Georgia Southern University

NON-STUDENT MINORS ON CAMPUS

Guidance for
External Athletic Events

Created by: Internal Audit, Risk & Compliance

Effective July 10, 2020
PURPOSE
This manual is intended to provide guidance to Activity Sponsors and/or University staff on
maintaining a safe environment during scheduled activities, as well as maintaining compliance with
USG and University policies, state and federal regulations.

This manual will also define the expectations for Activity Sponsors and/or University Staff, including
the forms and processes necessary for approval of external athletic events involving non-student
minors on campus.

GENERAL
Georgia Southern University encourages the use of its facilities, on a space available basis, for
community youth programs led by external groups or agencies. This general information manual is
intended to provide guidance to Activity Sponsors and/or University staff working with external
camps, workshops, conferences, or other events. This manual covers activities sponsored by an
external group or community partner, including camps and clinics sponsored by a University coach
or other employee (including the coach’s LLC or another outside company). For internal (University
sponsored) events, see the Georgia Southern Activity Sponsor Manual – Internal Groups.

Georgia Southern is committed to maintaining a safe environment which promotes the safety and
welfare of all non-student minors that participate in programs held on campus. These include, but
are not limited to, athletic camps, after-school programs, science camps, music, and enrichment
programs. These programs are of great educational value and serve to benefit both the institution
and the larger community. This manual provides information to assist with protecting the non-
student minors that participate in these programs and preserve the positive impact they have on our
community.

GUIDING PHILOSOPHY
Georgia Southern University encourages the use of its facilities, on a space available basis, for
community youth programs. Though such programs should not take precedence over programs
designed for enrolled students, there are many important reasons why youth programs are
encouraged by the University and its employees. Youth programs provide the following benefits to
the University:

- Youth programs attract many young people to the University, many of whom may be highly
  qualified for future University admission;
- Impressions gained by young people as a result of a youth program at Georgia Southern
can have a significant impact on their choice of college;
- Facilities which may otherwise be relatively idle during summer months may be used in
  support of youth programs that are available to the public;
- Youth programs provide an excellent opportunity to acquaint a large number of people with
  Georgia Southern in a short period of time;
- Outreach efforts, particularly those aimed at youth, and faculty involvement in the same, can
  be promoted;
- The reputation of Georgia Southern University is enhanced by effective youth programs.
NON-STUDENT MINORS ON CAMPUS POLICY REQUIREMENTS

Background Checks
Activity Sponsors must ensure that each Authorized Adult (see definitions) working with non-student minors has successfully completed a background investigation that meets the criteria established by the University System of Georgia. Currently, those criteria include:

- Federal criminal history check covering at least seven years;
- County criminal history check covering at least seven years;
- Nationwide sex offender search;
- Name, address, and Social Security number match.

Each program is responsible for the cost to complete the background investigations. A successful background investigation is good for five years. The University may request, at its discretion, confirmation of successful completion of such background checks.

Activity Sponsors and other personnel in charge of screening volunteers should be aware of the inherent limitations of background checks and should utilize additional screening methods, such as in-person interviews and reference checks, to determine the individual’s suitability for working with minors.

Required Supervision (Adult to Minor Ratios)

<table>
<thead>
<tr>
<th>Participant Age</th>
<th>Number of Adult Staff Supervisors</th>
<th>Number of Overnight Participants</th>
<th>Number of Day-only Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-5 years</td>
<td>1</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>6–8 years</td>
<td>1</td>
<td>6</td>
<td>8</td>
</tr>
<tr>
<td>9–13 years</td>
<td>1</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>14-17 years</td>
<td>1</td>
<td>10</td>
<td>12</td>
</tr>
</tbody>
</table>

If the age range of the participants overlap (i.e. you have a group of 6 to 13 years old), the ratio will be based on the age of the youngest participant.

Activity Sponsors are encouraged to provide enough staffing to maintain these ratios in the event of sickness, injuries to staff or participants, and other unexpected incidents.

