Authorized Youth Events
Standard Operating Procedure (SOP)
Effective April 12, 2022

Table of Contents
Guiding Principles .................................................................................................................. 2
Scope .................................................................................................................................... 2
Locations ................................................................................................................................. 3
Standard Operating Procedures ............................................................................................. 4
  1. Definitions ......................................................................................................................... 4
  2. Authorized Events ............................................................................................................. 6
  3. Designated Oversight ........................................................................................................ 7
  4. Program Requirements ..................................................................................................... 7
  5. Related Documents .......................................................................................................... 8
Appendix A: Event Oversight ................................................................................................. 9
Appendix B: Screening Protocol ............................................................................................. 13
Appendix C: Training .............................................................................................................. 14
Appendix D: Safety ................................................................................................................ 16
  COVID Safety ....................................................................................................................... 16
  Escalation Matrix ................................................................................................................. 16
  Safety Plan ........................................................................................................................... 17
Appendix E: Youth Activity Checklist Tool ........................................................................... 23
Guiding Principles

University of Wisconsin-Green Bay (UWGB) is committed to the well-being, safety, and protection of all members of the UW community, including Minors. UWGB recognizes Minors are a vulnerable population, and they require special attention and protection. This Standard Operating Procedure (SOP) adopts minimum standards and expectations as to how UWGB will implement UW System Administrative Policy #625, Youth Protection and Compliance (UWSA 625).

Compliance with this SOP does not eliminate or absolve performance of additional requirements that stem from state or federal laws and policies.

Scope

All programs, camps or clinics related to events or activities that serve Minors fall under this SOP.

This SOP applies to Youth Participants in Covered Activities, and:
- All members of UWGB community that serve Minors. This includes but is not limited to faculty, academic staff, university staff, employees, students, student employees, graduate students, postdoctoral trainees, interns, affiliates, volunteers, contractors, consultants, visitors, and third-party vendors supervising or interacting with Minors at a University program, event, or activity.
- All UWGB Authorized Events held either on or off campus that serve Minors, including those held in other municipalities, states, ad nations.
- Third party programs and activities exclusive to UWGB held on University property.

This policy does not apply to:
- A person under the age of eighteen (18) who is a matriculated student at the University.
- University Affiliated, or Sponsored events or Programs open to the general public, or locations generally open to the public, and which Minors attend at the sole discretion of their parent(s) or legal guardian(s).
- Medical care given in an in-patient or out-patient setting pertaining to Minors in a university Institution Review Board approved research.
- University daycare and preschool services provided by a licensed health or daycare provider or employee or volunteer acting under the direction of a licensed health care provider.
- Private events where Minors attend under parental or legal guardian supervision and where the University does not have the custodial care of the Minor. For example, educational Programs where the non-university entity maintains the custodial care of the Minor. Minors participating in pre-enrollment visitation or recruiting activities governed by the NCAA.
Locations

The guidelines that are included in this document are applicable to all individuals (students, faculty, staff, contractors, visitors, alumni, parents, etc.) in the UW Green Bay community regardless of their location.

Included Sites in this Plan

- Green Bay Campus (Brown County)
- Manitowoc Campus (Manitowoc County)
- Marinette Campus (Marinette County)
- Sheboygan Campus (Sheboygan County)
Standard Operating Procedures

The following SOP provides general guidelines for operations of University Youth Programs.

1. Definitions

**Associated Affiliated Organization:** An authorized event conducted by an organization legally distinct from UWGB, but organized and operated for the benefit and in support of the University and/or conduct activities that advance the mission of the University. Associated Affiliated Organizations must hold a valid tax-exemption and corporate status under federal and applicable state law. UWGB provides any administrative support, including:
- the services of UW System personnel or students;
- the use of space within UW System facilities;
- the use of the UW-System's name, marks, or other intellectual property; or
- other monetary or material resources to facilitate, or in exchange for, the affiliate operating the project or activity.

**Authorized Adult:** Any person eighteen (18) years of age or older, paid or unpaid, who are authorized to interact with Youth Participants as part of a Covered Activity following completion of screening and training requirements. This includes, but is not limited to, faculty, staff, volunteers, graduate and undergraduate students, student athletes, interns, and individuals associated with Third Parties and Affiliated Entities. Authorized Adults cannot have unsupervised access to Minors. Authorized Adults are not counted in Supervisor Ratios.

**Authorized Event:** a Covered Activity operated either as an Associated or Sponsored program, or Third-Party Facility Use Agreement.

**Covered Activities:**
- All events, operations, endeavors, or activities designed for participation by Youth Participants and organized or sponsored by the Institution regardless of location; and
- All events, operations, endeavors, or activities designed for participation by Youth Participants held on property owned or leased by the Institution that are organized by Third Parties or Associated Affiliated Organizations.

Examples of Covered Activities include, but are not limited to, programs, events, camps, clinics, workshops, symposia, conferences, tournaments, meets, clubs, projects, competitions, internships, job shadowing, mentoring, private lessons or instruction, coaching, tutoring, field trips, lab visits, precollege programs, and service-learning placements.

**Custodial Care:** The temporary responsibility for supervision, care, or control of Minors without accompanying parents, guardians, or chaperones.

**Designated Individual:** An Authorized Adult responsible for ensuring the care and safety of Youth Participants in an Authorized Event, and who is counted in the Supervisor Ratio. Additional screening check is required for Designated Individuals.
Escalation Matrix: A document or system that defines the types of incidents that need to be communicated to a higher institutional level and the role or department that should handle incidents at each escalation level, and is restricted to the Covered Activity and not general University protocols. See Appendix D for UWGB Safety Plan Template.

Incident: any suspicious or inappropriate behaviors, incidents involving sexual assault and/or misconduct of a minor, or medical treatment or emergencies. Child abuse or neglect, or threats of abuse or neglect that are disclosed or observed where the Authorized Staff have reasonable cause to believe that child abuse or neglect has occurred. Any such incident must be reported immediately.

Minor: A person under the age of eighteen (18) who is not enrolled or accepted for enrollment at the University.

One-on-One Contact: Unsupervised interaction between an Authorized Adult or Designated Adult and a minor participant in an Authorized Event with unauthorized one to one interaction.

Position of Trust: an individual, including but not limited to, a coach, teacher, club officer, facilitator, or volunteer, who makes decisions for or about a Minor that can influence the Minor's actions.

