



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

DIRECTOR'S MESSAGE

YMCA Blue Ridge Leaders' School

June 16-23, 2018

Greg Hall, School Director

READ THIS FIRST

Dear Leaders Club Advisor:

I want to thank you for the work you are doing in your YMCA and celebrate the amazing impact you have on the lives of the Leaders Club members each and every day. It is because of this work, we are able to conduct the YMCA Blue Ridge Leaders' School each and every year. This school is focused on enriching and enhancing your local Leaders Club program via time-tested curriculum, long standing traditions and relevant innovation from within the YMCA Movement. We welcome you and invite you to join us in making this week a memorable one for everyone.

Enclosed is the 2018 Blue Ridge Leaders' School Registration Packet. It has lots of information! It is critical for the success of your teens 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 one of the Webinars prior to the School. Those dates and time are in this packet.

PLEASE NOTE: The best place to start is to scan through the entire [2018 Enrollment Process & School Operation Guide](#). As with any large conference there are a lot of moving parts and attention to detail in the registration process will help to ensure the best experience for all.

NEW for 2018

- Based upon the school surveys and other solicited feedback we continue to evolve the curriculum requirements and electives. Please review individually with your Leader and discuss how best to schedule their selections. 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. We have also added some new and different clinics, so please review to ensure the leaders know their exciting new options.
- We are working to include a school photo for all Leaders Division enrollees. More details will be released via newsletter, [Website](#) and Facebook. And if you are not getting the newsletter, you can sign up at the bottom of our website for this monthly update on all things BRLS.
- **First year attendees** are required to attend a new session designed just for them. We invite Leaders and seniors who are coming to BRLS for the first time to join us at **3:30 in Thrailkill auditorium** on Saturday the 16th. We promise a fun, engaging welcome to the mountain. (club advisors should attend as well)
- As we seek out ways to make the school more transparent to all, the focus of the webinars has expanded to speak to the advisor AND the elected Leaders of your club. Therefore, we encourage you to RSVP for one of the sessions when you can have a few of your club officers in the office with you to participate. We are working on recording each of the webinars for later reference.

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. If you have any questions please contact School Registrar- Brianne Pietronicco briannepietronicco.brls@yblueridge.org or 757-593-2768.
- **Club Recognition Applications** should be mailed to Ryan Graham Brace Family YMCA 3127 Weddington Road, Matthews, NC 28105. Please include all documentation.

Should you have any questions about the information in this letter I welcome them at greghall@yblueridge.org. On behalf of the School Leadership Team, we look forward to hosting you and your delegation this June.

Greg Hall
School Director



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BLUE RIDGE LEADERS' SCHOOL

2018 Enrollment Process and School Operation Guide

YMCA BLUE RIDGE LEADERS' SCHOOL
Saturday, June 16 – Saturday, June 23, 2018



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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 Greg Hall, School Director, at 919-482-1631;
GregHall@yblueridge.org
or Brianne Pietronicco, School Registrar, at 757-593-2768(cell);
BriannePietronicco.BRLS@yblueridge.org**

Please review 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 Greg Hall, School Director, or Brianne Pietronicco, School Registrar.

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

Blue Ridge Leaders' School is committed to training teens 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 Seniors' 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.
- **School Honor Code** – It is to be acknowledged and upheld.

PARTICIPANT DIVISIONS

1. **Leaders' 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. A local Y Executive Director must approve each Leader's application by signing the registration form.

Blue Ridge Leaders' School is a physical education leadership development School. Therefore, it is imperative that participants possess certain basic physical proficiencies. **All leaders will participate in a fitness assessment as outlined in this guide.**

2. **Seniors' 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.

Staying true to our commitment of developing cause-driven leaders and making Blue Ridge Leaders' School a valuable experience both personally and professionally for all levels, we will be offering a YUSA Leadership Certification to be announced and communicated to all Seniors' Division participants by April 15th. Other important information will be presented at the initial meeting of the division on Saturday evening, June 16 at 8:20pm. **This meeting is mandatory for all Seniors!** The time and location will be announced at the opening assembly.

