



UNIVERSITY of WISCONSIN
GREEN BAY

Authorized Youth Activities
Standard Operating Procedure (SOP)
Revised March 4, 2024

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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.

Compliance with this SOP does not eliminate or absolve performance of additional requirements that stem from state or federal laws and policies. UWGB Sponsored youth activities are expected to be in-line with all existing UWGB policy, Related Materials Section, and:

- WI Adm. Code Ch. ATCP 78, [Recreational and Educational Camps](#)
- WI Adm. Code Ch. 252, [Day Camps for Children](#)
- WI Adm. Code Ch. 145, [Control of Communicable Diseases](#)
- University of Wisconsin System Chapter 21, Use of University Facilities

Scope

This SOP provides standards and operational requirements for Covered Activities serving Minors that fulfill the mission of the University, and:

- All 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 Covered Activities held either on or off campus that serve minors, including those held in other municipalities, states, and nations.
- Third party programs and activities 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.
- Events open to the general public, and which minors attend at the sole discretion of their parent(s) or legal guardian(s) and where the University does not have custodial care of the minor.
- Medical care provided to minors in an in-patient or out-patient setting
- Institution Review Board approved research.
- 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.
- Minors participating in pre-enrollment visitation or recruiting activities governed by the NCAA.
- UWGB Faculty who are guest lecturing at an outside organization and have no oversight of minors.

Locations

The standards included in this document are applicable to all individuals identified in the Scope Section 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)

Activity Supervisory Requirements

| Term | Definition | Conditions |
|-----------------------|---|--|
| Designated Individual | An Authorized Adult who also is: <ul style="list-style-type: none"> ▪ designated for ensuring the care and safety of Youth Participants at a Covered Activity, and is ▪ responsible for the direct care and supervision of minors in a Covered Activity, and is ▪ counted in the Supervisor Ratio of adults to participants. | Has final authority over minors. Ensures that all Authorized Adults follow the established prohibited conduct and reporting requirements during an event. This individual must complete full screening and training requirements. |
| Authorized Adult | Any person eighteen (18) years of age or older, paid or unpaid, who is authorized to interact with Youth Participants as part of a Covered Activity following completion of screening and training requirements set forth in this SOP | Cannot have unsupervised access to minors and work under the Designated Adult. This individual must complete full screening and training requirements. |
| Volunteer | Activity staff may be paid (employee) or unpaid (volunteer). A volunteer is considered an Authorized Adult within this SOP unless an exception has been granted (e.g. a volunteer serving at a camp registration table with no involvement with youth). Volunteers not part of a Covered Activity with minor participants do not fall under this SOP or Youth Protection Policy. | Cannot have unsupervised access to minors and are not included in the supervisor ratio. Volunteers must be 2 years older than the activity participants per ATCP 78.26 (2). This individual must, at a minimum, review and sign the Volunteer Agreement. |

Definitions

Associated Organization: an organization legally distinct from UWGB, but organized and operated for the benefit and in support of the University and/or who conducts Covered Activities with minors that advance the mission of the University. Associated Organizations must hold a valid tax-exemption and corporate status under federal and applicable state law. UWGB may provide 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 event.

Camp Manual: a documented set of requirements for sponsored programs that Authorized Adults, Designated Individuals, or other volunteers must review and acknowledge that satisfy requirements set forth by UW System Policy #625, WI Adm. Code Ch. ATCP 78, [Recreational](#)

[and Educational Camps](#), WI Adm. Code Ch. 252, [Day Camps for Children](#) or WI Adm. Code Ch. 145, [Control of Communicable Diseases](#).

Covered Activities:

- All events, operations, endeavors, or activities designed for participation by Youth Participants and organized, sponsored and/or operated 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, sponsored, and/or operated by Third Parties or Associated 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.

What is Not a Covered Activity: Activities that are not designed/created for minors but where a minor may be present is considered a minor in adult spaces, e.g. Theatre production where only 1 minor is in the cast. In these circumstances, certain protections apply.

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

Escalation Plan: A documented 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. For purposes of this SOP, the Escalation Plan for all sponsored youth programs is included in the Basic Safety Plan Model. Third parties may adopt the Basic Safety Plan Model or use their own per the contractual agreement.

Incident: any suspicious or inappropriate behavior, incidents involving sexual assault and/or misconduct of a minor, or medical treatment or emergencies, or child abuse or neglect, or threats of abuse or neglect, that are disclosed or observed must be reported immediately through the identified Covered Activity Escalation Plan.

Incident Reporter: an individual, in any capacity, who has observed or overhead any acts described in this SOP as prohibited or part of mandatory reporting requirements and makes a report to the proper authority established within the Basic Safety Plan.

Guest Lecturer: individuals invited to UWGB for lecturing purposes and have no oversight of minors, do not fall within this SOP for youth requirements. These individuals must still abide by any UW System or UWGB policy.

Matriculated Student: a person who has enrolled or been accepted for enrollment at the University for the purposes of completing an academic degree. A Matriculated Student does not fall within this SOP for youth requirements. A Matriculated Student who is a minor may still require parental permission for travel or other oversight outside of this SOP.

Minor: A person under the age of eighteen (18) who is not a matriculated student of the University, i.e. enrolled or accepted for enrollment at the University for the purposes of completing an academic degree.

Minor in Adult Spaces: minor present for an activity that is not designated/created for minors but where minor is present, e.g. Theatre production. These activities do not fall within this SOP, but certain protections apply.

One-on-One Contact: Two people (e.g. an adult without a familial relationship and a youth participant) who are alone, and the interaction is not observable and interruptible.

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. Designated Individuals are considered a Position of Trust.

Pre-College Liaison: individual responsible for oversight of this SOP and youth compliance on the UW-Green Bay campus.

