



Supervision Ratio Policy & Guidance

Boys & Girls Clubs of Border Towns (BGC-BT) is committed to providing a safe environment. As such, all Club activities shall be under continuous supervision by an appropriate adult at all times, and will maintain reasonable ratios when supervising youth. This ratio is based on our organization’s experience, common practices in the community and standards set by Club leadership.

BGC-BT shall comply with all federal, state and local guidelines. The One-on-One Contact policy shall be followed at all times and, if necessary shall supersede any ratio guidelines. The ratios listed below are minted to be the minimum staff levels. These levels may be temporarily changed to meet the needs of a short term condition. These rations will be returned to the levels indicated when conditions warrant.

Type	Adults	Youth
Drop-In	1	20
Instructional	1	20
Group Clubs	1	15
Teams	1	15
Day Trips	1	8
Summer Drop In	1	20
Overnight	1 (with minimum of 2 adults present)	6
Swimming	1 Lifeguard (minimum)	25 Swimmers

	1 Spotter/aquatic observer (minimum)	10 Swimmers
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Staff shall not use electronic devices such as cell phones, PDAs, or other communication devices for personal purposes while supervising members. Electronic communication devices may be used only if it is part of approved programming. BGC-BT approved devices may be used for Club purposes, such as for communication between staff.

Staff shall:

- Abide by the Organization's one-on-one contact policy
- Abide by the Organization's disciplinary policies and procedures
- Maintain proper ratios at all times
- Be trained on appropriate supervision tactics and behavior patterns
- Immediately notify Club leadership and/or submit written reports detailing supervision issues or incidents.

Audit of Document Changes

Review/revision	Date	Approval*	Title

*Approval can be performed by the Safety Chair or CEO after Safety Committee review of revised document.