3. **Observers' 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 Leaders' Division or Seniors' 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 tank tops permitted as long as they are not loose fitting), athletic shorts or warm-ups and tennis shoes (soccer shoes if enrolled).
- Dresses/tops for banquet must have a modest neckline.
- Clothing with inappropriate statements, language or graphics or anything politically charged is not permitted.
- One-piece swimsuits only.
- Clothing must cover midriff.
- Hats (or other head cover) and sunglasses allowed outdoors only.
- Dangling jewelry/accessories must be removed prior to participation in active classes/events and are generally discouraged for the entire week (as a safety concern).

Additional Standards of Conduct that apply to LEADERS' 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.
- The opposite sex is not permitted in living areas.
- Leaders may not leave campus unless approved by the School Director or designee.
- *Call to Quarters*, *Call to Room* and *Lights Out* are to be observed as scheduled.
- Consistent display of positive behavior and Christian values throughout the week.

Additional Standards of Conduct that apply to SENIORS' DIVISION participants include:

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

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

- Participating in a webinar prior to School.
- Ensuring that **every** member of his/her delegation has fully met the minimum requirements for attending.
- 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 requirements.

All Leaders' Division participants will participate in a fitness assessment.

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

Certain accommodations 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 physical fitness assessments will not be considered. The School is physical fitness oriented and those unable to participate in any of the assessments would be unable to fully and safely participate and successfully complete the curriculum.

REGISTRATION and FEES

Registration information will be available beginning February 13. Registration is on a first-come, first-served basis, however a Limited number of spots will be held for new clubs. Registration packets must be postmarked no earlier than March 6. 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 15 Leaders ratio. Additional Seniors' Division applications will go on a wait list and handled later during registration.

Delegation registration should be postmarked on or after March 6. **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.

Leaders' Division - Total Fee \$525

Enrollees must be age 13-18 as of May 31, 2018 (no exceptions).

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.

Seniors' Division - Total Fee \$600

Ages 19 and up, as of May 31, 2018, who possess high Christian character and leadership qualities.

Seniors' 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, school picture (leaders' division) and supplies. Vending machines, store, school picture (seniors' division), etc. are voluntary.

FINANCIAL ASSISTANCE

Financial Assistance is available to qualifying applicants based on need and available funds. A Financial Assistance application is included in the enrollment packet. 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. Applications are due by April 1 to: Brianne Pietronicco, Blue Ridge Leaders' School P.O. Box 989 Lake Villa, IL 60046

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 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 are required for anyone in the 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 this tab fully 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 if and/or when spaces become available. Include your seniors (the advisor counts as a senior unless serving as School staff). Only 1 Senior per 15 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 if and/or when 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 2016. 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 and Enrollment Checklist (typed only):

- Brianne Pietronicco, Blue Ridge Leaders' School P.O. Box 989 Lake Villa, IL 60046
Phone: 757-593-2768
- If mailing via Fed Ex mail to: Brianne Pietronicco, Blue Ridge Leaders' School
206 Cedar Avenue #989, Lake Villa, IL 60046

Mail Checks made out to Blue Ridge Leaders' School to:

- YMCA Blue Ridge Assembly, 84 Blue Ridge Circle, Black Mountain, NC 28711

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 three or more enrollees. 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 6) holds your spot in the School for 3 days (if space is available).

Step 4: Email Excel Database to Brianne Pietronicco at briannepietronicco.brls@yblueridge.org.

- If the Excel spreadsheet is received prior to the registration packet, it will be held until registration packet is received.
- If registration packet is received first, spots will be held for 3 days (granted there is space still in the school) to allow spreadsheet to be submitted.

IMPORTANT INFORMATION 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.

Financial Assistance: Financial Assistance Applications are due by April 1. You will receive notification after April 15.