Program Facilitator: The individual responsible for ensuring all Associated, Sponsored, or Third Party youth programs adhere to the requirements under this policy and who must obtain and/or retain documentation verifying compliance with this SOP. In some cases, the Program Facilitator may also be the Program Sponsor.

Program Sponsor: A UWGB employee that has agreed to oversee an Associated, Sponsored or third-party youth program on campus. This employee is responsible for ensuring all such programs adhere to the requirements under this policy and who must obtain and/or retain documentation verifying compliance with this SOP. In some cases, the Program Sponsor may also be the Program Facilitator.

Record Retention: the approved records schedule to which the records of a Covered Activity will be retained, and what their ultimate disposition will be.

Registered Student Organization (RSO): an RSO falls within the scope of this SOP when said organization brings in outside youth participants for an event.

Safety Plan Model: documented system that defines various safety related incidents that may occur and the emergency process the party will follow. The Safety Plan Model will also include the Escalation Plan for reporting purposes.

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 a Covered Activity that has been approved through UWGB Policy GB-15-16-1.

Third-Party: An individual or entity legally distinct from the University conducting a Covered Activity with minors by contractual agreement that includes the SOP youth requirements. A third party operates programs and activities without the University's administrative support and accepts full custodial care of youth participants. 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 event.

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

Program Matrix

This section outlines operational requirements and follows the referenced Matrix Tool for Compliance purposes. UW-Green Bay establishes oversight of this SOP through the Pre-College Liaison.

The Matrix Tool outlines program requirements necessary to comply with UW System Policy #625. Exclusions may apply in certain circumstances.

| Required Document | Sponsored | 3 rd Party Associated | 3 rd Party Facility Use | 3 rd Party Field Trip or Instruction | 3 rd Party Public School* | RSO | Private Event |
|---------------------------------|-----------|----------------------------------|------------------------------------|---|--------------------------------------|----------|---------------|
| Registration | | | | | | | |
| Register Program with Risk | X | X | X | X | X | X | |
| Notify Camp Office | X | | | | | | |
| Liability/Contracts | | | | | | | |
| MOU | | X | | X | X | X | |
| Facility Use Agreement | | X | X | | X | X | X |
| School Agreement on File | | | | | X | | |
| Certificate of Insurance | | X | X | X | Maintain | X | X |
| Supporting Documents | | | | | | | |
| Participant Hold Harmless | X | Maintain | Maintain | Maintain | Maintain | Maintain | |
| Participant Health Forms | X | Maintain | Maintain | Maintain | Maintain | Maintain | |
| Participant Youth Roster | X | X | Maintain | Maintain | Maintain | Maintain | |
| Staff Screening CBC | X | Maintain | Maintain | Maintain | Maintain | Maintain | |
| Staff Reference Check | On Hold | | | | | | |
| Staff Roster | X | X | Maintain | Maintain | UWGB | Maintain | |
| Supervision Ratio Confirmed | X | X | Maintain | Maintain | Maintain | Maintain | |
| Training Safety/Escalation Plan | X | Maintain | Maintain | Maintain | UWGB | Maintain | |
| Training Conduct/Sexual Assault | X | Maintain | Maintain | Maintain | UWGB | Maintain | |
| Training Reporting | X | Maintain | Maintain | Maintain | UWGB | Maintain | |
| Data Systems Protection | X | Maintain | Maintain | Maintain | | | |
| Data Retention | 7 Years | Maintain | Maintain | Maintain | Maintain | Maintain | |
| Compliance of DCF 252 | X | X | Maintain in Safety Plan | Maintain in Safety Plan | Maintain in Safety Plan | Maintain | |
| Compliance of ATCP 78 | Res Only | Res Only | Res Only | | | Res Only | |
| Operations | | | | | | | |
| Operation Manual | Res Only | Res Only | Res Only | Res Only | Res Only | Res Only | |

*Must select one option

| LEGEND | |
|----------|--|
| X | Program Sponsor or Program Facilitator will register program and create/retain the required documents |
| Maintain | Third-party will maintain the required document |
| UWGB | Program Sponsor or Program Facilitator will obtain and/or retain the required document relevant to UWGB staff/volunteers, not of third-party staff |

Note: *Operation Manuals* are adopted and maintained by specific operational areas to meet training requirements and information may be included in an event's Safety Plan.

Exceptions to CBC Screening: volunteers participating in a youth event that are not considered a Designated or Authorized Adult, and are merely assisting and will not have any custodial care or supervisory oversight, may be exempt from a Criminal Background Check. Confirm with Compliance Specialist.

Resource Tools: contact the Pre-College Liaison or [Risk Youth Compliance Program Support](#) webpage for access to system tools in completing registration, camper registration and volunteer requirements.

