



# Delegate Responsibilities



1. An advisor must accompany each delegation and remain with his/her delegates for the entire conference.
2. **Required Delegate Forms**
  - Please review all information in this **Delegate Responsibilities** document.
  - Three forms are required to be signed by each student and their parent/guardian in advance of the conference. These signed forms must be returned to the school advisor ASAP. No delegate will be allowed to attend the conference without submitting these forms.
    - [Parent/Guardian Power of Attorney Form](#)
    - [Behavioral Expectations Form](#)
    - [Policies on Smoking, Drinking, Vaping, Drugs, Behavior and Dress Form](#)
3. **Delegate Packing Information**

Please reference the Dress Code Information in item number 5 below.

  - Comfortable clothes - shorts, sweats, jeans, etc. must be of a school appropriate nature.
  - Swimsuit - pool hours are available at both hotels
  - Extra towel - towel service is limited in guest rooms
  - Spending money - room and board are paid, pizza and extra snacks are at the delegates' expense
  - Semi-formal attire - Thursday night banquet is a "dress up affair"
4. **Alcohol/Drug Policy**

The use or possession of alcoholic beverages or unprescribed drugs is prohibited. Any delegate found in possession of / or intoxicated by alcohol or drugs will be subject to the policies and procedures listed in the [MASC/MSAA Behavioral Expectations](#) and [MASC Policies on Smoking, Drinking, Vaping, Drugs, Behavior](#). Both of these forms are required to be signed by the student, parent/guardian and advisor and turned in at registration by the school advisor.

In all cases the delegate's school principal will receive notice of the violation of the policy and may be subject to school rules regarding this matter.

Please note that all hotels are non-smoking facilities. There is a recovery charge for smoking in the guest rooms (\$250.00).
5. **Delegate Dress Code**

Students are welcome to wear comfortable clothes, such as jeans, shorts, t-shirts. However, all clothing must be school appropriate and follow school handbook policies and procedures. Students should not walk through the hotel hallways or lobby areas with only bathing suits on. Cover-ups/shirts/shorts are required. No students will be allowed to go barefoot in the hallways or common areas of the hotels. The Thursday evening banquet is considered a "Semi-Formal" affair. Business appropriate attire is recommended.
6. **Leaving the Hotel**

Except for inter-hotel travel of delegates housed outside of the Emerald Resort, delegates are not permitted to leave the hotel for any reason unless accompanied by their advisor for a medical emergency or a matter of dire necessity. Delegates at the Doubletree Hotel and Holiday Inn are only permitted to leave the hotel to travel to the Emerald Resort via the shuttle busses or advisor transportation. The MASC Executive Board requires all delegates to participate in all activities of the conference.

## **7. Curfew and Room Security**

Curfew at both hotels is **12:15AM SHARP!!!** All delegates must be in their rooms for the night at this time. Advisors will check and recheck rooms of all delegates in order to account for everyone. While in their rooms for the night all delegates should be certain to secure their sliding door by lowering the security bar. Advisors must check that the security bar is lowered. No one should be admitted to a room through an outside slider. Make sure to lock room doors. Any student found outside their room after curfew will be brought to their advisor and is subject to the behavioral guidelines and policies.

## **8. Name Tags/Identification**

Delegates must have name tags with them at all times. In addition, all delegates must wear an identification wrist band at all times. Individuals without wrist bands will be considered intruders to the conference and will be detained at the location of discovery and not released until identified by their advisors and the wrist band produced. Others will be reported to the appropriate authorities. If a wrist band is damaged, the delegate and advisor should see the Executive Director immediately in Room 104. All delegates must wear name badges during the day through dinner and must have the name badge in their possession during all evening activities until curfew.

## **9. Wrist Bands**

Wrist bands will serve as meal tickets for every meal, banquet included. If you break your band, bring it to Room 104 for replacement. The cost for replacement of a lost band is \$140.00. Delegates must wear wrist bands at all times in order to eat and participate in the conference. The wrist bands are color coded to match eating times.

## **10. Medical Information**

Belle Porter is the conference nurse and will be located in Room 104 or at the front desk. Each delegate must have a power of attorney form with medical/health insurance information completed and in the possession of their advisor. Delegates who do not have medical/health insurance must assume responsibility for the payment of any medical treatment rendered while at the MASC Annual Conference. Delegates in possession of prescribed medications should inform their advisor and the conference nurse. Please remember that the nurse cannot administer aspirin and other over-the-counter items.

## **11. Property Damage**

Room damages can be very costly to delegates and their schools. All damages will be billed directly to the school. Advisors have additional information regarding room and hotel damages. All property of the hotel must remain in the room in which it is originally located. Sheets must remain on the beds and mattresses must remain in the rooms. Please do not take towels from the hotel.

The Emerald Resort, Doubletree Hotel and Holiday Inn management are great supporters of this program. MASC attendees are guests at these properties and expected to treat the facilities with respect at all times. With leadership comes the responsibility of caring for the facilities. Let us continue in the tradition of those delegates that have been before us and set a course to follow for those who come after us.