Program Facilitator: The individual responsible for ensuring all Associated or sponsored programs adhere to the requirements under this policy and who must provide documentation verifying compliance with screening, training, and supervision requirements and applicable University record retention requirements to the Program Sponsor. In some cases, the Program Facilitator may also be the Program Sponsor.

Program Sponsor: A UWGB employee that has agreed to oversee an affiliate or sponsored program or third-party agreement on campus. This employee is responsible for ensuring all Associated or sponsored programs or third-party agreements adhere to the requirements under this policy and who must obtain documentation verifying compliance with screening, training, and supervision requirements under this policy and applicable University record retention requirements. In some cases, the Program Manager may also be the Program Facilitator.

Record Retention: the records schedule to which the records of an authorized event/activity will be retained, and what their ultimate disposition will be.

Sponsored Program: Any activity, event, recital, lesson, camp, or educational activity directly facilitated by UWGB involving supervision or interaction in which a minor falls under the custodial care or responsibility of the University. This event is sponsored or operated in whole or in part by the University and/or its academic or administrative units on or off campus. The term Program specifically includes but is not limited to workshops, sport camps, academic camps, conferences, Precollege and Youth Programs, clinics, internships, shadow days, and similar activities involving Minors, regardless of whether they offer day/commuter or overnight/residential programming.
**Supervision Ratio**: The number of Designated Individuals required to supervise Youth Participants in an Authorized Event.

**Third-Party Agreement**: An Authorized Event between UWGB and an individual or entity legally distinct from the University by contractual agreement. A third party operates programs and activities without the University’s administrative support and accepts full custodial care. A third-party must not engage University personnel or students, receive preferential access to University facilities, or use the University’s names, marks, or other intellectual property in furtherance of the project or activity.

**Youth Participant**: Minors who are registered, enrolled, enrolled, or engaging in Covered Activities as a participant.

### 2. Authorized Events

*Authorized Events are further designated as noted below. Programs not listed are not part of this SOP guideline.*

<table>
<thead>
<tr>
<th>Category</th>
<th>Definition</th>
<th>Program</th>
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</table>
| Associated | Conducted by an entity or individual legally distinct from UWGB, but which runs in support of, or conducts activities that advance the mission of the UW System. | Clinics or events involving a Memorandum of Understanding
|            | Oversight, curriculum and planned activity is performed by the third party, although the third party may employ (involve) University staff.  | • Athletic Camps w/Oversight
|            | Residence Life ancillary services will provide only maintenance and limited customer service during regular University hours and WILL NOT have custodial care in any capacity. The organization will have direct control, moving the organization to a third-party category. | • Third-Party w/Oversight (Rock Climbing, Boy Scouts Rock Lab / GBAPSD Symposium Series)
|            | Functions specific to Residence Life may include:                           |                                                                                             |
|            | ▪ Direct facility concerns to appropriate UWGB Facilities/Security staff and monitor any potential facilities occurrences (i.e., flooding, power outage/breakers, vandalism) |                                                                                             |
|            | ▪ Assist with fire alarm + emergency/safety plan procedures                  |                                                                                             |
|            | ▪ Ensure cleanliness of public spaces/lounges                               |                                                                                             |
|            | ▪ Assist with Health & Wellness Office and Public Safety/Police access      |                                                                                             |
|            | ▪ Assist camper ID trouble shooting/door maintenance/security access        |                                                                                             |
|            | ▪ Provide welcoming atmosphere and monitor bulletin boards or other community resources |                                                                                             |
| Sponsored  | Directly facilitated by a UWGB employee.                                   | • Camp Clinic                                                                                |
|            | A multi-day activity, which may be residential or non-residential which is facilitated by the University in terms of oversight, curriculum and planned activity. | • Camp Clinic Single Day or Less
<p>|            |                                                                             | • Phuture Phoenix                                                                           |
|            |                                                                             | • Pre-College                                                                                |
|            |                                                                             | • TRIO                                                                                      |
|            |                                                                             | • Upward Bound                                                                               |</p>
<table>
<thead>
<tr>
<th>Category</th>
<th>Definition</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Third Party</td>
<td>An activity or event between UWGB and an individual or entity legally</td>
<td>• Facility use only and/or Rental Agreements*</td>
</tr>
<tr>
<td></td>
<td>distinct from the University by contractual agreement.</td>
<td>• Private Event</td>
</tr>
<tr>
<td></td>
<td>A multi-day activity, which may be residential or non-residential which</td>
<td>• Athletic Camps w/No Oversight (WIAA State Softball)</td>
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<td></td>
<td>is facilitated wholly by a third-party. Oversight, curriculum and</td>
<td>• Destination Imagination</td>
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<td></td>
<td>planned activity is performed by the third party. No further University</td>
<td>• WSMA</td>
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<td>affiliation (turn key event).</td>
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<td></td>
<td>Third-Party youth or overnight programs require a safety plan, training</td>
<td></td>
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<td>on conduct and reporting, and screening. Functions related to Residence</td>
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<td></td>
<td>Life under Associated Events also apply (see above).</td>
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</table>

3. **Designated Oversight**

Individuals identified to have direct oversight over an Authorized Event are designated below, and may be changeable as appropriate to the program:

<table>
<thead>
<tr>
<th>Program Sponsor</th>
<th>Director of Camps &amp; Clinics</th>
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<tbody>
<tr>
<td></td>
<td>Director of KEC (Athletic Camps)</td>
</tr>
<tr>
<td>Program Facilitator</td>
<td>Camp Director</td>
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<td></td>
<td>Additional Location Activity</td>
</tr>
<tr>
<td></td>
<td>Director</td>
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<tr>
<td>Designated Individual</td>
<td>Counselor</td>
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<td></td>
<td>Resident Life Supervisor</td>
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<td></td>
<td>Instructor</td>
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<tr>
<td>Authorized Adult</td>
<td>Any person over 18 who will be</td>
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<td>working with youth in any</td>
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<td></td>
<td>capacity at the direction of the</td>
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<td></td>
<td>Program Facilitator (i.e.</td>
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<td></td>
<td>Volunteer, LTE, Junior Counselor)</td>
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4. **Program Requirements**

All Associated programs, Sponsored programs, or Third-Party agreements directly or indirectly relating to events or activities for Minors will comply with UW System #625 through UWGB Standard Operating Procedure or contractual means. The SOP Appendixes outline further requirements and follow the Event Matrix for Compliance purposes.