| Program Type | Definition | Program Example |
|--------------|---|---|
| Sponsored | <p>A single or multi-day event, which may be residential or non-residential, facilitated by the University, University employee or department, as part of the department's business, in terms of custodial oversight, curriculum, and planned activity with minor participants.</p> <p>Required per Matrix Tool</p> <ul style="list-style-type: none"> ▪ Register Program with Pre-College Liaison and/or with Camp Office ▪ Obtain CBC for staff and volunteers when required ▪ Complete Reference Check for Designated Individuals and Authorized Adults who are employees, as appropriate ▪ Complete a staff roster ▪ Complete a youth roster ▪ Confirm supervision ratios met ▪ Obtain Participant Hold Harmless ▪ Complete participant health forms for Camps & Clinics ▪ Identify a Safety Plan ▪ Complete staff training on prohibited conduct, mandatory reporting and safety ▪ Maintain data protection and retention of records <p><u>Camp Clinics/ Programs</u> Sponsored camps must be coordinated through Education Outreach Executive Manager for dining and residential housing. Camp Director, Health Supervisor, and Chaperones are identified and trained through Education Outreach Executive Manager to satisfy DCF 252 and ATCP 78. Participant registration is completed through CampDocs.</p> <p><u>Faculty Off-Campus</u> Faculty who are invited to speak or present off campus by a third-party organization, and who will have no custodial oversight of minor participants, do not fall under this SOP. At best, it is recommended for faculty to review the Prohibited Conduct and Mandatory Reporting identified in a <i>Youth Event Agreement</i>.</p> <p><u>GEAR UP</u> Program is contracted with DPI, Einstein Project and County Extension for instructors, along with UWGB staff. However, is a sponsored program. DPI provides additional chaperones for the Res Program and are vetted.</p> <p><u>Guest Lecturers</u> Individuals invited to UWGB to speak, regardless of audience, and who will have no custodial oversight of minor participants, do not fall under this SOP. These individuals must still abide by any UW System or UWGB policy.</p> <p><u>Private Tutoring</u> UWGB employees who may conduct private tutoring or lessons must notify University Risk Management if session held on University space as this is not covered under University self-funded liability. Session must be in an observable and interruptible setting pursuant to prohibited conduct behaviors and mandatory reporting.</p> <p><u>Residence Life Ancillary Services</u> Sponsored overnight programs may require services related to Residence Life. See Residence Life category.</p> | <ul style="list-style-type: none"> ▪ Camps & Clinics ▪ Pre-College ▪ Upward Bound ▪ GEAR Up ▪ Athletic Group Activities (not Club Sports) ▪ Program where UWGB has custodial care of participants |
| Co-Sponsored | <p>The University may co-sponsor a program with a third party where the University provides funding or other administrative support or services of UWGB, UWGB name, or other material resources to facilitate operating the event. In a co-sponsored event, the event requires a mix of both Sponsored and Third-Party required documents and a contractual agreement.</p> <p><u>Theatre Production with Minors</u> Activities that are not designed/created for minors but where a minor may be present is considered a minor in adult spaces, e.g. Theatre production where</p> | Evergreen Theatre |

| Program Type | Definition | Program Example |
|---------------------------|--|--|
| | only 1 minor is in the cast. The minor would be considered the same as a dual-enrolled student in an adult space, therefore, certain protections apply. | |
| Third-Party Associated | <p>An entity or individual legally distinct from UWGB that is directly owned and operated by a University employee, and runs in support of and conducts activities that advance the mission of the UW System by contractual agreement.</p> <p>Custodial oversight, curriculum, and planned event is performed by the third party, although the third party may employ (involve) University staff or use administrative support or services of UWGB, UWGB name, or other material resources to facilitate operating the event.</p> <p>Required per Matrix Tool</p> <ul style="list-style-type: none"> ▪ Register Program with Pre-College Liaison and/or with Camp Office ▪ Complete Facility Use Agreement with University ▪ Submit Certificate of Insurance ▪ Maintain CBC for staff and volunteers when required ▪ Submit a complete staff roster within 30 days after program date ▪ Submit a complete youth roster within 30 days after program date ▪ Verify supervision ratios met ▪ Maintain Participant Hold Harmless ▪ Maintain Participant health forms ▪ Maintain an Escalation Safety Plan ▪ Maintain staff training on prohibited conduct, mandatory reporting and safety ▪ Maintain data protection and event retention of records <p><u>Residence Life Ancillary Services</u> Third-Party overnight programs may require services related to Residence Life. See Residence Life category.</p> | <ul style="list-style-type: none"> ▪ UWGB Athletic Coach Camps |
| Third Party Facility Use | <p>This section is not for public schools but for other third party organizations. An entity legally distinct from the University requesting use of University facilities by contractual agreement. Private rental events are not included in this SOP.</p> <p>Event where a 3rd party is visiting the UWGB campus, has custodial care over participants, curriculum, and planned activity, and where University staff may have limited interaction, e.g. guiding the group.</p> <p>Required per Matrix Tool:</p> <ul style="list-style-type: none"> ▪ Register Program with Pre-College Liaison ▪ Complete Agreement with University (<i>Facility Use or MOU for Tours/Field Trips</i>) ▪ Submit Certificate of Insurance ▪ Maintain CBC for staff and volunteers when required ▪ Maintain staff and participant roster ▪ Maintain/verify supervision ratios met ▪ Maintain Participant Hold Harmless ▪ Maintain an Escalation Safety Plan ▪ Maintain staff training on prohibited conduct, mandatory reporting and safety ▪ Maintain event retention of records <p><u>Residence Life Ancillary Services</u> Third-Party overnight programs may require services related to Residence Life. See Residence Life section.</p> | <p>Third parties not related to UWGB</p> <ul style="list-style-type: none"> ▪ Private Event ▪ Athletic Camps w/No University Oversight (WIAA State Softball) ▪ Destination Imagination (open to public) ▪ WSMA |
| Third Party Instructional | <p>Activity where a third party, such as a public school, is visiting the UWGB campus, <u>has custodial care</u> over participants, and where University staff are providing <u>instruction</u>, curriculum or other interaction with participants but not oversight. Requires an agreement with the other party and the standard youth compliance components. This activity is broader than a campus tour field trip.</p> <p>Required per Matrix Tool:</p> <ul style="list-style-type: none"> ▪ Register Program with Pre-College Liaison ▪ Complete Agreement with University (<i>MOU</i>) ▪ Submit Certificate of Insurance ▪ Maintains CBC for adults with custodial care ▪ Maintain staff and participant roster ▪ Maintain/verify supervision ratios met | <ul style="list-style-type: none"> ▪ Boy Scout Pottery Class ▪ De Pere Middle School Lab Tour ▪ Lab Science Class |