Annual Training Requirements
All staff and volunteers who work in programs serving non-student minors who are reasonably anticipated to have direct contact or interaction with minor program participants are required to complete the training requirements listed below annually **before** they begin working with minors in programs sponsored by Georgia Southern and/or hosted on Georgia Southern campuses and properties.

Required Training:
In recognition of the imperative of protecting minors, unless specifically excluded under this policy, all Covered Program staff should receive training on the following topics prior to the program start date:

- Recognizing sexual abuse, child abuse and neglect;
- Obligation and avenues to report suspected abuse incidents;
• Appropriate ratio of adults to minors;
• Appropriate behavior with minors;
• University policies regarding minors on campus;
• University guidelines regarding interactions with minors.

Specific information regarding University requirements is included in the Non-Student Minors on Campus Policy.

Insurance Requirements
All external groups using Georgia Southern University facilities are required to obtain and maintain insurance coverage with the following minimum coverage:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Minimum Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Injury and Advertising</td>
<td>$1,000,000 per Occurrence</td>
</tr>
<tr>
<td>Contractual</td>
<td>$1,000,000 per Occurrence</td>
</tr>
<tr>
<td>Fire Legal</td>
<td>$1,000,000 per Occurrence</td>
</tr>
<tr>
<td>General</td>
<td>$2,000,000 Aggregate</td>
</tr>
<tr>
<td>Commercial Umbrella Liability</td>
<td>$2,000,000 per Occurrence</td>
</tr>
<tr>
<td>Sexual Abuse/Molestation – Day programs</td>
<td>$1,000,000 per Occurrence</td>
</tr>
<tr>
<td></td>
<td>$1,000,000 Aggregate</td>
</tr>
<tr>
<td>Sexual Abuse/Molestation – Overnight programs</td>
<td>$1,000,000 per Occurrence</td>
</tr>
<tr>
<td></td>
<td>$2,000,000 Aggregate</td>
</tr>
</tbody>
</table>

The Activity Sponsor must provide a Certificate of Insurance, showing Georgia Southern University and/or the Board of Regents as additional insureds, to the University prior to the execution of the Licensing Agreement.

Waivers
Georgia Southern University provides a Waiver/Release of Liability form to each Activity Sponsor; this form must be completed for each participant. Waivers for participants must be submitted to the University at the beginning of the activity, no later than at the time of participant registration on campus.

RESPONSIBILITIES OF THE ACTIVITY SPONSOR FOR GEORGIA SOUTHERN EXTERNAL ATHLETIC EVENTS

Event Registration for Non-residential Events
Each Activity Sponsor is required to notify the University of upcoming events involving non-student minors by registering the event in the current registration software provided by the University. The following information must be provided:

  o Basic Program Details (who, what, when, where).
  o Your Certificate of Insurance.
A License Agreement to use the facility.
- You may obtain a License Agreement from the Assistant Athletic Director of Game Operations or IARC.
- In this agreement, you agree that the permit holder (you) are responsible for getting a background check and protect child training completed on all staff members working with minors, among other requirements (waivers signed, etc.).

Individual participant information for minors is not required NOR are dates for completion of the background check or protect child training for staff members. You must maintain that information in your records.

Waivers for all participants – waivers must be uploaded in the registration platform provided by the University.

**Event Registration for Residential (Overnight) Events**
To begin the registration process, the external Activity Sponsor should contact the University’s Office of Continuing Education / Event Management. The Office of Event Management staff will provide the following services:
- Reserve a location on campus to meet your specific needs;
- Facilitate accommodations, meal service, parking, and transportation, if needed;
- Prepare the Licensing Agreement required by the University System of Georgia and Georgia Southern University for execution, including reviewing the agreement with the Activity Sponsor to ensure the requirements of the Non-Student Minors on Campus are understood and met;
- Register the event with Internal Audit, Risk & Compliance to verify that all requirements for hosting Non-Student Minors on Campus are met;
- Collect your Certificate of Insurance for the Office of Legal Affair’s review with the Licensing Agreement;
- Provide the University’s Waiver Forms to be executed for each participant. The Office of Event Management staff should upload all waivers in the registration platform provided by the Internal Audit, Risk & Compliance.