Appendix A  Camp Oversight
Appendix B  Screening
Appendix C  Training
Appendix D  Safety
Appendix E  Youth Activity Checklist Tool

See next page for Event Matrix regarding contractual and compliance requirements.
Event Matrix
The Event Matrix may be used to facilitate program compliance. Third-Party organization compliance is recognized through contractual agreement and Agreement Appendix Acknowledgement. Exclusions may apply in certain circumstances.

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<td>Registration</td>
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<tr>
<td>Recorded in SharePoint</td>
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<td>X</td>
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<td>X</td>
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<td>X</td>
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<td>Contracts</td>
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<td>MOU</td>
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<tr>
<td>Facility Use Agreement</td>
<td>X</td>
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<td>General Agreement</td>
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<tr>
<td>Participant Hold Harmless Agreement</td>
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<td>Maintain</td>
<td>Maintain</td>
<td>USER</td>
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<tr>
<td>Certificate of Insurance</td>
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<td>Maintain</td>
<td>Maintain</td>
<td>X</td>
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<td>Supporting Documents</td>
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<td>Staff Roster</td>
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<td>Youth Roster</td>
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<td>Escalation Matrix</td>
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<td>Safety Plan</td>
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<td>Training Conduct</td>
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<td>Training Reporting</td>
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<td>CBC</td>
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<td>Data Systems Retention</td>
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<tr>
<td>Event Data Retention</td>
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<td>Health Forms</td>
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<td>Compliance of DHS 175</td>
<td>Res Only</td>
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<td>Res Only</td>
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</table>

- **Registration**: All minor activities on or off campus will be recorded in the UWGB SharePoint site (or YARS as available).
- **Contract/Supporting Documents**: will be retained by the Program Facilitator. Program Facilitator may save in the SharePoint site at user discretion. Third party organizations will maintain their own documentation pursuant to their signed agreement with UWGB.
- **Sponsored Program**: sponsored programs require training and CBC every 4 years by our staff and volunteers.
- **Public School Field Trip**: public school field trips that contain a campus tour are third-party and only require a Staff Roster as the school district has custodial oversight and retains insurance, hold harmless, and supervisory training documents. Other such public school field trips that are instructional would require the MOU as noted above in the Matrix. Risk Management will review MOU requirements for School Districts field trips later in 2022.

5. **Related Documents**
- University of Wisconsin System Administrative Policy #625, Youth Protection
- Regent Policy Document 20-19 (formerly 06-4) Background Check Policy
- Mandatory Reporting of Child Abuse and Neglect Policy (Executive Order 54)
- Camps and Clinics Blanket Accident Insurance
Appendix A: Event Oversight

Camp Oversight requirements are noted in all template agreements, contracts, and Memorandum of Understanding as an Appendix. The Escalation Matrix/Safety Plan will be included in the Event Packet that is uploaded to SharePoint.

Program Sponsor
The UWGB Program Sponsor or designee, in advance of an Authorized Event, is required to obtain and document records required per this appendix. Registration includes the singular and consistent record of all minor activities held at an Institution.

The Youth Activity Checklist tool may be used to aid in collecting and verifying UWGB Compliance Office requirements.

Group lessons to develop a talent or skill, such as dance or music lessons, social group meetings and activities, and group athletic activities must be registered individually.

All documents, screening, and training are required to be completed and in place no later than five (5) days prior to the event.

1. Contract Process
   Risk Management and insurance requirements will be set forth within all contractual agreements using the template contracts or agreements established by the Compliance Office. Contract approval must be obtained by the Compliance Office prior to signing.
   a. Complete Template

      | Sponsored Programs | Student Organizations | Third-Party Organizations |
      |--------------------|-----------------------|--------------------------|
      | Associated Event   | MOU or Agreement      |                          |
      | Sponsored Event    | No contract required; if unsure, contact Compliance Office |
      | Third Party Rental | Facility Use Agreement |                          |

   ▪ All programs must be properly insured as required by UW System Risk Management. Proof of insurance for the activity must be provided when applicable. Refer to your risk management partners for assessment of insurance needs.

      | Sponsored Programs                                           | Student Organizations                                           | Third-Party Organizations                                      |
      | Insured through the University's Camps and Clinics Blanket Accident Insurance | May utilize the URMIA Camps insurance through the online link at [URMIA Camps Insurance](#) | May utilize the TULIP insurance through a Facility Use Agreement |

   ▪ Agreements must be written.
   ▪ Third party contracts require allocation of responsibility for risks.
   ▪ Third party contracts require notice of University audits that may occur at any time within seven (7) years following the conclusion of an event.

   b. Obtain Certificate of Insurance (COI)
   c. Forward COI and Contract to Compliance Office upon signature.
2. Registration

a. Obtain a Staff Roster, including identifying contact information (name, dob) for each adult non-employee. Roster must identify all Authorized Adults and Designated Adults. Third-party agreements require the roster within 30 days following the end date of the program.

b. Obtain a Youth Participant Roster that includes the names and contact information all minor participants (name, dob), and contact information of persons to notify in case of an emergency. Not required for third-party agreements.

c. Obtain Escalation Matrix / Safety Plan
The event organization must adopt an Escalation Matrix/Safety Plan that will include emergency preparedness protocols based on the Authorized Event’s level of risk. The Escalation Matrix tool maybe shared with the event organization and updated to be relevant to activity. The Escalation Matrix / Safety Plan is included in Appendix D Training requirements. Signed Contract Acknowledgements will suffice for verification of organization volunteers and staff.

d. Verify Prohibited Conduct and Reporting Requirements Training
Verify event organization has completed training. Receive documentation from the organization that all Authorized Adults and Designated Individuals were trained according to Appendix C Training Requirements. Signed Contract Acknowledgements will suffice for verification of organization volunteers and staff.

e. Obtain the Criminal Background Check screening results as outlined in Appendix B. Required for all non-employees and University temporary employees. Signed Contract Acknowledgements will suffice for verification of organization volunteers and staff.

f. Obtain Hold Harmless Agreement as outlined in Appendix B. Required for a Recognized Student Organization (RSO) and where contractually designated for entities who will be hosting minors for events.

g. Verify Supervision Ratios
Receive staff roster from Authorized Event organization and verify UWGB required ratios between Designated Individual staff and participants is met per GB-15-16-1.

Exclusion may apply in certain circumstances upon approval.