| Program Type | Definition | Program Example |
|---|--|--|
| | <ul style="list-style-type: none"> ▪ Maintain Participant Hold Harmless ▪ Maintain staff training on prohibited conduct, mandatory reporting and safety ▪ Maintain event retention of records <p><u>Residence Life Ancillary Services</u> Third-Party overnight programs may require services related to Residence Life. See Residence Life section.</p> | |
| <p>Third Party Public School</p> <p><i>Campus Tour / Field Trip</i></p> | <p>An activity where a Public school visits UWGB for campus tours led by a UWGB Department.</p> <p><u>Public School Field Trip</u> Activity where a public school is visiting the UWGB campus, has custodial care over participants, and where University staff are merely guiding the group.</p> <p>UWGB has an agreement in place with Green Bay Area Public School District confirming UWGB requirements; a separate MOU is not required for each activity for this school district.</p> <p>Required per Matrix Tool unless otherwise noted:</p> <ul style="list-style-type: none"> ▪ Register Program with Pre-College Liaison ▪ Complete Agreement with University (<i>MOU</i>) ▪ School maintains Certificate of Insurance ▪ School maintains CBC for adults with custodial care ▪ School maintains staff and participant roster ▪ School maintain/verify supervision ratios met ▪ School maintains Participant Hold Harmless ▪ School maintains staff training on prohibited conduct, mandatory reporting and safety ▪ School maintains event retention of records <ul style="list-style-type: none"> ▪ UWGB completes a UWGB staff roster of volunteers ▪ UWGB maintains Escalation Safety Plan ▪ UWGB maintains UWGB staff training on prohibited conduct, mandatory reporting and safety <p><u>Public School Instructional Field Trip</u> Refer to Third Party Instructional section.</p> <p><u>National History Day</u> The annual State National History Day program facilitated by the local Historical Society through the UWGB Archivist, is hybrid program that falls under this SOP with an exception. UWGB is the certified venue that the Historical Society uses for this competition, much like Destination Imagination and Phuture Phoenix. Local schools register with the Historical Society and have custodial care over minor participants. An agreement is not required with Historical Society, however, an agreement with each School District is required and UWGB Archivist will obtain a copy of stated registration guidelines for participant and school, UWGB staff roster and Youth Event Agreement.</p> <p><u>Phuture Phoenix</u> Campus visits by local schools fall under this Third Party Public School category where the local school has custodial care of minors.</p> <p>UWGB Student Tutoring off-campus at a local school is by agreement with a public school and not part of this SOP. UWGB Student participating with minors in this setting shall complete a <i>Youth Event Agreement</i>.</p> | <ul style="list-style-type: none"> ▪ School Field Trip ▪ Phuture Phoenix ▪ Admissions ▪ National History |
| <p>Matriculated Students</p> | <p>Matriculated students participating in a program are not part of this SOP.</p> <ul style="list-style-type: none"> ▪ Matriculated students under the age of 18 participating in a course where travel is involved must obtain parental permission and arrange for oversight protections during travel, OR, faculty will provide student with make-up work. ▪ Matriculated students under the age of 18 are not allowed on overnight trips with RSO's unless accompanied by a parent. ▪ Dual Enrolled students require consent to participate in off-campus programs | <ul style="list-style-type: none"> ▪ Rising Phoenix ▪ Tiny Earth |

| Program Type | Definition | Program Example |
|-----------------------------------|--|--|
| Registered School Organization | <p>A Registered Student Organization represented by students of UW-Green Bay fall under this SOP only when the RSO brings in outside youth participants for an event. The following is required per Matrix Tool:</p> <ul style="list-style-type: none"> ▪ Register Program with Pre College Liaison ▪ Complete Agreement with University (<i>MOU or Facility Use</i>) ▪ Submit Certificate of Insurance (RSO may need to obtain) ▪ RSO maintains CBC for staff and volunteers when required ▪ RSO maintains a complete staff roster within 30 days after program date ▪ RSO maintains a complete youth roster within 30 days after program date ▪ RSO maintains/verify supervision ratios met ▪ RSO maintains Participant Hold Harmless ▪ RSO maintains an Escalation Safety Plan ▪ RSO maintains staff training on prohibited conduct, mandatory reporting and safety ▪ RSO maintains event retention of records <p>RSO using UWGB space <i>for only RSO Students</i> do not fall under this SOP.</p> <p>RSO using UWGB space <i>with activity for matriculated students</i> do not fall under this SOP, but require a hold harmless from participants or COI from the other collegiate Universities. This may include students from other Universities.</p> | <ul style="list-style-type: none"> ▪ Dance Team Fundraiser (as not part of Athletics) ▪ UREC Club Sports programs where public or minors invited to participate (<i>Athletic team group activities are considered sponsored</i>) |
| Residence Life Ancillary Services | <p>Such services will only provide maintenance and limited customer service during regular University hours and University staff WILL NOT have custodial care in any capacity. The organization will have direct control, moving the organization to a third-party category.</p> <p>All such programs require Program Facilitator/Sponsor to contact Education Outreach Executive Manager for coordination of food/dining and residential housing.</p> <p>Functions specific to Residence Life may include:</p> <ul style="list-style-type: none"> ▪ 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 | <p>May apply to any Associated, Sponsored, Co-Sponsored, or Third-Party event</p> |

Program Requirements

Registration

Program Oversight requirements are noted on Matrix Tool and in all template agreements as an Appendix. See also *Reference Youth Event Checklist*.

Program Sponsor

A UWGB Program Sponsor will be designated for each Covered Activity. The Program Sponsor, or designee (i.e. Program Facilitator), will complete the registration of all youth activities. Registration pertains to the recording of each event and initiating the third-party contractual process.

1. Register Program

All youth programs will be recorded with the Pre-College Liaison. Program Facilitator will record the following in the designated registration system:

- Event Name, Date, Time, and Location
- Primary Event Contact or Program Facilitator
- Prescribed event requirements designated by Matrix Tool and other sections

Sponsored programs are noted within the YARS System. Third party programs are noted with Risk Management's Sharepoint site.

