



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

DIRECTOR'S MESSAGE

June 18-25, 2016 YMCA Blue Ridge Leaders' School

Steve Tarver, School Director

READ THIS FIRST

Dear Leaders Club Advisor:

One of the greatest privileges of my entire career (40+ years) has been to serve as the Director of the Blue Ridge Leaders' School. As a previous Leaders Club member, and Blue Ridge Leaders' School attendee, I am honored to serve as the School Director. I am fortunate to work with the School Leadership Team members, who have a combined 140+ years of experience with the School, along with 80 dedicated School staff.

Thank you for your interest in the Blue Ridge Leaders' School, the oldest and largest YMCA Leaders' School in the world. We think it's the best as well.

Enclosed is the 2016 Blue Ridge Leaders' School Registration Packet. It has lots of information! **It is critical that you become familiar with this material.** Please make copies as needed and do not hesitate to ask for assistance. All Club Advisors are **required** to participate in an orientation **Webinar** prior to the School (see schedule of remaining webinars in this packet).

The completed registration forms with deposits and delegation fee payment are required to confirm your spots in the School – first come, first served – just as it has been in the past.

Please contact me (502-587-9622; starver@ymcalouisville.org) or (Angie Miller, 434-465-6036; AngieMiller.BRLS@yblueridge.org) if you have questions regarding this process.

PLEASE NOTE: The best place to start is to scan through the entire 2016 Enrollment Process & School Operation Guide. It's a complex process, so please be attentive to the details.

NEW THIS YEAR

- Delegation registration materials will be accepted **ONLY** if postmarked on or after March 8. This will allow three weeks for clubs to organize their registration. This system, started last year, has allowed clubs to more accurately gather their information, choose classes with their Leaders, request checks, and get all necessary signatures. Still, please **become familiar with all registration materials. Increased accuracy allows us to serve the needs of the clubs and the Leaders with more accuracy and excellence.**
- There are some minor changes to the curriculum requirements for YEARS 4 and 6.
- We are making changes to the seating guidelines for morning devotionals and for the picture. These are referenced in the advisor webinars, so please make note.
- There are still webinars scheduled. More webinars have been scheduled in the evening and advisors are encouraged to have Leaders Club members participate in these webinars with them. **This is especially encouraged for the Fitness Training Webinars. There are still many clubs that struggle with the proper physical training for the School – engaging the Leaders in receiving this information is very important.** If you have trouble with the webinar schedule, please let me know and I will make every effort to arrange an option for you (and your club) to get the info.
- Although not affecting registration, a small change has been made regarding Honor Leader nominee criteria. Eligibility will be based on being age 17 and third year attendee. Previously, eligibility began with age 17 and second year attendee.

OTHER IMPORTANT POINTS:

- Registrations are accepted on a first come basis. Excel spreadsheets must be received within three days of receiving packet to maintain club's position in the queue.
- Registration is by delegation (no individual registrations accepted) and must be complete with all appropriate signatures and deposits. Please review carefully. Incomplete packets will be returned causing your club to re-submit and be placed in queue when resubmitted.
- You are encouraged to complete the registration WITH your Leader. Encouraging them beyond what they are already comfortable with is encouraged. Also, if your local Y needs leadership in a specific program area, you're encouraged to use those areas of curriculum to fill those needs as well.
- **Delegation registrations and financial assistance applications** should be mailed to Angie Miller, 1020 Carrington Place, Suite 100, Charlottesville VA 22901
- **Club Recognition Applications** should be mailed to Steve Tarver, YMCA of Greater Louisville, 545 South Second Street, Louisville KY 40202, (502)587-9622. Please include all documentation.

Please contact me at 502-587-9622 or starver@ymcalouisville.org if you have questions on any aspect of the School. On behalf of the School Leadership Team, we look forward to hosting you and your delegation this June.



Steve Tarver
School Director



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
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A RELENTLESS PURSUIT OF EXCELLENCE

2016 Enrollment Process and School Operation Guide

YMCA BLUE RIDGE LEADERS' SCHOOL
Saturday, June 18 – Saturday, June 25, 2016



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The information within this guide is provided to assist the Leaders Club Advisor in understanding the enrollment process and operation of the School. Please feel free to copy this information for distribution.