- One-on-One Interactions are prohibited between Adults and Youth Participants, unless the adult is a Designated Individual in a setting where one-on-one instruction occurs. In such settings, activities must be Observable and Interruptible.
- The Pre-College liaison, or designee with knowledge of youth safety, may grant exceptions to this rule. Exceptions can also be made where a Familial Relationship exists, in an emergency situation, and where single person interaction is required to facilitate the purpose of an activity, including but not limited to: music instruction, personal tutoring, research projects approved by the IRB; counseling.
3. **Complete Verification**
Program Sponsor completes verification all materials and required documents have been finalized.

- Receive signed contract with Appendix A, B, C, and D signed Acknowledgements
- Add Rosters and Training Acknowledgements to SharePoint or YARS
- Receive COI and forward to Compliance Specialist
- Save all records per #4 below
- Notify Compliance Specialist activity preparation is complete.
4. **Retain Records**

All Protected Health Information and other sensitive information shall follow Regent 25-5 to provide information technology security and access. [Information Technology: Information Security | Board of Regents (wisconsin.edu)](https://www.wisconsin.edu).

The Event Packet will be scanned and uploaded to the designated SharePoint folder and saved for a minimum of seven (7) years. The Event Packet will consist of:

- **Staff Roster**: a roster that contains the names of all program staff, including identifying information for each adult non-employee (i.e. date of birth and contact information and compliance with CBC and training achieved).
- **Youth Participant Roster**: a roster that contains the names, date of birth, and contact information of all minor participants, and the contact information of persons to notify in case of an emergency. The register must be retained for a minimum of 2 years. *Not required for third-party agreements.*
- **Screening Results**: screening results from a Criminal Background Check will be retained with the event documents.
- **Youth Activity Checklist**: documents what is required and tracks completion.

Third Party Programs or Overnight Events: third-party organization contracts are subject to UWGB audit at any time within **seven years** following the conclusion of the event. This requirement will be met through a Contract Acknowledgement.

University of Wisconsin Retention Schedules require specific retention for records relating to Youth Protections. Retention for records relating to this SOP will allow for the maximum period required.

- Criminal Background Checks; 7 years per Schedule UWHR0103
- Staff Training; 6 years per Schedule UWADM013
- Contracts; 6 years per Schedule UWADM013

**Compliance Specialist**

The UWGB Compliance Specialist will receive notification of an Authorized Event at the onset of planning. Upon completion of required materials, the Program Sponsor or designee may forward the Youth Activity Checklist to the Compliance Office with the event documents.

The Compliance Specialist will conduct random audits of Program Facilitator files periodically to verify Event records are retained per this SOP.]
Appendix B: Screening Protocol

Screening is required for all employees, associates, volunteers, or other individuals serving as Authorized Adults or Designated Adults in any capacity at an Authorized Event. Failure to comply will result in disciplinary action, including removal from role or authorization to work with Minors. *Screening is not required for third-party private events.*

All documented screening and results will be included in the Event Packet that is uploaded to SharePoint.

Program Sponsor

*Third Party Organization:* The Program Sponsor or designee will confirm the Authorized Event organization has completed and reported back to the Program Facilitator the signed agreement accepting responsibility to obtain a Criminal Background Check (CBC) for all organization adult participants, and the results/findings of the CBC within five (5) business days prior to the event. *Signed Contract Acknowledgements will suffice for verification of third-party organization volunteers and staff.*

*UWGB Sponsored Event:* The Program Facilitator is responsible for verifying University Staff and Volunteers who are participating at an event with minors will have completed a CBC within the past four years.

1. Request Criminal Background Check

   A criminal background check is required for all Authorized Adults and Designated Adults who will have a direct interaction with youth participants, and are not University employees.

   a. Retain Screening Results

   b. Report Screening Results
      - Associated Program organizations must make copies of the criminal background check available to UWGB upon request.
      - Review all screening results with a negative reporting. Negative findings are reviewed and determined if the individual will be barred from participating in the Covered Activity. In this instance, remove individual from Staff Roster. These individuals will not be allowed to participate or attend the Covered Activity.
      - Retain all screening results for the Event Packet.
      - Notify Compliance Specialist of changes in the Staff Roster.
      - Update SharePoint or YARS.

2. Request Hold Harmless Agreement

   *Required for participants of an activity held by a third-party or Recognized Student Organization (RSO).*

Compliance Specialist

The UWGB Compliance Specialist will receive notification of negative screening results.

- Verify SharePoint and/or YARS has been updated
Appendix C: Training

Training is required for all employees, associates, volunteers, or other individuals serving as Authorized Adults or Designated Adults in any capacity at an Authorized Event. Failure to comply will result in disciplinary action, including removal from role or authorization to work with Minors. *Training is not required for third-party private events.*

All documented training will be included in the Event Packet that is uploaded to SharePoint.

Program Sponsor

*Third Party Organization:* The Program Sponsor or designee will confirm the Authorized Event organization has fulfilled the training requirements set forth below at least five (5) business days prior to the event/activity. *Signed Contract Acknowledgements will suffice for verification of organization volunteers and staff.*

*UWGB Sponsored Event:* The Program Facilitator is responsible for verifying University Staff and Volunteers who are participating at an event with minors will have completed a Staff Training Acknowledgement within the past four years.

1. Safety

   The Program Facilitator must be at the event during the hours of operation unless an exception applies. An Escalation Matrix/Safety Plan must be in place and reviewed by all Authorized Adults and Designated Adults as part of training prior to the Authorized Event.

   A safety template is located under Appendix D and may be used by UWGB and shared with third-parties.

2. Prohibited Conduct

   Prohibited Conduct is considered any conduct according to University’s Title IX requirements on [Title IX | Compliance & Integrity (wisconsin.edu)](https://wisconsin.edu) and the following prohibited behaviors:

   - Authorized Staff should never be with a Youth Participant in a one on one setting, unless the adult is also a Designated Individual where one-on-one instruction occurs. In such settings, activities must be observable and interruptible.
   - If accompanying a single child to a restroom, check first for suspicious activity in the restroom, then exit and permit the child to use the restroom alone.
   - Inappropriate use of cameras, imaging, or digital devices prohibited. Use of such devices capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants is prohibited.
   - Conduct that violates the law (e.g., child abuse, child sexual abuse, protected class discrimination, emotional abuse, hazing, indecent exposure, child pornography, neglect, physical abuse, sexual abuse, and sexual harassment)
   - Conduct that violates UW System policies
   - Actions that are found to constitute Bullying or Grooming
   - Infringement on privacy of Youth Participants in situations where they are changing clothes or taking showers except in situations where health and safety are required. Adults must respect the privacy of minors in situations such as changing clothes and taking showers, whenever possible. Intrusions are permitted only to the extent that health and safety require. Adults must
protect their own privacy in similar situations. In the case of adults supervising minors overnight, other than the minor’s own parent, guardian or family member, an Authorized Adult should not enter a minor's room, bathroom facility, or similar area without another Authorized Adult in attendance, consistent with the policy of not having one-on-one contact with minors.

