



ADVISOR CODE OF CONDUCT

Texas TSA Advisors and Official Chaperones shall:

- Ensure all attendees have access to the official schedule for the EVENT. This includes the official event app if such is used by Texas TSA.
- Ensure adequate adult supervision for their chapter members at all times. It is advised that if your district does not have a required chaperone to student ratio, that a minimum of 1 to 15 ratio be adhered to if at all possible.
- Ensure that students are always under direct supervision. For example: If all the advisors and chaperones are onsite in the convention center, then no students should be in the hotel unattended.
- Make sure their chapter arrives on time to not interfere with the timely running of the EVENT and not schedule their departure from EVENT until the conclusion of all activities or required meetings. Please notify event coordinator or Texas TSA executive director ahead of time if there are issues.
- Conduct periodic meetings with their students and chaperones for the purpose of reviewing the EVENT activities, obtaining progress reports, emphasizing time schedules, sharing successes, and to ensure that the safety and well being of students in attendance.
- Keep an agenda of their own schedule and give it to their students along with contact information, so that the advisor may be reached during the EVENT at any time. Contact information for all chaperones should also be provided.
- Ensure that all attendees, including advisors & chaperones, adhere to the Attendees Code of Ethics/Conduct for the EVENT as well as published safety & security policies.
- Make sure their chapter attends required activities, to include judging of events, while at the EVENT. **Please See Texas TSA Chapter Judging Obligation Policy included in this packet.**
- Follow the dress code designated by Texas TSA.



ADVISOR CODE OF CONDUCT

Texas TSA Advisors and Official Chaperones shall:

- Attend any mandatory Advisor/Chaperone meetings while at EVENT.
- Provide Texas TSA contact information for all Advisors and Chaperones present at Texas TSA events if requested.
- Advisors are expected to notify Texas TSA officials if students are involved in illegal activities while present at Texas TSA events. Texas TSA reserves the right to take steps it deems necessary in such situations. To include notifying law enforcement and/or School District administration.
- Unacceptable behavior will not be tolerated by adults or students to include:
 - abusive or aggressive language
 - bullying
 - discrimination
 - threatening behavior
 - sexual harassment
 - causing physical harm
- No alcoholic beverages, narcotics, firearms, or weapons, in any form, shall be possessed by attendees at any time, under any circumstances..
- All conference attendees must follow facility guidelines for adhering signs, notices, posters, etc. to walls, doors, or any facility surface. There shall be no defacing of public property. Any damages to the property or furnishings in the hotel rooms or buildings must be paid for by the individual(s) or chapter(s) responsible.

ADVISOR NAME _____

CHAPTER NAME _____

SIGNATURE _____

DATE _____



The purpose of these policies is not to create an unreasonable burden on schools but to ensure the safety of attendees and create a positive environment that allows Texas TSA to run a successful EVENT. Failure to adhere to these policies could jeopardize your chapter's status with Texas TSA and any awards/recognitions earned at Texas TSA events.

**This policy has been approved by the Texas TSA Board of Directors.
Jan. 18, 2020**

If interested in coordinating an event at the Texas TSA State Conference, please contact the Texas TSA Contest Director for the Unique to Texas Events or the NQE Coordinator for the NQE events.

- Texas TSA Contest Director, Jeff Taylor - contest.director@texastsa.org
- NQE Coordinator, Kristin Rausch - krausch@texastsa.org

To Sign-Up For Judging, Please See Link Below:

[Judges Sign-Up](#)