Questions? Contact Steve Tarver at 502-587-9622; starver@ymcalouisville.org or Angie Miller at 434-465-6036; AngieMiller.BRLS@yblueridge.org

Remember, study the information carefully and please follow the instructions completely. **Check and double-check all enrollment forms and class schedules for accuracy.** Make certain all required signatures are included and all required forms are returned. *Inaccurate forms, incomplete forms, missing forms and/or improper deposits will delay the registration process and perhaps result in the participant being placed on a waiting list.* Should you have any questions whatsoever, please do not hesitate to call.

MISSION OF BLUE RIDGE LEADERS' SCHOOL

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.

SCHOOL PHILOSOPHY

Since its inception in 1922, YMCA Blue Ridge Leaders' School has retained its basic philosophy of training teens to be leaders in all aspects of YMCA physical education. The purpose of the school is...

Teen leadership development through YMCA health and physical education.

OVERVIEW

Since its creation in 1922, Blue Ridge Leaders' School has retained its basic philosophy of training teenagers to be leaders in their local YMCAs. **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 (ages 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.
- Acknowledgement of the **School Honor Code**.

PARTICIPANT DIVISIONS

1. **Leader Division** enrollees are teens ages 13 - 18 years as of May 31 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. By signing registration form, local Y Executive Director must approve each Leader's application.

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 fitness requirements described in the next section of this guide.**

2. **Senior Division** enrollees are adults, ages 19 and up (as of May 31), who are actively involved in the local Leaders Club program. All Club Advisors must be registered in the Senior Division unless serving in a staff role.

YMCA Staff/Seniors that desire YUSA Continuing Education Credits for Blue Ridge Leaders' School participation will need to register on Y Exchange (yexchange.org) and set up an account.

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 Saturday evening, June 18. **This meeting is mandatory for all Seniors!** The time and location will be announced at the opening assembly.

3. **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 BRANCH EXECUTIVE DIRECTOR MUST INDICATE (BY SIGNATURE ON APPLICATION) APPROVAL FOR ALL PARTICIPANTS REPRESENTING HIS/HER LOCAL YMCA.

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 Leaders Club Advisor should discuss these standards with each member of his/her delegation prior to attending the School.** 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.

Standards of Conduct that apply to ALL participants include:

- Blue Ridge Leaders' School is a tobacco and alcohol free environment.
- No illegal substances.
- 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 warm-ups and tennis shoes (soccer shoes if enrolled).
- No spaghetti strap tops/dresses or loose fitting tank tops.
- Clothing with inappropriate statements, language or graphics is not permitted.
- One-piece swimsuits only.
- Clothing should cover midriff.
- Hats (or other head cover) and sunglasses 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).

Additional Standards of Conduct that apply to LEADER DIVISION participants include:

- Attend all classes and School activities unless excused by the School Director or his designee.
- Receive a passing evaluation in all classes and behavior situations.
- Opposite sex not permitted in living areas.
- Leaders may not leave campus unless approved by the School Director or designee.
- *Call to Quarters* and *Lights Out* to be observed as scheduled.
- Consistent display of positive behavior and Christian values.

Additional Standards of Conduct that apply to SENIOR DIVISION participants include:

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

LEADERS 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, unless serving on staff. The role of the Club Advisor will include, but is not limited to:

- Participating in webinar prior to School.
- Ensuring that **every** member of his/her delegation has fully met the minimum requirements for attending including the physical requirements which will be checked during the School.
- Ensuring 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.
- Securing reimbursement for lost keys and/or any damages to the facility caused by any member of his/her delegation.
- Ensuring 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.
- Paying for all medicines required for any member of his/her delegation that becomes injured or sick.
- Maintaining a written list of all medications and oversee the administering of all medications for the members of his/her delegation.
- Attending 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.
- **Advisors carry the ultimate responsibility for the health, safety and participation of their Leaders.**

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.

VERIFICATION OF REQUIREMENTS

Both the Leaders Club Advisor and the YMCA Branch Executive Director must sign the **Enrollment Checklist** (included in the enrollment packet) 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. The Club Advisor responsible for bringing the Leader to the School will also be required to attend the clinic with the Leader.