- Adults showering, bathing, or undressing with or in the presence of Youth Participants
- Use of such devices capable of recording or transmitting visual images in shower houses, restrooms, or other areas where privacy is expected by participants. Designated Adults will be aware of other adults in the vicinity to monitor this prohibited conduct.
- Use of alcohol when engaged in Covered Activities
- Any conduct that is outside of NCAA Recruitment Compliance

3. Reporting Responsibilities for Incidents

All Incidents with minors shall be reported immediately to executive leadership. All youth programming participants, families, and staff are to immediately report to the UWGB Public Safety at 920-465-2300, including but not limited to:

- Incidents of serious physical harm requiring professional medical attention.
- Suspicious or inappropriate behaviors to campus law enforcement.
- Incidents involving sexual assault and/or misconduct of a minor must be immediately documented and escalated to the institution’s Precollege Liaison and Title IX coordinator. All programs must keep an incident reporting log that is monitored by the Safety & Emergency Manager.
- All staff members, employees or agents of the event organization have been advised of their obligations under Executive Order 54 and are aware of their duty to report any Incident.
- All employees who will be present on the UWGB campus have been advised of their obligations to report an Incident or threat of child abuse or neglect, or learn of an incident or threat of child abuse or neglect.

General Incident Reports can be reported through the Campus Incident Report, and Title IX Sexual Assault Reporting is reported to the Title IX Coordinator.

4. Overnight Activities

Overnight Authorized Events must include Designated Adults to:

- Directly supervise youth in overnight activities
- Not enter a Youth Participant’s room, bathroom facility, or similar area without another Designated Adult in attendance except in emergency situations,
- Not share a bed or sleeping bag with a Youth Participant

Compliance Specialist

The UWGB Compliance Specialist will receive notification training has been completed for all Authorized Adults and Designated Results for an Authorized Event.

Safety & Emergency Manager

The UWGB Safety & Emergency Manager will receive notification of all Incidents and track on the Compliance Incident Log.
Appendix D: Safety
A Safety Plan is required for all programs and will broaden depending on the event’s level of risk. Safety Training is required for all employees, associates, volunteers, or other individuals serving as Authorized Adults or Designated Adults in any capacity at an Authorized Event. Failure to comply will result in disciplinary action, including removal from role or authorization to work with Minors. Training is not required for third-party private events.

All documented training will be included in the Event Packet that is uploaded to SharePoint.

Third Party Organization: The Program Sponsor or designee will confirm the Authorized Event organization has fulfilled the safety training requirements set forth within the signed agreement at least five (5) business days prior to the event. Signed Contract Acknowledgements will suffice for verification of organization volunteers and staff.

UWGB Sponsored Event: The Program Facilitator is responsible for verifying University Staff and Volunteers who are participating at an event with minors will have completed a Safety Training Acknowledgement within the past four years.

COVID Safety
A. All Events must adhere to any UWGB COVID-19 policies and procedures that are in place at the time any Authorized Event. These procedures MAY include:
   - Proof of vaccination or negative COVID-19 test (within 3 days prior to camp)
   - Daily health assessments
   - Mandatory mask wearing
   - No parents allowed at camp

B. These policies are currently being revised by campus leadership every 3 to 4 months. As changes occur, the SOP will be amended.

Escalation Matrix
Required for all programs and will broaden depending on the event’s level of risk.

<table>
<thead>
<tr>
<th>Position</th>
<th>Responsibility</th>
<th>Contact</th>
</tr>
</thead>
</table>
| Counselor or Program Facilitator | - Report behavioral problems or physical injuries.  
- Contact 911 for serious events and then report to Head Counselor.  
- Stay with individual until help arrives.  
- Fill out Incident Report. | 920-465-2300 or 911 |
Safety Plan

The template below is a model and is not an inclusive list for every event safety plan. The events level of risk will determine the safety plan components.

Safety protocols required for training include, but are not limited to:

- Adhere to the Safety Plan protocol for emergency situations and mandating reporting requirements.
- USER staff will provide non-emergency transportation to a local health care facility if needed during daytime sessions.
- A minor may not be released to any person who has not been previously authorized by the parent or legal guardian.
- Minor serving staff may not consume alcoholic beverages or any non-prescribed controlled substance specified on the premises of the program, or be under the influence of the same during the program’s hours of operation.
- Emergency protocols, including fire evacuation, fire extinguisher use, severe weather and tornado response, active threat, reunification sites
- Bloodborne pathogens and communicable disease prevention
- Lost participant protocols
- Water safety and supervision (if applicable)
- Recognition of local poisonous plants, snakes, and other potential hazards on the premises, and procedures to be followed to protect the children from these hazards.
- Designated Individual may not provide care to minors more than twelve (12) hours in any twenty-four (24) hour period.

<table>
<thead>
<tr>
<th>SAFETY ISSUE</th>
<th>DETAILS</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident</td>
<td>An Incident Report is required for:</td>
<td>920-465-2300</td>
</tr>
<tr>
<td></td>
<td>Facility or non-physical safety issues</td>
<td>Or</td>
</tr>
<tr>
<td></td>
<td>Behavior issues or accidents not involving physical harm</td>
<td>911</td>
</tr>
<tr>
<td></td>
<td>Incidents of physical harm requiring professional medical attention.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Suspicious or inappropriate behaviors to campus law enforcement.</td>
<td></td>
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<tr>
<td></td>
<td>Incidents involving sexual assault and/or misconduct of a minor must be</td>
<td></td>
</tr>
<tr>
<td></td>
<td>immediately documented and escalated to the institution’s Precollege</td>
<td></td>
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<tr>
<td></td>
<td>Liaison and Title IX coordinator. All programs must keep an incident</td>
<td></td>
</tr>
<tr>
<td></td>
<td>reporting log that is monitored by the Safety &amp; Emergency Manager.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>All IR’s must be complete and filled in the Head Counselor or Program</td>
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<tr>
<td></td>
<td>Facilitator office by 8 a.m., if the incident occurred the previous</td>
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<tr>
<td></td>
<td>night.</td>
<td></td>
</tr>
</tbody>
</table>

