safety issue. No exceptions.

### Entrances/Exits

The only entrance/exit to be used during Club hours is the main double door entrance on the front of the building. The gym doors (4), and the back door (1) of the main building are for staff use and emergency use ONLY. We will use the back blue door to bring your child to your car. This is for staff use only. Additionally, any member that assists anyone (member or not) from coming in/out any locked door of the Club, will be suspended. This is a security issue. No exceptions.



**Parent/Guardian please read, initial, and sign:**

\_\_\_\_\_ I have read and reviewed the Membership Handbook and agree to abide by the guidelines set forth regarding tuition payments, parent/guardian expectations, and membership requirements.

\_\_\_\_\_ I also agree that my child will adhere to the membership guidelines for behavior, expectations and consequences. I understand the consequences if my child chooses not to follow the Club expectations.

\_\_\_\_\_ I will support the Boys and Girls Club Staff as they strive to maintain a Club that offers opportunities and a safe space for all children who attend.

\_\_\_\_\_ I understand that if my personal behavior is not in line with the expectations listed within the Membership Handbook, I may be asked to leave the Club and not be allowed on-site.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Member please read and sign:**

I understand that becoming a member of the Boys and Girls Club of Oak Ridge Is a privilege. I agree to follow the membership guidelines listed in this handbook. I also understand the consequences I must face if I choose to break the rules set forth by the Club.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date