Leaders who fail the fitness requirements for the second consecutive year will fail the School but will be allowed, dependant on behavior, to continue their participation in the School. The Leader and their Advisor will participate in the Healthy Lifestyles Clinic.

Any exceptions must be approved by the School Director prior to enrolling in the School through a request by the Club Advisor.

Certain accommodation may be made for permanent disability where reasonable, and based on a physician's statement and approved in advance by the School Director.

Other medical situations, **with prior approval of the School Director**, should be documented with a detailed physician statement. This documentation should be presented at School check-in. Requests to exempt all three physical fitness tests will not be considered. The School is physical fitness oriented and those unable to take any of the tests would be unable to fully and safely participate and successfully complete the curriculum.

PRIORITY REGISTRATION

Through March 22, registrations will be processed ONLY from clubs participating in last year's School. Limited spots for new clubs are held, so all clubs should submit registrations beginning March 8. We will remain on a first-come, first-served basis. At all times, registrations are confirmed when they are completed on the registration form, legible, accurate and complete. Incomplete applications are returned and must re-enter the registration process.

Advisor/Senior applications will be accepted on the basis of up to 1 adult to 10 Leaders ratio. Additional Senior Division applications will go on a wait list and handled during open registration.

Delegation registration should be postmarked on or after March 8. **Don't forget your spreadsheet is also due within 3 days of packet receipt.** Registration deadline occurs when the School reaches capacity and no later than May 1st.

ENROLLMENT PROCESS

Step 1: Every person attending the school from your YMCA must complete an enrollment form. Leaders Division enrollees use a different form than do Seniors.

Have delegation members (Leaders & Seniors) fill out Enrollment Forms (forms may be handwritten). Make sure form is legible, verify the class schedule and all signatures are present including initials about medication. Parent signatures required for anyone in leaders division regardless of age). Completed Enrollment Form should be copied front and back onto a single sheet of white paper.

Step 2: Enter all Registration data into Excel spreadsheet* received with registration materials. There are four tabs on the spreadsheet- Instructions, Registration List, Waiting List, and Data Entry Values.

Instructions Tab- Please read before proceeding

Registration Tab- This tab is for leaders wishing to enroll in Leaders School. Only the first 30 teens will be able to enroll. The remaining will be placed on the waiting list. We will notify you when and if spaces become available. Include your Seniors (advisor counts as a senior). Only 1 Senior per 10 leaders. Also include any BRLS staff that will be registering with your delegation.

Waiting List Tab- Please list your waiting list leaders and Seniors in order of preference. We will notify you when and if spaces become available.

Data Entry Tab- This is for the purpose of the drop down boxes. Please do not alter this tab in anyway.

*Excel spreadsheet is version 2010. If you have an earlier version of Excel, you will need to type in each box as the drop-down box will not be functional.

Step 3: Mail completed Registration forms, Enrollment Checklist (typed only) and one check for deposits and delegation fee to:

Angie Miller
1020 Carrington Place, Suite 100
Charlottesville VA 22901
Phone: 434-465-6036

Each enrollment requires a \$150 deposit (NON-REFUNDABLE and NON-TRANSFERABLE) for each person. The deposit must be paid via one YMCA check per delegation (no individual or personal checks) with Club name noted on the check memo. The deposit check must also include a \$100 delegation fee for all delegations of two or more enrollees. Please include Club name clearly on check memo. Substitutions, telephone or faxed registrations cannot be accepted.

Do not send deposit for waiting list participants.– if a spot opens up, the full payment will be applied to your balance.

Receipt of this packet in the Registrar's office (postmarked on or after March 8) holds your spot in the School for 3 days.

- Step 4:** Email Excel Database to Angie Miller at AngieMiller.BRLS@yblueridge.org
- If Excel spreadsheet is received prior to the registration packet, it will be held until registration packet and check are received.
 - If registration packet is received first, spots will be held for 3 days to allow spreadsheet to be submitted.