Drops/Cancellations:

- All drops must be received in writing. Please email drops to briannepietronicco.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 and other extenuating circumstances only are considered. 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, Brianne Pietronicco, 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 e-mail will be sent once your 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.
- Financial assistance award information will be sent after April 15.
- You will receive your final invoice by May 15 for your remaining balance.

QUESTIONS? Contact Brianne Pietronicco, Registrar, at 757-593-2768 or email briannepietronicco.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 given a fitness assessment as described in this Guide. The Club Advisor will be held accountable for insuring that each Club member understands the process.

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; Officiating Youth Sports or Junior Lifeguard; HEPA; Program Elective OR Sports Elective; Evening Clinic.
- **4th Year:** Leadership (by age); Wellness Concepts I; Advanced Character Development, Program Elective; Sports Elective; Evening Clinic
- **5th Year:** Leadership (by age); Image 101; Health Elective; Advanced Character Development; Sports Elective; Evening Clinic.
- **6th Year:** Leadership 18, Sixth Year Summit; Experiential Learning (two periods); Program OR Sports Elective; Evening Clinic.

Please make class selections 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.

HOUSING

Blue Ridge Leaders' School is conducted on the campus of Blue Ridge Assembly (a YMCA conference center) in Black Mountain, North Carolina. Leaders' 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. **Leaders' Division participants must bring towels (3 recommended) for the week.** Towels are furnished for the Seniors' Division, Staff and Observer participants only. NOTE: Laundry facilities are not available on the conference center grounds.

School staff members are housed in the same buildings and on the same floors with Leaders' 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 Leaders' Division) are also housed adjacent to the members of their groups.

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 16 at 12:00 noon and closes at 4:00 pm. The School officially begins with "Call To Dorms" at 4:15 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 4:00 pm are not permitted without approval of the School Director and then for extenuating circumstances only.**

LATE ARRIVALS

Check-in closes at 4:00 pm on Saturday, June 16. Arrivals after 4:00 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? E-mail Greg Hall at greghall@yblueridge.org.

CHECK OUT

The School ends with the closing assembly on Saturday, June 23 (approximately 10:30 am). All enrollees are expected to attend the closing assembly.

DAILY SCHEDULES

On Saturday, June 16, all Leader Division participants and Group Counselors will report to their dorms at 4:15 pm for room inspections, a meeting with their counselor and the first meal at 5:30 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

Sunrise Viewing Opportunities: Sunday, June 17 and Saturday, June 23

7:00 am Reveille
7:45 am Breakfast
8:45 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 pmFree time; (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** (locations will be assigned)
- Friday – School Show

9:45 pm Call to Quarters (*Group Meetings*)
10:45 pm Call to Room (*Individual Quiet Time*)
11:00 pm TAPS, ALL QUIET, LIGHTS OUT

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

**Organized by Advisor but locations will be assigned by the School Leadership Team.

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, lacrosse, 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)
- If participating in a mud run, clothes and shoes you can throw away at the end of week.
- 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 (one piece swimsuit for females)
- Spending money (vending machines, store, picture* (*seniors) 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 must not allow for midriff exposure.
- All class participants must wear t-shirts (athletic Tank Tops permitted as long as not loose fitting), athletic shorts or warm-ups and close-toed athletic shoes.
- Dresses/Tops must have modest neckline.
- 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 or anything that is politically charged is not permitted.

BEDDING

All bedding is furnished. Leaders Division participants should bring 2-3 towels for the week. Towels are furnished to Senior Division, Staff and Observer participants only. There are no laundry facilities on the conference center grounds.

MEALS

Meals begin with dinner on Saturday, June 16 and end with breakfast on Saturday, June 23. 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 before May 30th. If there are any dietary restrictions please note them on your enrollment form.

