

# GREAT FUTURES START HERE.



**BOYS & GIRLS CLUBS**  
OF MID CENTRAL COAST

## POL004-1 Supervision Ratio Policy & Guidance

Boys & Girls Clubs of Mid Central Coast (BGC MCC) 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 MCC shall comply with all federal, state and local guidelines. The One-on-One Contact policy POL003 shall be followed at all times and, if necessary, shall supersede any ratio guidelines. The ratios listed below are intended to be minimum staff levels. These levels may be temporarily changed to meet the needs of a short term condition. These ratios 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	10
Summer Drop-in	1	20
Overnight	1 (with minimum of 2 adults present)	6
Swimming	1 Lifeguard (minimum)	25 Swimmers
	1 Spotter (minimum)	10 Swimmers

**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. BGCMCC 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 POL 003
- Abide by the Organization's disciplinary policies and procedures
- Ensure at least three individuals are present when supervising members
- 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.

**Reviewed and Approved:**

**Date:** 6/1/2023

**BY:**

  
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Chief Executive Officer

  
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Board Chair (Board Approval)