IMPORTANT INFO TO REMEMBER

The enrollment deadline is May 1; HOWEVER THE SCHOOL WILL LIKELY FILL TO CAPACITY PRIOR TO THIS DEADLINE. Enrollment is limited to the beds available. Sorry, no walk-ins or substitutions. Off-campus living is not permitted.

Scholarships: All Scholarship applications are with registration packet. You will receive notification after April 15.

Drops/Cancellations:

- All drops must be received in writing. Please email drops to AngieMiller.BRLS@yblueridge.org Cancellations received after April 1 will result in club being assessed an \$100 per cancellation in addition to the non-refundable/non-transferrable registration fee of \$150 already paid. After May 1, cancellation will result in club being charged the total fee for the individual. Exceptions for medical/family emergencies, extenuating circumstances only. A late payment charge will be assessed to all outstanding balances after June 1. The amount of the charge will be the greater of 5% of the balance or \$50 (minimum charge).

Please notify the School Registrar promptly should you have a cancellation at any time. Doing so will provide for attendance by someone on the waiting list.

NEXT STEPS

- A confirmation Email will be sent once packet is received.
 - This email will denote whether you are on waiting list or enrolled in the school.
 - You will be notified at a later date if any of the waiting list participants will be enrolled in the school.
- Awarded Scholarship information will be sent after April 15.
- You will receive your final invoice on May 15 for your remaining balance.

QUESTIONS? Contact Angie Miller, Registrar, at 434-465-6036 or email AngieMiller.BRLS@yblueridge.org

PLEASE MAKE SPECIAL NOTE OF THE FOLLOWING

- Make certain that every member of your delegation is fully aware that Blue Ridge Leaders' School is a physical education leadership training school, and not a camp! Performance standards must be achieved for successful completion. Classes are held, tests are given, and high levels of participation are expected. All Leaders receive a pass or fail grade.
- All Leaders Division participants will be tested on the fitness requirements as described in this Guide. The Club Advisor will be held accountable for insuring that each Club member understands, practices and fulfills the requirements.

The Blue Ridge Leaders' School curriculum is progressive and class selections are based on the year of attendance as follows:

- **1st Year:** Basic Leadership; Science of Fitness I; Aquatics; Feeling Great; Character Development; Evening Clinic.
- **2nd Year:** Leadership (by age); Science of Fitness II; Kids in Motion; Basic Games, Sports Elective; Evening Clinic.
- **3rd Year:** Leadership (by age); Biomechanics; Coaching & Officiating Youth Sports or Junior Lifeguard; Wellness Concepts I; Program Elective OR Sports Elective; Evening Clinic.
- **4th Year:** Leadership (by age); Wellness Concepts II; HEPA, Program Elective; Sports Elective; Evening Clinic
- **5th Year:** Leadership (by age); Image 101; Health Elective (two periods); Open Elective; Evening Clinic.
- **6th Year:** Leadership 18, Sixth Year Summit; Experiential Learning (two periods); Program OR Sports Elective; Evening Clinic.

Please make class selection carefully (on **Enrollment Form**) to ensure Leaders are receiving their appropriate classes.

WEBINAR/CONFERENCE CALL

All Club Advisors will be required to participate in a Webinar prior to the School. The Webinar information is included in the enrollment packet.

FEES

Leader Division - Total Fee \$515

Enrollees must be age 13-18 as of May 31, 2016 (no exceptions) and meet the minimum physical proficiencies.

Enrollees must be active members of the local Leaders Club or willing to serve as the nucleus of a developing club. All should have demonstrated personal leadership skills and proven that he/she is ready for more intensive training. All must be approved by the local YMCA Executive Director.

Senior Division - Total Fee \$595

Ages 19 and up, as of May 31, 2016, who possess high Christian character and leadership qualities.

Senior Division enrollees must be actively involved with the local Leaders Club and /or physical education department. All enrollees must be approved by the local YMCA Executive Director.

Delegation Fee - \$100 per Club (Branch) plus \$150 deposit for each enrollment in a single check

EXPENSES

Fees cover room, meals and supplies. Vending machines, store, school picture, etc. are voluntary.

