PURPOSE
This manual is intended to provide guidance to Activity Sponsors and/or Directors 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 Directors, including the forms and processes necessary for approval of internal events involving non-student minors on campus.

GENERAL
Georgia Southern University and its various departments and colleges sponsor and host a wide variety of camps, workshops, conferences, and other events. This general information manual is intended to provide guidance to Activity Sponsors and/or Directors of Georgia Southern sponsored camps, workshops, conferences, or other events. This manual covers activities sponsored by a college or department of the University. For external (third-party) sponsored events, see the Georgia Southern Activity Sponsor Manual – External Groups.

Though it may be useful for other programs to abide by some or all of these policy guidelines, the manual was developed with the above groups specifically in mind.

Georgia Southern offers a variety of camps, clinics, and activities that bring non-student minors onto campus. 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 events have on our community.

GUIDING PHILOSOPHY
Georgia Southern University encourages the use of its facilities, on an available space 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.

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 Georgia Southern University employees, students, 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 each year before they begin working with minors in programs sponsored by Georgia Southern and/or hosted on Georgia Southern campuses and properties.

Required Training:
- Read the Georgia Southern Non-Student Minors on Campus Policy, including the Code of Conduct.
- Complete an on-line training session called “Protecting Youth” provided by Everfi and the University System of Georgia.
- Acknowledge the Non-Student Minors on Campus Policy and Code of Conduct in this program.

Covered Program staff who will transport minors in University owned or personal vehicles must also take University sponsored driver training within the twelve (12) month period immediately preceding the beginning of the Covered Program.
Insurance Requirements

Programs that are sponsored by Georgia Southern University are not required to provide external insurance coverage.

Waivers

Georgia Southern University provides a template Waiver/Release of Liability form; this form must be completed for each participant. Waivers must be uploaded to the current registration software provided by the University. A separate Photo/Videotaping Release is available if photographs or video will be taken of any participants.

The most current forms are available on the Internal Audit, Risk & Compliance website.

RESPONSIBILITIES OF THE ACTIVITY SPONSOR FOR GEORGIA SOUTHERN SPONSORED ACTIVITIES

Event Registration

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. Details of the registration process are included in the next section.

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 (422-4453).

Response protocol for injuries or illnesses

If a life-threatening emergency exists, contact 911 immediately.

The Activity Sponsor or designated representative must develop processes and procedures to follow in the event of an injury or illness to staff members or participants, based on the activities and risks of the program. The procedures must include notification of the minor’s parent/guardian.

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 to 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 (Statesboro campus – 912-478-5234 or Armstrong Campus 912-344-3333) to report the found child. Georgia Southern Public Safety will identify the event the child should be attending and notify the Activity Sponsor.

**Medication Policy**

Parents/legal guardians are asked to notify the Activity Sponsor during the registration period of any medications the participant may need during the event. Parents will be asked to sign a medication authorization form detailing the times and/or indications for medication and releasing the University and its personnel from responsibility for the use of all medications.

To prevent medication mishaps, participants must surrender all prescription and over-the-counter medications at the beginning of the event. Controlled substances, such as ADHD medications, should be counted and recorded in the Medication Log at the time of drop-off and at pick-up to provide accountability. All medications and the Medication Log must be stored in a secure location, such as a locked cabinet or small security safe (preferred), that is accessible only by an event supervisor. The ONLY exception is that participants should keep emergency medications such as EpiPens® or inhalers on their person at all times, with notification to staff members about the existence and location of these medications. Participants should be able to self-administer any such emergency medication(s). All medications must be returned to the parent or participant at the end of each day (end of the program for residential activities).

Medications must be in the originally labeled container. Medication(s) will be placed in a sealable plastic bag (Ziploc® or similar bag) with the participant’s name, event name, and time(s) of required administration. Event staff should not provide medication “as needed” as they are not trained to recognize those needs. It is the participant’s responsibility to request medication(s) at the appropriate time(s). At the designated time, the staff member will provide the bag to the participant to allow the participant to take the proper medication. At no time will staff members handle the actual medication directly; nor will any staff member provide guidance on how or what medications to take. If the participant is unsure of the medication to take or the correct dosage, the parents will be contacted for clarification.

Each time medication is provided to a participant, the staff member must record it in the Medication Log. The Medication Log becomes part of the participant’s registration information and must be
maintained for the legally required retention period.

**Disciplinary Procedures**
Georgia Southern is committed to the idea that each participant should have a positive and enjoyable experience at each event; the misbehavior of one participant (or group of participants) should not be allowed to have a negative impact on the experience of others. Most events are short in duration so prompt action may be required. Parents and participants should be aware of the event’s disciplinary policy. It is recommended that parents and participants sign a form to indicate they clearly understand the disciplinary procedures to be followed. Disciplinary procedures should be written down and be consistent with administration of the policy.

**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/](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 Dean or Department Chair.
- 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.