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 Leaders' 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 Leaders' 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 5:30 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 ASSESSMENT & PROCEDURES FOR LEADERS' 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 participate in a personal Healthy Living assessment. **The Club Advisor is responsible for working with the leaders to help them take ownership and strive for their own fitness goals.** The goal of Blue Ridge Leaders School is inspire the leaders to commit to a healthy lifestyle. **During the leaders first year the assessments will be used to establish a baseline for the Leaders & Advisors to know where they are starting from and to establish the expectations for their second year. Each year subsequent year will build on the goals from the previous year.**

Blue Ridge Leaders' School expects all participants to uphold the YMCA Character Development traits of Caring, Honesty, Respect and Responsibility.

All leaders will be expected to participate in the following assessments during the mid-term to establish their personal baseline for performance throughout the year leading to next year's school.

Female

- Crunches (Curl Ups) Initial target according to age/gender averages
- Straight body pushups-initial target according to age/gender averages
- Target Heart Rate
- Flexibility Assessment

Male

- Crunches (Curl Ups) initial target according to age/gender averages
- Straight body pushups- initial target according to age/gender averages
- Target Heart Rate
- Flexibility Assessment

Performance Criteria

1. Target Heart Rate: Leaders will be shown how to find their heart rate during the first day of classes. To assess the heart rate for the leaders we will use a 3 minute step test
 - a. $220 - \text{Age} = \text{Maximum H/R}$
 - b. $\text{Maximum H/R} \times 50\% \text{ \& } 80\%$ gives the zone for Target Heart Rate
2. 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. 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.**
3. Crunches (Curl Up) Subject lies supine on mat with knees bent at 90° and feet on floor. The arms are extended to sides with fingers touching a piece of masking tape. A second piece of tape is placed beyond the first piece 12 cm apart.
 - Set metronome at 40 beats per minute. At the first beep, the subject slowly lifts the shoulder blades off the mat by flexing spine until finger tips reach the second piece of tape. At the next beep, the subject slowly returns shoulder blades to mat by flattening lower back. Subject repeats curl-up in time with the metronome (20 curl-ups per minute). One repetition is counted each time shoulder blades touch the floor. Subject performs as many curl-ups as possible without stopping, up to a maximum of 75 repetitions. The test is terminated if the cadence is broken.
4. Flexibility: (sit & reach) using the below procedure;
 - Subject sits with knees straight
 - Yard stick or tape on floor between subject's legs
 - Instruct subject to reach and hold
 - Ensure subjects knees are held straight
 - Measure to nearest 1/2"
 - Score is best of 3 trials

EVALUATION PROCESS

Leader Division participants are evaluated daily and required to:

1. Successfully participate in fitness assessment mid-term.
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 Leaders' 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 limited.
- Must be able to present outdoors or indoors.
- Devotional preview must be submitted to the School Director per schedule 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	Responsibility (Vespers Only)
Sunday	Respect
Monday	Honesty
Tuesday	Caring
Wednesday	Diversity/Inclusion
Thursday	Patriotism
Friday	Faith
Saturday	Courage (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. 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, 3:00pm on Saturday, June 16. 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 16 open visitation until 4:00 pm
- Friday, June 22 open visitation from 2:00 pm until taps (check-in at the entrance or (Blue Ridge Center Lobby after 5pm) 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, 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 – **Only mail checks to this address.**

Registration packets should be mailed to Brianne Pietronicco, Blue Ridge Leaders' School, P.O. Box 989 Lake Villa, IL 60046 or if sending via FedEx: 206 Cedar Avenue #989 Lake Villa, IL 60046.

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:

Greg Hall, School Director

GregHall@yblueridge.org
Phone: 919.482.1631

Brianne Pietronicco, School Registrar

BriannePietronicco.BRLS@yblueridge.org
Phone: 757.593.2768

Chris Knox

Executive Director
Childress Klein & Gateway Village YMCAs
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Melissa Bailey Logan

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Ryan Graham

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Jessica James, Communications

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Molly D'Avria

Director of Advancement
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Phone: 704.865.8551 ext. 138

Jeff Jaehnen

District Executive Director
YMCA of Greater Louisville
jjaehnen@ymcalouisville.org
812.206.0687

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.**

Greg Hall

Director, YMCA Blue Ridge Leaders' School

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