CANCELLATIONS

Cancellations received after April 1 will result in club being assessed an \$100 per cancellation in addition to the non-refundable/non-transferrable registration fee of \$150 already paid. After May 1, cancellation will result in club being charged the total fee for the individual. Exceptions for medical/family emergencies, extenuating circumstances only. A late payment charge will be assessed to all outstanding balances after June 1. The amount of the charge will be the greater of 5% of the balance or \$50 (minimum charge).

Please notify the School Registrar promptly should you have a cancellation at any time. Doing so may provide for attendance by someone on the waiting list.

SCHOLARSHIPS/FINANCIAL ASSISTANCE

Financial Assistance is available to qualifying applicants based on need and available funds. A **Scholarship Application** (included in the enrollment packet) is required with **Enrollment Form**. Maximum award will be \$175 per person. The application must be completed fully using the template provided to be considered. Advisor input is helpful to confirm need. First and second year Leader Division attendees receive priority. Scholarship applications are due with the registration packet (or until School fills) to: Angie Miller, 1020 Carrington Place, Suite 100, Charlottesville, VA 22901.

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 seven 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, Staff and Observer participants only. **Leader Division participants must bring towels (3 recommended) 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 Leaders Club Advisor remember that he/she is responsible for their club members at all times throughout the week. 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. For lost room keys there is a \$10 charge.

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 secure, clean and orderly manner. Group Counselors and Dorm Staff will inspect Leader Division rooms daily.

Remember: Caring, Honesty, Respect & Responsibility.

MEDICAL CARE & INSURANCE

In case of illness or injury a qualified staff member will evaluate the condition, administer minor first aid if necessary and assist in coordinating all further treatment. A nurse is on duty at the School. 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.

Advisors should review medical information and assist with any needs, i.e., gluten free, vegetarian, etc., coordinating such with the School as needed.

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

CHECK-IN

Check-in begins Saturday, June 18 at 12:00 noon and closes at 5:00 pm. The School officially begins with "Call To Dorms" at 5:15 pm. (NOTE: See Late Arrivals section below for more information) Check-in occurs in the lobby of Eureka Hall. A member of the School staff will be available to assist you if needed. Dorm rooms are not ready for occupancy until after 2:00 pm. **Arrivals after 5:00 pm are not permitted without approval of the School Director and then for extenuating circumstances only.**

LATE ARRIVALS

Check-in closes at 5:00 pm on Saturday, June 18. Arrivals after 5:00 pm **may** be granted for extenuating circumstances only. **Prior approval by the School Director is required.** Reveille is at 7:00 am. All Leaders must be checked-in prior to reveille. **Sunday morning arrivals MUST be approved in advance by the School Director.** Absolutely no Sunday arrivals after 7:00 am! Questions? Contact Steve Tarver at starver@ymcalouisville.org or (502)587-9622.

CHECK OUT

The school ends with the closing assembly on Saturday, June 25 (approximately 10:30 am). All enrollees are expected to attend the closing assembly.

DAILY SCHEDULES

On Saturday, June 18, all Leader Division participants and Group Counselors will report to their dorms at 5:15 pm 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 and the School is underway!

The schedule below runs Sunday through Thursday. A special schedule for Friday will be provided and reviewed during the week.

Daily Schedule

7:00 am.....	Reveille
7:35 am	Breakfast
8:40 am.....	Morning Assembly
9:15 - 11:40 am	Classes
12:00 - 12:45 pm.....	Lunch
12:45 - 1:15 pm	Free time
1:30 - 5:15 pm	Classes
5:15 - 6:00 pm	Free time (Fitness Testing on Sunday; Club meetings on Monday*)
6:00 - 6:45 pm	Supper
6:45 pm.....	Vespers
7:15 - 8:30 pm	Clinics
8:45 - 9:45 pm	Evening Activities

Each evening includes a unique event as follows:

Saturday – Dorm Meeting

Sunday – Group Meetings with Counselor

Monday – All School Activity (watch for new additions!)

Tuesday – All School Achievement Events*

Wednesday – School Dance

Thursday – Club Meetings**

Friday – School Show

10:15 pm..... Call to Quarters (*Group Meetings*)

11:00 pm..... TAPS, ALL QUIET, LIGHTS OUT

*Please note current School Achievement records are included with registration materials.

