

Guidelines for CVAC Youth Corps Membership

Eligibility & Application

1. Any person who is a high school sophomore or junior residing in the Town of New Castle may submit an application for membership as a Youth Member. Youth Members must be 16 to be able to ride on Ambulance Calls but may apply prior to turning 16. Youth members should be 16 by 6/30 of the year they apply.
2. The application must be signed and approved by one parent or legal guardian of the applicant.
3. The application must include one reference from a coach, teacher, guidance counselor, employer, or family friend (not a relative) who can tell us about your level of responsibility, your ability to make and keep commitments, teamwork, etc. This application should be dropped off in the mailbox at the CVAC building (233 N Greeley Ave) or mailed to:

Chappaqua Volunteer Ambulance Corps – Youth Advisor
P.O. Box 453
Chappaqua, NY, 10514

4. Youth members are a part of the emergency medical service CVAC provides. Since these positions require learned skills, the number of Youth members must be limited to a number that our adult membership can effectively train. That number can vary. The number of Youth members shall not exceed 14 at any one time, except as authorized by the officers. There may be fewer than 14 Youth members.

Selection

1. All prospective Youth members and a parent or legal guardian should attend the Youth Corps Open House to understand the roles and responsibilities of Youth Corps members as well as the level of commitment required.
2. All applications will be reviewed and evaluated. Selected candidates will be interviewed by a group including the current the Youth Corps advisor, and two to three other adult CVAC members.
3. Youth members will be selected based on their applications, references, interviews and ability to meet the time commitment. Interviews will take place during February.

Probationary Youth Membership

All Youth members will be considered probationary Youth members until they are CPR certified, have passed the Rig Test, and attended Rig Check at least eight (8) times. Several training sessions will occur on Saturdays; Youth members are responsible for making up any training given during a missed training session. CPR and First Aid classes and all other training will begin in early March. Once training is complete, Youth members will schedule their Rig Test. After passing the Rig Test and attending at least 8 Rig Check meetings, they will be active Youth members and will be able to ride as a crew member in the ambulance in response to a call.

Term

All Youth members are accepted into the Youth Corps for a period of one year. If they are members in good standing at the end of the year and they are juniors, they may be asked to return for a second year.

Rights & Responsibilities:

Youth Corps members shall be governed by all the rules and regulations that govern adult members. In addition:

- A. All youth members will be available for duty on a regular basis unless excused with permission of the Captain or Youth Advisor.
- B. Youth members are required to ride a minimum of 3 four-hour shifts per month, and 40 shifts for the year. Youth shifts are 3-7pm & 7-11pm on school days; hours are 7-11am, 11am-3pm, 3-7pm & 7-11pm on weekends and holidays. Youth members must schedule 3 shifts at the end of each month, for the following month. They may add additional shifts once the month has started, in order to give the rest of the Youth members a chance to schedule shifts.
- C. Youth members will wear CVAC uniform during shifts and during Rig Check meetings. When in CVAC uniform, Youth members must behave in a manner appropriate for all CVAC members. The CVAC uniform includes:
 - a. A shirt or jacket with CVAC logo
 - b. CVAC ID and name tag
 - c. Long, dark pants - dark jeans are acceptable if they are not too tight but leggings are not
 - d. Sturdy shoes or sneakers (think about a car accident on the Saw Mill Parkway in the rain)
 - e. Long hair should be tied back

- D. Youth members will not ride overnight shifts unless they are accompanying their own CVAC parent on their shift. An overnight shift counts as only one shift, no matter how long it is.
- E. Youth members will not respond to a call at the high school, Police Department, or to calls for an Emotionally Disturbed Person (EDP). Crew Chiefs will determine whether it is appropriate for a Youth member to respond to a call, depending on the situation. Youth members must adhere to all instructions from Crew Chiefs or Drivers during a call.
- F. For driving safety, youth members must be at CVAC for the entirety of their shifts. Crew chiefs are told not to wait for Youth members if they are not at the building when a call comes in.
- G. Youth members must attend at least 3 Tuesday night Rig Check meetings per month (Sept-June) and 1 shift per month in July and August. Youth members are responsible for making up any training given during a missed Tuesday night meeting.
- H. No youth member shall drive the ambulance.
- I. No youth member will be left solely responsible for the direct care of a patient.
- J. No youth member will substitute for a driver or EMT.

Suspension or removal:

- A. If a Youth member does not cover the minimum shifts and Rig Check attendance required (see Rights & Responsibilities), the Youth Corps member will be asked to make up the missed shifts or Rig Check. The Youth member will be given a warning but if it happens twice in a year, or if he or she does not make up shifts in response to the warning, he or she may be asked to resign.
- B. If a Youth member is going to miss a scheduled shift or a Rig Check meeting, they must notify their team leader and the Youth Advisor. If they fail to give notification, they will be warned once. If it happens a 2nd time they will be suspended from riding for one month. If it happens a 3rd time, they will be asked to resign.
- C. If a Youth Corps member acts in a fashion which, in the judgment of the Youth Advisor and the Officers of CVAC, is not consistent with the best interests of our patients, CVAC, or the community, the Youth Corps member will be asked to resign or will be dropped from the membership roles.

Questions may be directed to:

YouthAdviser@ChappaquaAmbulance.org