

BRIERCREST COLLEGE STUDENT MINISTRY TEAMS

BILLETING POLICY

1.0 Purpose of the Policy

This Billeting Policy has been developed by the Church Relations Department in conjunction with other departments of Briercrest College and Seminary for three main purposes:

- To encourage a positive billeting experience for all students, faculty, staff, and hosts during the travel opportunities of our Student Ministry teams;
- To provide a guiding policy that meets the needs of our students, faculty, and staff while respecting the needs and wishes of those serving as hosts;
- To ensure the safety of Briercrest College and Seminary students, faculty, and staff, and to uphold a positive perception of the ministry of Briercrest College and Seminary.

2.0 Safety of Team Members and Suitability of Living Conditions

- 2.1 Team members shall be billeted with at least one other Briercrest team member, and possibly more, in each location. Students and team leaders are not required and should not be asked to go to a billets home by themselves in order to protect their own personal safety.
- 2.2 In all cases, except in the case of husband and wife, students will not be billeted in the same room with members of the opposite sex. In circumstances where members of the opposite sex are billeted in the same host location, all efforts should be made to send at least three team members (i.e., two males and one female) to the same location. In such situations, the Church Relations department should receive confirmation from the host location / church that mature adult supervision will be available for the duration of the team members stay with their billet.
- 2.3 Suitable living conditions should include the following for each team member:
 - 2.3.1 One bed per person (students should not be asked to share a bed nor should they be asked to sleep on a couch or on the floor without adequate additional preparations being made). Exceptions to this should be discussed with and approved by the Church Relations office on a case-by-case basis.
 - 2.3.2 It is customary for billets to provide breakfast, a bag lunch, and transportation to and from the concert facility.
 - 2.3.3 It is expected that billets will attend to the general comfort, safety, and wellbeing of the Briercrest team members in their care.
- 2.4 Each team leader and / or travel coordinator will be equipped with a cell phone which will be turned on when all team members leave to go to their billets location. In addition, each team member will be given a luggage tag at the beginning of each tour with the cell phone number of the team leader and / or travel coordinator in case they need to be reached in emergency situations.

- 2.5 When possible, the team leader will be provided with their own personal accommodations. Under no circumstances will the team leader be billeted alone in the same host location with any team member of the opposite sex. If it is not possible for the team leader to have their own accommodations, allowance should be made for at least two students to stay in the same location as the team leader.
- 2.6 All team members should stay with their assigned billets. Team members will not be able to make personal arrangements to stay with friends who live in the area of a concert location. The only exception will be if a student has immediate family (i.e., parents, brothers, or sisters; **not** grandparents, aunts, uncles, friends, etc.) who lives in the area who is willing and able to meet all of the above expectations (except 2.1).

3.0 Expectations of Students

- 3.1 All team members and leaders will be expected to abide by the standards established in the Briercrest College and Seminary Student Conduct Code:
(http://www.briercrest.ca/college/prospective/studentlife/conductcode/Student_Conduct_Code.pdf).
- 3.2 While staying with a billet, all team members must respect the household rules of the host family and the BCS Student Conduct Code.
- 3.3 Any team member whose conduct is inappropriate will be reported to the team leader and / or travel coordinator. Any disciplinary action will be at the discretion of the team leader and / or travel coordinator.
 - 3.3.1 If needed, further disciplinary action will be at the discretion of the BCS Dean of Students and according to the BCS Student Conduct Code.
 - 3.3.2 Students needing to be sent home from a school-sponsored tour for disciplinary reasons will personally cover the full cost of their return trip to Caronport. In such situations, students will return to Caronport first; arrangements will not be made for the student to travel elsewhere.
 - 3.3.3 In non-disciplinary situations where a student needs to be sent home, coverage for the travel cost will be determined on a case-by-case basis between the team leader, the travel coordinator, and the Church Relations office.
- 3.4 Students and / or team leaders will personally cover the full cost of shipping forgotten personal material to the next suitable location.

4.0 Confidentiality

- 4.1 Those responsible for arranging billeting will respect the privacy of all team members as it pertains to the forwarding or disclosure of special needs, medications, or other personal information. Only information necessary to the appropriate care of the students and team leaders will be disclosed in order to provide a safe and suitable experience for all team members.

5.0 Complaints

- 5.1 Before teams are sent on tours each academic year, all team members and team leaders will be informed of the BCS Anti-Harassment Policy. All teams will be required to attend a brief session led by the Anti-Harassment Committee, which will give special attention to explaining policy and procedure in cases where complaints need to be filed.
- 5.2 All complaints will be issued and handled in a manner that is consistent with the procedure outlined in the BCS Anti-Harassment Policy.