The Program Sponsor or Facilitator must be at the sponsored event during the hours of operation unless an exception applies.

2. Initiate Third-Party Agreement

Required for third-party agreements and co-sponsored programs. Operational departments must use template agreements established by the Risk Management Office that conform to the Matrix Tool for youth programs. *Approval must be obtained by Risk Management prior to signing.*

- Agreements must be written and allocate responsibility of risks.
 - Third party agreements must include third-party document the registration process
 - Third party contracts require notice that University audits that may occur at any time within seven (7) years following the conclusion of an event.
- a. Complete Agreement Template and confirm receipt of signed Agreement by all parties.
 - b. Obtain **Certificate of Insurance (COI)**
All programs must be properly insured as required by UW System Risk Management.. Refer to your risk management partners for assessment of insurance needs.
 - *Sponsored* programs are covered under University self-funded plan.
 - *Third Parties/RSO's* require insurance for activities where external participants are invited to campus. May utilize the [URMIA Camps Insurance](#) or provide their own.
 - c. Forward COI to Pre-College Liaison or to Business and Finance.
 - d. Complete other contractual obligations as noted within agreement and this SOP.

Rosters

Program Sponsor

The Program Sponsor, or designee, is required to confirm adequate supervision for the covered activity. This is verified through a Staff Roster and Participant Roster that the adult to participant ratio is met. All documents will remain on file with that Program Sponsor.

Rosters are required for *Sponsored* and *Associated* activities only. See *Reference Section Roster* for a template.

1. Complete a Staff Roster

- Name and contact information
- Identify Designated Individuals
- Identify staff who completed CBC and training

2. Complete a Youth Participant Roster

- Name and contact information
- Emergency contact information of persons to notify in case of an emergency

3. Verify Supervision Ratios

Verify required ratios between Designated Individual staff and participants is met per UWGB [Minor Protection and Adult Leadership Policy](#). Designated Individual status is required for all adults serving in supervision ratios.

Requirements for third-party organizations are addressed through the contractual process. Third-parties will be responsible for ensuring they meet this requirement.

Exclusion may apply in certain circumstances upon approval. 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 Institutional Review Board; counseling. Exceptions of one-on-one contact must be observable and interruptible.

Adult to Student Ratios

| Grade Group | Situation | Ratios |
|---------------------------|--------------------------------------|---|
| PreK-1 (age 3-4) | Day Camp | 1:4 |
| PreK-1 (age 4-5) | Day Camp | 1:6 |
| PreK-1 (age 5-6) | Day Camp | 1:10 |
| PreK-1 (age 6 & under) | Residential (Overnight) Camp | 1:4 |
| 2nd-4th (over age 6) | Classroom Setting | 1:10 |
| | Field Trip | Minimum of 2 adults, with a ratio of 1:10 |
| | Day Camp | 1:10 |
| | Commuter | 1:10 |
| 5th-8th | Classroom Setting | 1:18 |
| | Field Trip | Minimum of 2 adults, with a ratio of 1:10 |
| | Water Activities/ Rec. Sports | 1:10 |
| | Residential (Overnight) and Day Camp | 1:10 |
| 9th-12th | Classroom Setting | 1:18 |
| | Field Trip | Minimum of 2 adults, with a ratio of 1:10 |
| | Water Activities/ Rec. Sports | 1:10 |
| | Residential (Overnight) and Day Camp | 1:10 |

Designated Individual status is required for all adults serving in supervision ratios.

Participant Forms

1. Participant Hold Harmless Agreement

All participants should complete a Hold Harmless Agreement that includes photo and travel release. All RSO or third-party organizations will confirm the completion of a Participant Hold Harmless Agreement through the contractual process.

See *Reference Section Participant Hold Harmless Agreement* for a template.

2. Health Questionnaire

All participants should complete a Health Questionnaire that reports at a minimum, allergies medications, and other health related information.

3. Insurance Forms

Sponsored activities only.

Camps Insurance is available for participants who are injured during the course of a covered activity. This information is noted on the CampDoc Portal for participants when registering. The Camp Office and Risk Management have available forms to provide to parent/guardian as requested.

If this occurs, Risk Management will send a letter to parent/guardian along with the camp insurance brochure/form. It is the responsibility of the other party to submit a claim. The University is not part of this process.

Annually, the Risk Office will submit camp insurance report to UW System with participant counts. Each departmental unit will be apprised of the cost to the Unit at that time. It is estimated a cost of \$.20 per participant per day is assessed to the Unit. Risk follows their internal insurance reporting process for this data collection.

4. Other Forms

Pursuant to other state statutes, including but not limited to DCF 252 and ATCP 78, Sponsored programs will also collect and retain other pertinent forms based on the Covered Activity and where the University has custodial care.

Electronic signatures are acceptable for waivers and releases, unless there is a provision in the applicable regulations prohibiting them. The waiver or release should provide in the text that electronic signature is a valid method of signing.

See *Related Documents* section or *Reference Wisconsin Statutes* section.

Staff Screening

Program Sponsor

The Program Sponsor or designee, in advance of a Covered Activity, is required to conduct proper screening of staff as required within this section prior to the event date. All documents will remain on file with the Program Sponsor.

Screening is not required for third-party private events. All third-party organizations will comply with this section and documented requirements are to be stated within a contractual agreement.

Exception: A Covered Activity may have volunteers who are not required to complete a CBC if the staff/volunteers role at the event requires no direct interaction with minor participants. Consult with the Pre-College Liaison to confirm exceptions.

1. Reference Check

Applies to *Sponsored* activities only.

All *Authorized Adults* and *Designated Individuals*, who are also a UWGB employee in a *Sponsored* event that will have custodial care of minor participants, must have a reference check that meets the minimum standards found in [UW system Administrative Policy 1275 Recruitment Policies](#) and include any prior reporting of sexual misconduct involving minors. Refer to Policy 1275 Appendix 2 for initiating referencing check conversations.