**Response protocol for suspected child abuse**
Any Authorized Adult or Program Staff or another mandatory reporter under Georgia law who has reasonable cause to believe that suspected child abuse has occurred shall immediately report the suspected abuse to the institution police department and the appropriate supervisor or Program Administrator who is able to take immediate action. (The USG further expects that any USG employee, whether a Mandatory Reporter or not, will also appropriately report suspected child abuse.) The institution must ensure that the Division of Family and Children Services is notified of the suspected abuse immediately and in no case later than 24 hours after the Authorized Adult or Program Staff (or other reporter) first had reasonable cause to suspect the abuse.

Please contact the Georgia Southern Department of Public Safety’s Dispatch at 912-478-5234 (Statesboro Campus) or 912-344-3333 (Armstrong or Liberty Campus). Contact the division of Family and Children Services (DFCS) by calling 1-855-GACHILD (422-2253).
Response protocol for injuries or illnesses
If a life-threatening emergency exists, contact 911 immediately.

A report of any accident, illness, and/or injury must be made immediately to the facilities manager and the Activity Sponsor or designated representative on site at the time of the accident, illness, or injury. The Georgia Southern Department of Public Safety must also be contacted at 912-478-5234 (Statesboro Campus) or 912-344-3333 (Armstrong or Liberty Campus) to provide a written report of the incident. The facilities manager, Georgia Southern Events Coordinator, or designated representative on site must notify the Director of Risk & Compliance, who will obtain a copy of the written report. The report will be maintained with the event documentation.

Response protocol for missing participants
Activity Sponsors and other Authorized Adults are expected to maintain adequate supervision of all event participants. Head counts at regular, frequent intervals should be conducted to ensure that participants do not stray from the group. If at any time you cannot account for all of your event participants, you should:

- Contact the Activity Sponsor or other designated representative on site.
- Secure all participants in a designated area. Do not let participants begin a search for the missing participant.
- Determine the identity of the missing participant. Obtain a physical description of this person (height, weight, hair color, clothing description, any photos taken of this person during the event).
- Determine the last known location of the participant. Search the perimeter of the last known location of the participant.
- Contact Georgia Southern Department of Public Safety and request assistance.
- Dept. of Public Safety will notify the VP of Communications and Marketing and/or President, if needed.
- The Activity Sponsor, at the direction of the VP of Communications or University Public Safety, is responsible for all communications with the parent/guardian to provide a consistent, known source for information.
- The Department of Public Safety will provide a written report of the incident.
- The Activity Sponsor will notify the Director of Risk & Compliance of the incident, who will obtain the written report and maintain that report with the event documentation.

If a child is separated from the group and is found by someone not affiliated with the event, that person should take the child to an open area so they are not alone with the child and where they can be easily seen. They should immediately call Georgia Southern Public Safety at 912-478-5234 (Statesboro campus) or 912-344-3333 (Armstrong Campus) to report the found child. Georgia Southern Public Safety will identify the event the child should be attending and notify the Activity Sponsor.

Appropriate Environment
In order to provide a reasonably safe environment for participants in activities, each Activity Sponsor should ensure that certain precautions are taken. All campus rules and regulations are in effect. Other precautions that should be considered include:

Code of Conduct
- Georgia Southern University is committed to ensuring the safety and well-being of minors who are entrusted to our care or visit our campuses. Please see the Georgia
Southern Non-Student Minors on Campus Policy at https://digitalcommons.georgiasouthern.edu/legal/5/ for details about counselor/staff qualifications.

- Successful background screening must be completed for those who will be directly involved with minors (Authorized Adults).
- Avoid being alone with a minor. If one-on-one interaction is required (e.g., individual music lessons, science fair research), meet in open, well-illuminated spaces or rooms with windows observable by other adults from the Program, unless the one-on-one interaction is undertaken by a health care provider or is expressly authorized by the Activity Sponsor.
- Care should be taken that those who will be driving as a part of their duties have a valid license to operate the type of vehicle to be used. Adequate supervision must be provided during transportation (Authorized Adults should not be alone with minors in a vehicle).
- Adequate training should be provided to ensure staff members are qualified to direct the activities scheduled.