**Organized by Advisor.

WHAT TO BRING

It is recommended that all personal belongings be clearly identified and securely stored. Bring enough workout clothes for the week, shoes appropriate to the activity, personal toiletries, paper/pencil, equipment for special classes (i.e. swimming, soccer, softball, etc.) and nice clothes for the Friday banquet. Make certain to bring the following:

- 2 – 3 Towels (Leader Division)
- Personal toiletries
- Workout clothes
- Nice clothes for Friday evening (females-dress, males-shirt/tie)
- Special equipment/apparel for classes (swimsuit, soccer shoes, etc.)
- Paper & pen
- Hand Sanitizer
- Health/accident insurance card
- Umbrella/raincoat
- 2 – 3 pairs of athletic shoes
- 2 Reusable water bottles (please no energy drinks)
- Swimsuits
- Spending money (vending machines, store, School picture, etc.)

CLOTHING

Clothing must be neat, properly fitted and appropriate so not to restrict participation and/or compromise safety. Additionally:

- One-piece swimsuits only.
- Clothing may not allow for midriff exposure.
- All class participants must wear t-shirts, athletic shorts or warm-ups and close-toed athletic shoes.
- No spaghetti strap tops/dresses or loose fitting tank tops.
- Hats (or other head cover) and sunglasses allowed outdoors only.
- Dangling jewelry and accessories must be removed prior to participation in any active event and are generally discouraged for the entire week (as a safety concern).
- Certain activities may require additional restrictions due to the nature of the activity.
- Clothing with inappropriate statements, language or graphics is not permitted.

BEDDING

All bedding is furnished. Towels are furnished to Senior Division, Staff and Observer participants only. Leaders Division participants should bring plenty for the week. There are no laundry facilities on the conference center grounds.

MEALS

Meals begin with dinner on Saturday, June 18 and end with breakfast on Saturday, June 25. Meal items are labeled with nutritional information to maximize each Leader's ability to select a balanced diet.

There are adequate vegetarian options. Gluten-free and other specific needs should be coordinated by advisor.

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. **The nametag should be kept in good condition, visible and clear, without stickers, markings, etc., for the entire week.** 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 the class schedule) according to age and gender. 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 next year will be explained during a School assembly.

Beginning with the first meal at 6:00 pm on Saturday 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.

At the request of our Honor Leaders and Counselors, Advisors are asked to not distribute gifts or tokens to individual club members during meals, other than necessary prescribed medications or general check-ins.

FITNESS REQUIREMENTS & PROCEDURES FOR LEADER DIVISION

Blue Ridge Leaders' School is not a "camp". It is a physical education leadership development school with high standards of behavior, participation and performance. Therefore it is imperative that participants possess certain basic physical proficiencies.

All Leaders Division participants will be tested on the fitness requirements. **The Club Advisor is responsible for insuring that each Club member is able to meet the minimum requirements.** Any Leader unable to meet the requirements will automatically be enrolled in the Health & Fitness Development Clinic. The Club Advisor is required to attend the clinic with the Leader. Leaders failing the Fitness Test for the second consecutive year will fail the School. Knowingly enrolling a participant that does not meet the minimum requirements may result in Club sanctions. Blue Ridge Leaders' School expects all participants to uphold the YMCA Character Development traits of Caring, Honesty, Respect and Responsibility.

Please note that Advisors, with club members if possible, are expected to participate in the Fitness Training Webinar. Schedule is contained as part of the registration materials.

To enroll in the Leaders Division, participants must meet the following fitness requirements described below:

Female

- 30 bent knee sit-ups in 60 seconds
- 9 straight body pushups
- 11.5 second shuttle run

Male

- 40 bent knee sit-ups 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 that point the Leader will then straighten the arms. This will count as one push-up. **We will place special emphasis on keeping the head up and in line with the trunk.**
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" x 2" x 4") 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 on 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 at approximately the 35th percentile.

EVALUATION PROCESS

Leader Division participants are evaluated daily and required to:

1. Successful performance of the fitness requirements.
2. Attend all classes/activities (i.e. assemblies, meals, special events, etc.). The only exception will be due to illness/injury monitored by the School medical staff.
3. Be early/on time for all classes/activities.
4. Fully participate within all classes/activities.