**Parent Awareness**
- Parents should be aware of the type of activities in which their child may participate.
- Known risks associated with each activity should be clearly explained to parents. Unusual risks should be documented and acknowledged in the [Youth Programs Waiver](https://digitalcommons.georgiasouthern.edu/legal/5/).
- A separate Photo/Videotaping Release must be signed if photographs or video will be taken of any participants.
- Safety instructions should be made available and should be easily understood.
- [Youth Program Waivers](https://digitalcommons.georgiasouthern.edu/legal/5/) must be obtained for all participants (signed by parents for participants under the age of 18).
- Parents should be made aware that the program is not a licensed childcare facility. DECAL notifications (available from Risk & Compliance) must be signed by the parent/guardian.

**Participant Guidelines**
- Current physicals are required for events involving vigorous athletic activities.
- Participants should be in appropriate physical condition for the activity in which they are participating.
- Participants should be placed in the correct skill level for the activity scheduled.
- Questions designed to ensure a participant’s level of ability are appropriate; however, questions about disabilities are not.
• 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 shown 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. Only individuals listed by parents/guardians on a release form should be allowed to pick-up minors.
• At event orientation, discuss the emergency procedures for emergencies related to fire, inclement weather (tornado and hurricane), active shooter, and medical issues.

Safe Environment
• Grounds should be inspected prior to and during the event for safe conditions.
• Equipment should be kept in safe condition and suitable for intended use.
• Vehicles used for transportation should be properly inspected.
• Safety equipment should be inspected prior to and during events for safe conditions.
• Georgia Southern has extensive guidelines for emergencies to help the University respond appropriately and help you prepare for hazards that may impact your events. These guidelines are available on the Department of Public Safety website here and here.

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.

Please contact the Risk & Compliance for detailed instructions for using the registration software, NEST (Non-student Event Schedule 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, athletic facilities, meeting rooms, dining areas, parking, etc.</td>
<td>6-12 months prior to start date</td>
<td>4 weeks prior to start date</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)- see contract for details</td>
</tr>
<tr>
<td>Reserve equipment – tables, chairs, AV needs, etc.</td>
<td>6-12 months prior to start date</td>
<td>2 weeks prior to start date</td>
</tr>
<tr>
<td>Security</td>
<td>2 weeks prior to start date</td>
<td>2 weeks prior to start date</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.

**Request for Use of Facilities / Priority for Facility Use**
Internal events must submit facility requests using the 25Live scheduling system. Requests for Athletic Facilities should be directed to the Assistant Athletic Director of Game Operations.

Leasable space is generally allocated on a “first come, first served” basis. Activity sponsors are encouraged to reserve needed space early in the planning process. Every attempt will be made to arrange a mutually satisfying solution among all parties should there be duplicate requests for use of facilities. In the event that is not possible, a decision will be made which is in keeping with the best interest of Georgia Southern.

**Waivers**
The following waivers are required for each participant and are available on the [IARC website](http://www.decalservice.com/):
- Youth Programs Waiver – general release of liability for each participant
- Photography/Video License and Release – gives the Activity Sponsor permission to take photos or videos of event participants. Not required if no photos or video will be taken during the event.
- DECAL waiver – acknowledges that the event is not a registered day care program approved by DECAL.

**DECAL Requirements**
Rule 591-1-1-46 of the Georgia Department of Early Care and Learning
All programs providing group care for children shall obtain either a license or a commission for an early care and education program or an exemption from the department, as applicable. Any person or entity operating or planning to operate such a service believed to meet the criteria for exemption from licensure, as listed below, shall apply to the department for exemption by submitting the department’s application for exemption. More information can be found at [http://www.decalservice.com/CCS/Exemptions.aspx](http://www.decalservice.com/CCS/Exemptions.aspx).

Georgia Southern University possesses and has on file a DECAL Exemption Certificate for Georgia Southern sponsored events. An Exemption Certificate will be provided to the Activity Sponsor to be displayed at the registration area.

**OTHER UNIVERSITY SERVICES**

**Lodging**
Georgia Southern will 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. Please contact Continuing Education / Office of Event Management for lodging assistance.

**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. If your event exceeds 50 participants, please discuss the timing of your arrival when you make arrangements with Dining Services staff.

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

It is the responsibility of the Activity Sponsor to make all necessary food/meal arrangements with Eagle Dining personnel.

**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. 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 will be expected to stay with participants at all times. If unsupervised activities are planned, care should be taken to make sure each participant’s parent(s) are made aware of it and agree to have the child participate, i.e., shopping at the Mall, certain types of recreational activities, etc. At night, a sufficient number of staff/coaches/sponsors/counselors should remain with youth 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 event participants. Participants are responsible for providing all necessary insurance.

**Billing Procedures**

Any payments due for space rental, meal services, lodging, or other services provided by the
University are the responsibility of the Activity Sponsor. Payments should be made directly to the department(s) providing services.

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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