Waiting for Emergency Response

Do not move the person unless there is:
- Fire, danger of fire or explosion
- Danger of asphyxia due to lack of oxygen
- Risk of drowning
- Risk of traffic hazards
- Exposure to cold or intense heat
- Possibility of injury from collapsing walls or buildings
- Electrical injury
<table>
<thead>
<tr>
<th>SAFETY ISSUE</th>
<th>DETAILS</th>
<th>CONTACT</th>
</tr>
</thead>
</table>
| Emotional Emergency         | - Emotional emergencies are when a student threatens or attempts suicide, is in a serious depression, acts bizarre, is incoherent or very confused  
- Someone should stay with the student.  
- Contact the Head Counselors by phone; if not reachable, call the SOA on duty.  
- Call 911.  
- Head Counselors or the SOA on duty will contact the Counseling Center immediately if it is a suicide or abuse case.  
- Fill out an incident report.  
- Head Counselor or the Program Facilitator will contact parents. | Notify Head Counselor or call 911 |
| Physical Emergency          | Physical emergencies are when a camper has become very ill, lost consciousness, has difficulty breathing, has ingested poison, has severe bleeding or other situations of serious proportions.  
- Take any appropriate first aid action  
- Immediately call the Green Bay rescue squad (911). They will contact Public Safety.  
- Contact the Head Counselors  
- Stay with the student until help arrives.  
- Fill out an incident report.  
- Head Counselor will contact parents. | 911                            |
| Non-Emergency Room Transport| All non-emergency transports must go through the Head Counselor Office or Program Facilitator. Parents will be called before the child is taken to the hospital.  
- Electrical injury  
- If a camper needs to be taken to the emergency room, make sure you have an accident claim form (the doctor must complete this before you leave) and the camper's health form. The floor counselor will be taking their camper(s) to the hospital if needed.  
- Go to St. Vincent hospital emergency room (directions below). Keep track of your mileage.  
- Call the Head Counselor's Office to check in after you arrive.  
- Upon return, fill out an incident report. Give both the accident claim form and the incident to the Head Counselor.  

Directions to St. Vincent Hospital  
- Take University Ave. to Webster Ave.; turn left onto Webster and proceed down Webster to Van Buren St.; St. Vincent should be right there on the corner.  
- The phone number for the emergency room is 920-433-8383.  

Insurance issues: If after talking with a parent they don't want their child taken to St. Vincent but to another hospital in Green Bay:  
- Transport the child to the specified hospital but the parent takes over once we arrive.  
- The counselor returns back to campus.  
- The parent will check in the child either before midnight or the next morning. |                                 |
| Sexual Assault / Disclosure | Ensure the victim is safe. If there is an immediate risk of additional violence, contact UW-Green Bay Public Safety – 911.  
- If the victim needs immediate, medical assistance, contact Green Bay Rescue Squad: 911.  
- Call the Director of Summer Camps OR Program Facilitator.  
- Complete a confidential Sexual Assault Report Form (this form is completed by: Head Counselor, Camp Director or Director of Summer Camps, or Program Facilitator.  
- Complete an Incident Report as per established procedures.  

As part of the camps health protocol, parents are notified prior to taking a minor child to the hospital. In the event of an assault requiring immediate medical assistance, a call can be made to parents as the minor child is being transported. This call will be made by the Program Facilitator. | Report to Camp Director / Program Facilitator  
Immediate Attention Contact 911 |
<table>
<thead>
<tr>
<th>SAFETY ISSUE</th>
<th>DETAILS</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Emergency</td>
<td><strong>Electrical / Gas</strong></td>
<td>Housing Front Desk 920-465-2040</td>
</tr>
<tr>
<td></td>
<td>- Check breakers in the apartment and/or basement. You will need to get the master key from the Head Counselor’s Office.</td>
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<tr>
<td></td>
<td>- Contact the Head Counselors or SOA. They will contact the Assistant Director of Residence Life to get approval to call maintenance personnel.</td>
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<tr>
<td></td>
<td>- If you cannot reach the SOA, then call the Assistant Director of Residence Life (John Gerow) or a maintenance person.</td>
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<tr>
<td></td>
<td>- If the entire building is without electricity, contact Wisconsin Public Service.</td>
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<tr>
<td></td>
<td>- Let the Assistant Director of Residence Life or a maintenance person know what action was taken.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Fill out an incident report.</td>
<td></td>
</tr>
<tr>
<td>Sewage</td>
<td><strong>Call the Housing Front Desk - 920-465-2040, they will page the SOA on duty.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- If you cannot reach the SOA or an Assistant Director of Residence Life, they will call a maintenance person</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Let an Assistant Director of Residence Life or a maintenance person know what action was taken.</td>
<td></td>
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<tr>
<td></td>
<td>- Fill out an incident report.</td>
<td></td>
</tr>
<tr>
<td>Gas Problems/Emergencies</td>
<td><strong>Call the Housing Front Desk - 920-465-2040, they will page the SOA on duty.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- If you cannot reach the SOA or an Assistant Director of Residence Life, call a maintenance person</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- If no one can be reached, call Wisconsin Public Service.</td>
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<tr>
<td></td>
<td>- Let an Assistant Director of Residence Life or a maintenance person know what action was taken.</td>
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<tr>
<td></td>
<td>- Fill out an incident report.</td>
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<tr>
<td>Tornado</td>
<td><strong>WATCH</strong> means tornado may develop.</td>
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<tr>
<td></td>
<td><strong>WARNING</strong> means that a tornado has been detected-Take Shelter.</td>
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<td></td>
<td>- If there is a WARNING try to get residents in basement areas or in the hallways of the first floors of the residence halls but away from windows. Get as close to a solid wall as possible (preferably a wall on the side from which the storm is approaching).</td>
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<tr>
<td></td>
<td>- Cover your head and face.</td>
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<tr>
<td></td>
<td>- Do not pull the fire alarm.</td>
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<tr>
<td>Fire or Smoke</td>
<td><strong>Activate the nearest fire alarm.</strong></td>
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<td></td>
<td><strong>Notify all occupants</strong></td>
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<td></td>
<td><strong>CALL 911</strong></td>
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<td></td>
<td><strong>Call the Head Counselors, the SOA on duty</strong></td>
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</tr>
<tr>
<td></td>
<td>- (or the Assistant Director of Residence Life if neither is available).</td>
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<td></td>
<td><strong>Fill out an incident report.</strong></td>
<td></td>
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<td></td>
<td><strong>If you are in danger, get yourself out.</strong></td>
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<tr>
<td>Fire Alarm Response</td>
<td><strong>Check out buildings for alarms and/or beacons.</strong></td>
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<td></td>
<td><strong>Check building for fire by going floor to floor/stairwell to stairwell.</strong></td>
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<td></td>
<td><strong>If a fire is found, follow the above steps under Fire or Smoke</strong></td>
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<td></td>
<td><strong>If no fire is found, call Public Safety and tell them that it was a false alarm.</strong></td>
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<td></td>
<td><strong>Contact the SOA on duty; they will silence the Alarm system.</strong></td>
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<tr>
<td></td>
<td><strong>Call Public Safety and have then reset their control board.</strong></td>
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<td></td>
<td><strong>Fill out an incident report.</strong></td>
<td></td>
</tr>
<tr>
<td>Heat Advisory</td>
<td><strong>Head Counselors will notify you through the phone tree.</strong></td>
<td></td>
</tr>
</tbody>
</table>
SAFETY ISSUE | DETAILS | CONTACT
---|---|---
"Upon notification, you may prop all room doors open and start fans. A supply of water will also be given. The campers may also turn their showers on cold for periodic intervals."