Participant Guidelines

- Activity Sponsors are encouraged to develop a Participant Code of Conduct to clearly establish expectations and disciplinary measures (removal from event) that may be taken.

Participant Safety

- An adequate ratio of staff to participants should be maintained at all times; particularly when in residence halls. In accordance with the American Camp Association, the ratio of program staff to program participants must reflect the gender distribution of the participants and should at a minimum meet the guidelines on page 4.
- Acceptable procedures for releasing children from the event should be followed, with particular attention being given to procedures followed in accepting and releasing commuters.
- At event orientation, discuss the emergency procedures for emergencies related to fire, inclement weather (tornado and hurricane), active shooter, and medical issues.

REGISTRATION REQUIREMENTS

Timeline

Covered Programs, as defined in the Non-Student Minors on Campus Policy, are required to be registered with Internal Audit, Risk & Compliance (IARC) using the software provided by the University at least four weeks prior to the start of the program activities. Programs not registered with IARC may be denied permission to continue operations. This timeline is necessary to ensure adequate time for the review and approval process, as well as giving adequate lead time for support services such as dining services, housing, and equipment needs.

Office of Event Management staff will register external residential events in the software provided by the University as part of their services. Activity sponsors who are employees of the University may elect to register their non-residential event in the software. Please contact the Risk & Compliance for detailed instructions for using the registration software, NEST (Non-student Event Scheduling Tracker).
<table>
<thead>
<tr>
<th>Task</th>
<th>Recommended/Preliminary Timeline</th>
<th>Required Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program registration in NEST</td>
<td>6-12 months prior to start date</td>
<td>4 weeks prior to start date</td>
</tr>
<tr>
<td>Reserve space(s) – Housing,</td>
<td>6-12 months prior to start date</td>
<td>4 weeks prior to start date</td>
</tr>
<tr>
<td>athletic facilities, meeting rooms,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>dining areas, parking, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirm dining service details</td>
<td>3 weeks prior to start date (estimated head count)</td>
<td>5 business days prior to start date (confirmed head count)</td>
</tr>
<tr>
<td>Confirm catering service details</td>
<td>4 weeks prior to start date (estimated head count)</td>
<td>5 business days prior to start date (confirmed head count)-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>see contract for details</td>
</tr>
<tr>
<td>Reserve equipment – tables, chairs,</td>
<td>6-12 months prior to start date</td>
<td>2 weeks prior to start date</td>
</tr>
<tr>
<td>AV needs, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td>2 weeks prior to start date</td>
<td>2 weeks prior to start date</td>
</tr>
<tr>
<td>Upload License Agreement to NEST for</td>
<td>2-3 months prior to start date</td>
<td>2 weeks prior to start date</td>
</tr>
<tr>
<td>review by Office of Legal Affairs and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>final execution (this also confirms space</td>
<td></td>
<td></td>
</tr>
<tr>
<td>reservations)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upload Certificate of Insurance to NEST</td>
<td>2 months prior to start date</td>
<td>2 weeks prior to start date</td>
</tr>
<tr>
<td>for review by Office of Legal Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>prior to execution of License Agreement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(will not be approved without this)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Any event that does not meet the established timeline above may be denied permission to operate on campus or receive the requested services.

**Waivers**

Georgia Southern University provides a Waiver/Release of Liability form to each Activity Sponsor; this form must be completed for each participant. Waivers for participants must be submitted to the University at the beginning of the activity, no later than at the time of participant registration on campus. Waivers will be uploaded to the registration software.