Exception: persons previously approved to serve as an *Authorized Adult* or *Designated Individual* without an interruption of service would be exempt from this requirement.

Reference Check Questions:

- Were disciplinary problems encountered?
- Was individual ever found to have engaged in any sexual violence or sexual harassment?
- Is individual currently under investigation or have left employment during an active investigation in which they were accused of sexual violence or sexual harassment?

2. Criminal Background Check

A CBC is required for all *Authorized Adults* regardless of their employment status with the University or third-party organization. The CBC is a confidential document; results are shared with only the Education Outreach Director as appropriate. The CBC is included in all contractual agreements and within a *Youth Event Agreement* for staff to confirm their acceptance.

All employment letters, Youth Event Agreement Forms or third-party contracts shall include language indicating that non-disclosure or negative findings will result in individuals being excluded from the Covered Activity. A CBC is required:

| | |
|------------------|---------------|
| Day Camps: | Every 4 years |
| Overnight Camps: | Every 2 years |

Background Check Requirements

Day Camps: Per UW Criminal Background Check Policy, all CBC's completed by a vendor must include the following components:

- Social Security Number Trace – authenticates the individual's information and generates a list of addresses the individual has lived at for the last **seven** years; as part of the trace, the University may verify that the social security number is valid and appropriately assigned to the individual.
- Criminal Felony/Misdemeanor by County of Residence – superior and municipal court records search in any county in the U.S. in which the individual has resided in the last seven years.
- Sex Offender Registry – sex offender search by state.
- National Criminal Background Database – search of the vendor's proprietary national criminal background check database.

Any volunteer or staff who is a foreign national should include a check of the individuals country of residence for the time period which the individual was a resident.

Overnight Activities: Per WI Adm. Code Ch. ATPC 78, Recreational and Educational Camps, CBCs of persons who have the following should prevent employment or volunteer status:

- Record of a violent crime against a person or animal
- Crimes against nature where children are affected,
- Crime involving a child as a victim, possession or facilitation of child pornography; and

This requirement must be reviewed every 2 years.

Self-Disclosure: Volunteers submitting information for a criminal background check must self-disclose any criminal activity past or present. Failure to disclose will result in a denial from the volunteer activity pursuant to UW System 625 and Regent Policy 20-19, Section 6.

Negative Findings: individuals where CBC reports findings related to defined prohibited conduct or other such conduct are to be discussed with the Pre-College Liaison, Education Outreach Executive Manager, Program Facilitator or Human Resources staff. The level of supervision, guidance, and nature of the duties of the volunteer position will be considered against the findings and a decision will be made if the individual will be barred from participating in the Covered Activity.

Vendor Resources

| System | UWGB Department | Third Party Use |
|--------------|---|---|
| HireRite | Human Resources Camp Office Cost is \$25.00 each. | |
| Castlebranch | Phuture Phoenix | Third parties may obtain a CBC from Castlebranch by setting up their own account. |

3. Document Staff/Volunteers

Applies to *Sponsored* activities only.

All event staff and volunteers not in a paid position are to be documented in a central repository that will be maintained by the Pre-College Liaison.

The *Youth Event Agreement* is signed and forwarded to the Pre-College Liaison along with the CBC date.

Staff Training

Training is required for all employees, associates, volunteers, or other individuals serving as Authorized Adults or Designated Individuals in any capacity at a Covered Activity where interaction with a minor occurs. Any individual in this capacity failing to comply will result in disciplinary action, including removal from role and/or authorization to work with minors.

Not required for third-party private events. All third-party organizations will comply with this section and documented requirements are to be stated within a contractual agreement.

Program Sponsor

All training and protocols align with requirements within UW System Policy #625, ATCP 78, and DCF 252. All documented training will be retained by the Program Facilitator or third-party organization.

| Sponsored Program | Third Party Program |
|---|---|
| <p>All Authorized Adults will complete a <i>Youth Event Agreement</i> which signifies their acceptance of a Criminal Background Check and the required training outlined within this section. Operational areas with <i>Camp Operational Manuals</i> must include the same.</p> <p>A <i>Camp Operations Manual</i> will include additional training requirements that satisfy elements from DCF 252</p> <p>The <i>Youth Event Agreement</i> is signed and forwarded to the Pre-College Liaison along with the CBC date.</p> | <p>Third parties will abide by an Appendix contractually or provide their own plan prior to the Covered Activity that covers the elements of training outlined below.</p> |

Elements of training shall include:

1. Prohibited Conduct

All staff/volunteers of a Covered Activity are to be trained as to prohibited conduct involving minors.

2. Mandatory Reporting

All staff/volunteers of a Covered Activity are to be trained as to mandatory reporting of incidents involving minors that occur during a Covered Activity.

3. Safety Plan

All Covered Activities must have a Safety Plan in place based on the event's level of risk. All staff/volunteers of the Covered Activity are to be trained on the Safety Plan and understand when and how incidents are to be reported to.

The Basic Safety Plan Model includes emergency preparedness and may be adapted to add additional protocols from ATCP 78 and DCF 252 as the event level of risk warrants.

4. Camp Coordination and Participant Protocols

Sponsored Programs. The Education Outreach Executive Manager for youth programs will coordinate and verify additional training protocols for Camp Directors, Health Supervisors, Counselors, and Residential Advisors to ensure components of ATCP 78 and DCF 252 are met through an Operational Manual.

Third Party Agreements. All facility use agreements or contracts with third-parties must include components of ATCP 78 and DCF 252, including, but not limited to training of staff, identifying supervision, and Health Supervisors for dispensing of medication. Refer to *Reference Section Wisconsin Camp Operation Requirements*.

See Reference Section Youth Event Agreement.