Intruder
- If in progress call 911 to notify police.
- Notify the Head Counselors.
- Do not panic! Try to keep your campers calm by talking to them and telling them what to do. Depending on the situation, you may have them close their windows (outside intruder), lock their doors (hallway or building intruder), etc. Use your best judgment!
- Do not attempt to follow or "catch" the person.
- After the intruder has been apprehended or has left the scene, allow the campers to talk about their fears. Try to decompress the situation.

FOOD SAFETY HANDLING
To ensure best practice and that food safety procedures are strictly adhered to, the University has developed a common minimum operating standard and set of behaviors that will be enforced at all camps, clinics, or events. The University encourages coordinators to make use of the campus dining services (either the retail or the summer dining venues or catered food brought to the Kress) whenever applicable. If for some reason utilizing campus dining services does not accommodate your needs, the following list is not all inclusive and may be updated at any time.

All serving of food by USER or event staff must be done in collaboration with an approved UREC Food Safety Manager who currently holds a food handling license. Any deviation from plans approved by a Food Safety Manager must be cleared in advance of any food being served. If USER or event staff chooses a non-UNIVERSITY caterer, LESSEE must deposit a certificate of insurance with the UNIVERSITY’s Department of University Recreation, 2420 Nicolet Drive, Green Bay, WI 54311-7001, at least two weeks prior to the event. Such policy may be issued to either the organization or the caterer, and must meet the conditions specified in the organization’s LIABILITY section of their Agreement.

- Any perishable items and the supplier of those items are required to be cleared by a Food Safety Manager. Food Safety Managers have sole discretion on what is acceptable and what is not acceptable.
- A list of non-perishable food items that will be available to participants must be submitted to a Food Safety Manager prior to the start of the event and receive their prior written approval before said food items can be served at any event.
- Each event must designate one to two individuals that will meet with a Food Safety Manager in regard to the event food handling practices a minimum of two weeks prior to event. All event employees that will be involved with the handling or distribution of food must be educated on the safe handling of both perishable and non-perishable items by the designated event staff.
- Food Safety Manager must have access to food locations at all times.
- All beverages sold or served at event must be Pepsi products.
- If a Food Safety Manager finds that any event staff are not in compliance with agreed upon procedures the Food Safety Manager has the right to prohibit any further serving of food for the duration of that event.
- Refrigerators will be made available for any perishable food items required to be stored and served at the event.
- Daily cleaning and sanitizing of the serving area will be the responsibility of the event unless the event desires to have arrangements made with custodial operations and charges may be incurred.
Food can only be served out of the concession stand located in the hallway outside the main arena (#131 concessions gifted by Bernie & Sally Killoran) of the Kress Events Center or from the Department of University Recreation's front desk.

Other spaces are available upon discussion with University Recreation staff and approval 30 days before event.

All food items should be purchased and served in single serve closed/wrapped packaging.

Refrigeration coolers provided by the department are NSF rated coolers, but can only store pre-wrapped single served items regardless of hot or cold food items.

Hand washing policy when serving and/or handling food, hands must be washed:
- Before starting to with food, utensils or equipment.
- Before putting on gloves, during food preparation, as needed.
- When switching between raw foods and ready-to-eat foods. After handling soiled utensils and equipment.
- After eating and drinking.
- After touching your skin.
- After handling animals.

**Off Campus Food Service**
For events conducted off campus where food is provided, at a minimum, University staff and volunteers will follow [Wisconsin Department of Health Services Food Safety](https://www.dhs.wi.gov) protocols.

**MEDICAL TRAINERS**
*Rquired for most athletic events.* Neither the Department of University Recreation nor the Kress Event Center will provide any medical trainers or other medical response to any participant in the ACTIVITY. It is strongly recommended that the PARTY provide certified athletic trainers for this event. The PARTY understands that if emergency response is needed, the PARTY participant may incur medical costs associated with that response and transport if deemed necessary.

1. Members of the Green Bay Sports Medicine Staff or Prevea staff athletic trainers cannot provide any scheduling or supervision (either medical or administrative) for the summer event medical providers.

