



SUPERVISION OF MINORS

Direct Supervisor Policies

1. Minors, ages 9 to 18 years, with a group at The University of British Columbia must be supervised at all times. Direct Supervisors must always be within sight and close proximity of their charges, attend to their needs, ensure their safety and security, and enforce the Residence Code of Conduct Rules outlined in this document. Periods of "free time" for participants does not excuse this requirement.
2. Direct Supervisors must be at least 21 years of age. Groups must designate an on-site Head Supervisor, at least 25 years of age. All Direct Supervisors must provide photo identification with proof of age at check-in.
3. A minimum of one Direct Supervisor is required for every 1-8 guests aged 9 to 14 years.
A minimum of one Direct Supervisor is required for every 1-10 guests aged 15 to 18 years.
4. Children under the age of 9 years must be accompanied by a parent or legal guardian to stay at The University of British Columbia.
5. At least one Direct Supervisor must be accessible to the Front Desk by mobile phone or pager 24 hours per day during the group's stay. This Direct Supervisor must provide the contact number(s) to the Front Desk upon arrival.
6. Direct Supervisors must ensure all minors are able to lock and open their bedroom doors.
7. At night:
 - Direct Supervisor guest rooms must be equally distributed among the minor's rooms.
 - Direct Supervisors must monitor their assigned floors for several hours after their charges are in bed.
 - Direct Supervisors must respond to minors in need of assistance.
 - Direct Supervisors must respond to any disruption caused by their charges.
 - Direct Supervisors must ensure their charges have safely locked their bedroom door.
8. Direct Supervisors must enforce the Responsible Use of Internet Technology Facilities and Services that restricts the illegal download of copyright protected material as well as other prohibited activities. Please refer to The University of British Columbia's [Policy Number 104](#).

Residence Code of Conduct

1. Quiet hours are in effect from 9 p.m. to 9 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 Direct Supervisor must sign out a spare key.
3. Discarding objects from windows is strictly prohibited.
4. All exterior doors are to be kept closed and locked at all times. All registered guests will be issued a key.
5. Smoking is not permitted in any building.
6. Consumption of alcohol by minors is strictly prohibited.
7. No parties.
8. Absolutely no climbing on rooftops or walkway covers.
9. No pranks.
10. Report all accidents, breakages, trespassers, and injuries to the Front Desk as soon as possible.
11. All guests must vacate the building during a fire alarm and cannot re-enter until the fire crew gives the ALL CLEAR.
12. False fire alarm pulls and tampering with fire equipment is strictly prohibited and is subject to a \$200 fine and/or eviction.
13. Overloading or rough-housing in an elevator is strictly prohibited and is subject to a \$200 fine and/or eviction plus the cost or repairs to the elevator.

Should you require assistance or have questions during your stay, please contact the Front Desk of your residence. Thank you for your cooperation, and we wish you a safe, secure and comfortable stay!

Please distribute this document to all Direct Supervisors, and retain a copy for your reference. Guests may be refused at check-in if the completed form is not returned prior to arrival.

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

Organizer Signature

Name in Print

Date