Reporting Incidents

Any acts of retaliatory actions against an Incident Reporter are prohibited. Upon reporting, all incidents are to be documented on an Incident Report that may be obtained from the Program Facilitator.

Program Sponsor

All staff and volunteers working with minors will report any injury, illness, misconduct, or incidents outlined in UW System Policy or other identified prohibited conduct that has been made part of this SOP program requirement. Incidents may also include significant events that warrant documenting for liability purposes.

Program Sponsor or designee will be responsible for ensuring and enforcing this section of the SOP, which will include training of staff/volunteers on incident related matters.

Elements of Reporting shall include:

- All staff/volunteers will immediately report incidents identified within this SOP to the Program Facilitator using the designated forms
- The Program Facilitator will initiate the University reporting process and inform the Education Outreach Manager either through the designated forms
- The Education Outreach Manager will complete review and work with University leadership as required.

All third-party organizations will comply with this section and documented requirements are to be stated within a contractual agreement.

Risk Management

The Risk Management Office will receive notifications through the University reporting process and initiate review and other actions relevant to the incident, that may or may not be reported back to the Education Outreach Manager or Program Facilitator.

Record Retention

Upon completion of any program approval, contractual or otherwise, and receipt of stated forms, the Program Sponsor or designee may forward event records for retention to the Compliance Specialist, or save to the Youth SharePoint site. The *Youth Event Checklist* may be used to aid in collecting and verifying the requirements of this SOP. See *Reference Youth Event Checklist*.

The Compliance Specialist will conduct random audits of Program Facilitator or third-party organization files periodically to verify event records are in compliance with this SOP.

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.gov/Information-Technology/Information-Security/Board-of-Regents).

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

All event records will be maintained for a minimum of seven (7) years unless otherwise designated per an approved Record Schedule, and consist of:

| Record Type | Schedule | Retention |
|---|----------|-----------|
| Agreements/Contracts | W0000308 | 7 Years |
| Criminal Background Checks | UWHR0103 | 7 Years |
| Health/Medical Records | W0000305 | 3 Years |
| Incident Reports | W0000307 | 7 Years |
| Participant Records (registration, consent) | W0000303 | 7 Years |
| Roster – Participant/Staff | W0000303 | 7 Years |
| Staff Training | ADMIN304 | 4 Years |
| Staff/Volunteer Agreements | UWHR0406 | 2 Years |

ACTP 78 has specific retention requirements for the Camp Register (78.23 (3) for 3 year retention) that is less than existing System Record Schedule W0000303. For purposes of this SOP, the Youth Participant Record Schedule of 7 years will prevail.

Compliance Audits

The Pre-College Liaison will conduct random audits to ensure compliance of this SOP. Programs or operational departments that do not comply with this SOP are subject to disciplinary action, including removal from role or authorization to host youth programs until compliance is achieved. Audits will be documented within the SharePoint Youth Log and conducted either electronically or in-person. See the *Reference Youth Audit Tool*.

- Electronic Audits: verify and confirm required documents are in place such as rosters, CBC's and staff training.
- In-Person: visually confirm supervision ratios, engage with authorized or Designated Individuals to seek their knowledge of required training points, and confirm Program Facilitator has a participant roster on hand at the event.

Related Documents

[UW System Administrative Policy 625 Youth Protection](#)

[UW System Criminal Background Check Policy](#)

[Regent Policy Document 20-19 \(formerly 06-4\) Background Check Policy](#)

[Mandatory Reporting of Child Abuse and Neglect Policy \(Executive Order 54\)](#)

[NCAA Wellbeing Webpage](#)

[Camps and Clinics Blanket Accident Insurance](#)

[Third-Party Insurance Requirements Document](#)

[UW-Green Bay Harassment and Discrimination Policy](#)

[UW-Green Bay Institutional Review Board](#)

[UW-Green Bay Minor Protection and Adult Leadership Policy GB-15-16-1](#)

WI Adm. Code Ch. ATCP 78, [Recreational and Educational Camps](#)

WI Adm. Code Ch. 252, [Day Camps for Children](#)

WI Adm. Code Ch. 145, [Control of Communicable Diseases](#)

[Brown County Temporary Food Establishment Guidelines](#)

[Wisconsin DHS Handwashing Guidelines](#)

Reference: Registration Form

The [Youth Activity Registration Notification](#) will be used to notify the Pre-College Liaison of youth activities. Sponsored camps using the Camp Office will notify that office.

1. Tell us the name of your program/activity *

Enter your answer

2. Provide activity details (age of participants, visiting organization, what activity will be conducted).

*

Enter your answer

3. Provide activity date, time, and campus location. *

Enter your answer

4. Anticipated # of staff and how you plan to ensure they are screened and trained. To follow University policy, your activity will need to adhere to supervision ratios. *

Enter your answer

5. Who in your operational area will be the Program Sponsor for oversight and budget costs? *

Enter your answer

Reference: Roster Template

The Staff and Youth Participant Roster templates include what is required for reporting purposes. This form is located on the designated SharePoint folder.