To assist the COACH with scheduling of medical coverage, the Green Bay Sports Medicine Staff may be able to provide the COACH with a list of people that could be considered for event, based on the requirements EVENT insurance company has for coverage.

a. Prevea staff athletic trainers could be considered, however they would be hired as independent contractors, working while using approved time off from their employer, and likely require a higher rate of pay than those provided on the list
b. EVENT may find their own medical or professional athletic training staff, licensed by the State of Wisconsin as a Licensed Athletic Trainer, to work your event if they choose, while non-professionals/students should not be considered
   i. Licensed Athletic Trainers in Wisconsin must hold an active Wisconsin license, be CPR/AED Certified, and have a current Evaluation and Treatment Protocol signed by their consulting physician
c. Any list of potential medical staff provided will not be an endorsement of any potential candidates to work your events, only available options.
d. As part of EVENT supervision of the EVENT medical staff, you/your staff will be responsible for:
   a. Scheduling
   b. Rate of pay/compensation for the EVENT
   c. Employment paperwork, tax forms, etc.
e. UW-Green Bay Health Services Office may be available during daytime hours (Monday: 8 a.m. to 4 p.m. Tuesday: 9:30 a.m. to 5:30 p.m. Wednesday: 8 a.m. to 4 p.m. Thursday: 9:30 a.m. to 5:30 p.m. Friday: 8 a.m. to 4 p.m. Saturday: 8 a.m. to 12 p.m.) for minor health care needs. A cost of fifteen ($15.00) dollars per visit will be charged to EVENT. A health form must be presented at the time of treatment.
Appendix E: Youth Activity Checklist Tool

The Youth Activity Checklist is a reference tool to aid in completing University standards and requirements for Youth Programs. It is located on the designated SharePoint folder.

Example 1

**UWGB YOUTH ACTIVITY CHECKLIST**

```
Event Name: ____________________________ Date: _______________
Event Organization: ____________________ Time: _______________
Program Sponsor: ______________________ Phone: ______________

All programs must advance the mission of UWGB. An associated program needs the administrative support or services of UWGB, UWGB name, or other material resources to facilitate operating the event.

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Contracts</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>MOU</td>
<td>X</td>
<td>X</td>
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<td>MOU</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Facility Use Agreement</td>
<td>X</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>General Agreement</td>
<td>X</td>
<td>X</td>
<td>Maintain</td>
<td>Maintain</td>
<td>Maintain</td>
<td>UGER</td>
<td></td>
</tr>
<tr>
<td>Participant Hold Harmless Agreement</td>
<td>X</td>
<td>Maintain</td>
<td>Maintain</td>
<td>Maintain</td>
<td>Maintain</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Certificate of Insurance</td>
<td>X</td>
<td>Maintain</td>
<td>X</td>
<td>Maintain</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Supporting Documents

1. Staff Roster
2. Escalation Matrix
3. Safety Plan
4. Training Conduct
5. Training Reporting
6. OPE
7. Data Systems Retention
8. Event Data Retention
9. Health Forms
10. Compliance of DHS 17E

**REGISTRATION**

- [ ] Added to SharePoint/VARS

**CONTRACT**

- [ ] MOU
- [ ] COI Returned
- [ ] General Agreement
- [ ] Participant Hold Harmless Agreements Returned
- [ ] General Agreement Athletics
- [ ] Facility Use Agreement

**DOCUMENTS**

- [ ] Staff Roster
- [ ] Conduct & Reporting Training
- [ ] Youth Roster (not req’d for 3rd party custodial care)
- [ ] Safety Plan
- [ ] Criminal Background Check
- [ ] Acknowledgements Returned

*Registration of youth participants only required for activities where UWGB has custodial care and sponsored by UWGB.

**VERIFICATION**

<table>
<thead>
<tr>
<th>Youth Participants</th>
<th># Authorized Adults</th>
<th>Staff Ratio Verified</th>
<th>Uploaded to SharePoint</th>
</tr>
</thead>
</table>

Page 23 of 24

Revised 05/12/2022
**Example 2**

### UWGB YOUTH ACTIVITY CHECKLIST

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Organization</td>
<td>Time</td>
</tr>
</tbody>
</table>

**ASSOCIATED EVENT**

A covered activity conducted by an entity or individual relying non-UWGB, such as but not limited to, in support of, or contracts activities that advance the mission of UWGB. A program or activity is UWGB affiliated if UWGB provides the event with administrative support, including services of UWGB personnel or students, the use of space, UWGB name, marks, other monetary or material resources to facilitate the affiliate operating the event. Destination international event does not require a roster. Contract Acknowledgment will suffice for associated organization verification.

<table>
<thead>
<tr>
<th>Program Sponsor</th>
<th>MDU or Agreement</th>
<th>Staff Roster</th>
<th>Youth Roster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Facilitator</td>
<td>Escalation Matrix and Safety Plan</td>
<td>Training</td>
<td></td>
</tr>
<tr>
<td>Contact Email</td>
<td>Training</td>
<td>Staff Screening (non and temp employees)</td>
<td></td>
</tr>
<tr>
<td>Contact Phone</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SPONSORED EVENT**

Any activity, event, inclusion, camp, or educational activity directly supported by UWGB involving supervision or interaction in which a minor falls under the custodial care or responsibility of the University. This event is sponsored or operated in whole or in part by the University and/or an academic or administrative unit on or off campus. The term Program specifically includes but is not limited to workshops, sport camps, academic camps, conferences, Precollege and youth programs, clinics, internships, shadow days, and similar activities involving minors, regardless of whether they offer pay/comp or overnight residential programming.

<table>
<thead>
<tr>
<th>Program Sponsor</th>
<th>Staff Roster</th>
<th>Youth Roster</th>
<th>Escalation Matrix and Safety Plan</th>
</tr>
</thead>
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<tr>
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</tr>
<tr>
<td>Contact Phone</td>
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</tbody>
</table>

**THIRD PARTY RENTAL**

A Covered Activity between UWGB and an individual or entity legally distinct from the University by contractual agreement. A third party operate programs and activities without the University’s administrative support. A third party must not engage University personnel or students, receive preferential access to UWGB facilities, or use the University’s name, marks, or other intellectual property. Third party events only require FWA. Youth and overnight third party activities require all noted below. Exclusions may apply in certain circumstances.

<table>
<thead>
<tr>
<th>Program Facilitator</th>
<th>Facility Use Agreement</th>
<th>Safety Plan</th>
<th>Staff Roster</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd Party Contact</td>
<td>Training</td>
<td>Staff Screening</td>
<td></td>
</tr>
<tr>
<td>Contact Email</td>
<td>Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Phone</td>
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</tr>
</tbody>
</table>

Forward a completed Checklist to the Compliance Specialist no less than five (5) days prior to the event.

### COMPLIANCE SPECIALIST

<table>
<thead>
<tr>
<th>Verify Registration Uploaded to SharePoint</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td># Youth Participants</td>
<td># Authorized Adults</td>
</tr>
</tbody>
</table>

Revised 05/12/2022