**OTHER UNIVERSITY SERVICES**

**Lodging**

Georgia Southern may make residence hall lodging available to events on a space available basis during the summer months (when Georgia Southern students are not on campus). Event staff are solely responsible for providing supervision and security in the residence halls. **Georgia Southern Housing personnel are not responsible for supervision of event participants.** Each hall has a Resident Manager (RA) that can assist with logistical and maintenance requests. Continuing Education’s Youth Programs Office will facilitate your lodging needs.
Dining Services
Georgia Southern Dining Commons is the primary dining location for most event meals on the Statesboro campus; The Galley is the primary meal location on the Armstrong campus. Catering may be available through Blue Tie Catering. Final head counts for meals must be provided at least five business days prior to the start of the event. Continuing Education’s Office of Youth Programs will facilitate your dining/meal service needs. For non-residential events, you may contact Dining Services directly to make necessary arrangements.

For meals at Dining Commons (Statesboro):
 Greg Crawford, Director of Residential Dining
gcrawford@georgiasouthern.edu

For meals at The Galley (Armstrong):
 Michael Doyle, General Manager
MDoyle@georgiasouthern.edu

For catered meals (Statesboro):
Blue Tie Catering
Will Avra, General Manager
WilliamAvra@georgiasouthern.edu
912-690-3098

For catered meals (Armstrong):
aaiello@georgiasouthern.edu
912-344-2894

Parking
All event participants are required to abide by University parking regulations while on campus. Activity sponsors should ensure that participants, coaches, counselors, staff, volunteers, and parents are aware of pertinent parking regulations and eligible parking spaces. Continuing Education’s Office of Youth Programs will facilitate your parking needs. For non-residential events, please contact the Parking & Transportation Office at parking@georgiasouthern.edu or 912-GSU-PARK (478-7275) for questions regarding parking for your event.

Daily parking permits are available for $2.00 per day. If you do not want to pay for a parking permit, you are able to park at the stadium and ride the bus to get closer to the building you need for your camp. The buses run on days University classes are in session.

Security
Security, in general, will be the responsibility of the event staff. During the program day, event staff are expected to stay with participants at all times. At night, a sufficient number of staff/coaches/ sponsors/counselors should remain with participants in the residence halls to provide control and security. (See appropriate ratios on page 4.)

Georgia Southern Public Safety Officers are available on-campus for emergency needs. You may contact them at 912-478-5234 (Statesboro Campus) or 912-344-3333 (Armstrong Campus) for specific questions.

Accident/Medical Insurance
Georgia Southern University does not provide accident/medical insurance for events or participants. Participants are responsible for providing all necessary insurance.
GLOSSARY OF TERMS RELATIVE TO INTERACTION WITH MINORS

Minor(s) – Person(s) under the age of eighteen (18). The University reserves the right to condition, restrict, or deny access to the University facilities by Minors at its discretion. All Minors, including those participating in programs, shall be subject to all University regulations while on campus, and may be asked to leave the campus if unable to comply.

Authorized Adult – An adult who has complied with the requirements to be present with Minors under the Georgia Southern University Non-Student Minors on Campus Policy and who is responsible for escorting, accompanying, or supervising Minor(s) participating in any program under this policy. In order to qualify as an Authorized Adult, an individual must comply with all applicable registration, background check, and training requirements pursuant to the Non-Student Minors on Campus Policy.

This definition does not include temporary guest speakers, presenters, or other individuals who have no direct contact with program participants other than short-term activities supervised by program staff.

Covered Program – Any program or activity in which Minors will be physically present and participating, offered by an academic or administrative unit of the University, or by non-University groups using University facilities, properties, and any areas owned or controlled by the University. “Covered Program” includes, but is not limited to, all sport camps, workshops, academic camps, mentoring programs, academic competitions, and recurring events involving minors. “Covered Program” does not include: single performances or events open to the general public that are not targeted toward minors, but which Minors are permitted to attend (such as varsity athletic competitions, plays, concerts); general public and invitational events or performance competitions where parents/legal guardians are invited and are expected to accompany and provide supervision to minors in their care; visits and tours for prospective students organized by the Office of Admissions (except Kids’ College, which is a Covered Program); or single academic events or performance competitions where minors are chaperoned by certified teachers or their parents (such as the Georgia Southern Mathematics Tournament, school field trips, etc.).

CONTACT US
Any questions concerning this manual and its contents may be addressed to Internal Audit, Risk & Compliance at:

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912-478-7809

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912-478-5521