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 (i.e. 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 School patch signifying their year of accomplishment. Leaders who fail the School curriculum will receive no patch and must repeat the entire curriculum the following year. Leaders who fail the school for a second time may not be allowed to 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.

The Club Advisor is responsible for monitoring and assisting any member of their delegation not performing up to standard.

MORNING DEVOTIONALS & EVENING 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 Judeo-Christian principles, the purpose of Blue Ridge Leaders' School, be based on the teachings of the Holy Bible and include a prayer.
- Message must **clearly** reflect the daily subject.
- Message must be positive throughout the entire presentation.
- Fifteen minute time limit for the total presentation.
- Special effects must be kept limited.
- Must be able to present outdoors or indoors.
- Devotional preview must be submitted to the School Director per scheduled to be provided.

The Club Advisor is responsible for adherence to above rules.

Morning Devotionals are presented by select participating Club delegations. Vespers are presented each evening by one of the Honor Leaders. The daily subjects for morning devotions and evening vespers are:

<u>Day</u>	<u>Devotion/Vespers</u>
Saturday	Genuine (Vespers Only)
Sunday	Faith
Monday	Hopeful
Tuesday	Respect
Wednesday	Patriotism
Thursday	Courage
Friday	Authentic
Saturday	The Beginning (Honor Leaders) (Devotion Only)

HONOR LEADERS

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

COUNSELOR SELECTION

Qualified individuals (age, tenure) may apply to be a counselor for the next year's School. Details for applying are announced during the School. Between January and March of each year, Advisors of prospective counselors are contacted for an updated recommendation. Invitation letters will be mailed shortly thereafter. Counselors are selected on an annual basis using several criteria, especially his/her performance at the last year's School. Counselors are selected each year for a one year appointment. A separate application is required for each year.

MANDATORY COUNSELOR MEETING

In order to serve as a Counselor, attendance is **required** at the Counselor meeting, 4:00 pm on Saturday, June 18. Exceptions will be considered for extenuating circumstances only. **Prior approval by the School Director is required.**

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.

- Saturday, June 18 open visitation until 5:00 pm
- Friday, June 24 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. Occasionally YMCA professional staff from participating YMCAs desire to visit. This is welcomed, **but requires prior approval by the School Director. Sorry, there is no available on-campus housing.** It is preferable that these guests be escorted during their visit and it may be possible that on-campus meals could be purchased from the Leaders' School. All preapproved visitors must also check in at the School office upon their arrival.

CONFERENCE LOCATION & PHONE NUMBER (Please make sure parents have this information)

YMCA Blue Ridge Assembly Conference Center, Black Mountain, North Carolina (15 miles east of Asheville). The conference center phone number is (828) 669-8422. Please use this number for emergencies only during the conference. Assembly address: 84 Blue Ridge Circle, Black Mountain NC 28711-9722 - **Do not mail registration packets to this address.** Registration packets should be mailed to Angie Miller, 1020 Carrington Place, Suite 100, Charlottesville VA 22901

HOW TO 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.

OTHER IMPORTANT INFORMATION

Additional information is available through the local Leaders Club Advisor.

SCHOOL STAFF

Blue Ridge Leaders' School is operated as a program of the YMCA Blue Ridge Assembly, Inc. The School staff are appointed by the School Director and Senior Leadership Team on an annual basis, and is comprised of more than 75 YMCA professional directors and adult volunteers from YMCAs throughout the southeast. All have demonstrated expertise in training and possess exceptional abilities in teen leadership development. The School Leadership Team is comprised of the following people:

Steve Tarver, *School Director*
YMCA of Greater Louisville, Louisville, KY
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502 587 9622

Angie Miller, *Assistant School Director/Registrar*
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Phone: 434 465 6036

Tony Sigmon, *Assistant School Director*
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Melanie Cox
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502 587 9622

Genevieve Holmes
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704 962-9441

Greg Hall, *School Director Elect*
The Redwoods Group
GregHall@yblueridge.org

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 OR EMAIL.**



Steve Tarver
Director, YMCA Blue Ridge Leaders' School

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