EVENT TITLE: date of event
Staff Roster

| Date of Activity | Activity Title | Staff Name | Emp of UWGB? | Contact Information | Designated Adult (supervisory care) | CBC | Training | | |
|------------------|----------------|------------|--------------|---------------------|-------------------------------------|-----|--------------------|------------------|--------|
| | | | | | | | Prohibited Conduct | Mandatory Report | Safety |
| | | | | | | | | | |
| | | | | | | | | | |

EVENT TITLE: date of event
Youth Participant List

| Date of Activity | Activity Title | Youth Participant Lname, Fname | Contact Information | Emergency Contact Name | Phone/Email |
|------------------|----------------|--------------------------------|---------------------|------------------------|-------------|
| | | | | | |
| | | | | | |

Reference: Participant Hold Harmless Release

AGREEMENT FOR GENERAL RELEASE, INDEMNIFICATION, AND CONSENT

I, _____ hereby acknowledge and attest to the following:

HOLD HARMLESS

In consideration of permission for Attendee to voluntarily participate in _____, today and on all future dates, I, for myself, my heirs, personal representatives, or assigns, agree to defend, hold harmless, indemnify and release the Board of Regents of the University of the University of Wisconsin System, the University of Wisconsin-Green Bay, and their officers, employees, agents, and volunteers, from and against any and all claims, demands, actions, or causes of action of any sort on account of damage to personal property, or personal injury, or death which may result from Attendee's participation in the above-listed program. This release includes claims based on the negligence of the Board of Regents of the University of Wisconsin System, the University of Wisconsin-Green Bay, and their officers, employees, agents, and volunteers, but expressly does not include claims based on their intentional misconduct or gross negligence. I UNDERSTAND THAT BY AGREEING TO THIS CLAUSE I AM RELEASING CLAIMS AND GIVING UP SUBSTANTIAL RIGHTS, INCLUDING MY RIGHT TO SUE.

I understand that physical activity related to the aforementioned program, by its very nature, carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. I agree to follow all instructions and to wear all necessary, recommended, and appropriate protective gear and equipment.

CONSENT FOR EMERGENCY TREATMENT

I authorize the University of Wisconsin-Green Bay, and its designated representatives to consent, on my behalf, to any emergency medical/hospital care or treatment to be rendered upon the advice of any licensed physician to Attendee. I AGREE TO BE RESPONSIBLE FOR ALL NECESSARY CHARGES INCURRED BY ANY HOSPITALIZATION OR TREATMENT RENDERED PURSUANT TO THIS AUTHORIZATION.

CONSENT FOR PHOTOGRAPH/VIDEO

I understand that the University of Wisconsin-Green Bay may take photographs/videos of Program participants and activities. I agree the University of Wisconsin-Green Bay shall be the owner of and may use such photographs/videos relating to the promotion of future activities. I further agree to allow the release, for educational purposes, of photographs, and video recordings, with or without audio, for activities and programs involving Attendee and relinquish all rights that I may claim in relation to the use of said images.

CONSENT FOR TRAVEL

The above named student has my permission to travel with the _____ program, and its designated representatives, by way of chartered and/or university vehicle for the purpose of educational, social/cultural, or recreational enrichment and have been advised of the travel arrangements, including pick up, drop off times the travel itinerary, and overnight accommodations.

Name of Attendee _____ Date _____

Signature _____

If Attendee is a minor under the age of eighteen, a signature of the Parent/Guardian is required:

Name of Parent/Guardian _____ Date _____

Signature _____

Reference: Youth Event Agreement

Name:

Subject: **YOUTH EVENT AGREEMENT**

Date:

Program:

In consideration for participation in the program and program dates stated above at the University of Wisconsin-Green Bay (UWGB), I hereby acknowledge understanding and compliance of the requirements set forth below.

1. **CRIMINAL BACKGROUND CHECK**

A criminal background check ("CBC") is required for all individuals who will have direct interaction with minor participants in the event that I will be engaged with. I agree to complete this requirement prior to the program start date and understand the CBC will be on file for me with the Program Sponsor or Human Resources.

I understand that any CBC findings related to defined prohibited conduct or other such conduct will result in my exclusion from the event.

2. **PROHIBITED CONDUCT**

I have read and acknowledge I will abide by the Prohibited Conduct with minor participants stated in this Agreement.

3. **REPORTING RESPONSIBILITIES FOR INCIDENTS**

I have read and acknowledge I will abide by the Mandated Reporting Requirements of any incident involving a minor participant stated in this Agreement.

4. **SAFETY PLAN**

I have read and acknowledge I will abide by the Safety Plan of this event stated in this Agreement.

5. **VIOLATION OF AGREEMENT**

I accept, understand, and assume that there is a risk of injury in this event, due to the physical nature of the activities, including but not limited to falls, or contact with other participants. Attendee agrees to follow all instructions and to wear all necessary, recommended, and appropriate protective gear and equipment.

Violations of any of the above provisions as determined by UW-Green Bay at its sole discretion shall constitute a breach of this agreement and I will be deemed unsafe or unacceptable to UWGB and be removed from the event and/or UWGB premises.

By signing this Youth Event Agreement, I signify my agreement with these terms, and will abide by the responsibilities stated herein. I further agree to fully indemnify and defend UWGB from any action stemming from a violation of these terms.

Date: _____ Name (Printed): _____

Signature _____

Designated Individual Status

- Designated Individuals are responsible for the direct care and supervision of minors in a covered activity.
- Designated Individuals will be aware of other adults in the vicinity to monitor prohibited conduct.
- Designated Individuals may not provide care to minors more than twelve (12) hours in any twenty-four (24) hour period.

Prohibited Conduct

Prohibited Conduct is considered any conduct according to University's [Title IX | Compliance & Integrity \(wisconsin.edu\)](#) and the following prohibited behaviors:

- 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 using restroom facilities, changing clothes or taking showers except in situations where health and safety are required
- One on One Conduct: Staff should never be with a youth participant in a one on one setting. Exception: Designated Individuals may have one-on-one in an instruction, if activity is observable and interruptible.
- Restroom Use: 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
- Use of Cameras/Video Devices: Inappropriate use of cameras, imaging, or digital devices are 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 and may be subject to search if suspected prohibited conduct activity occurs
- Use of alcohol when engaged in Covered Activities. 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
- Any conduct that is outside of [NCAA Recruitment Compliance](#)
- Any conduct or retaliation conduct that is outside of [UW-Green Bay Harassment and Discrimination Policy](#)
- Overnight Activities: Designated Individuals will directly supervise youth in overnight activities. Entering a youth participant's room, bathroom facility, or similar area without another Designated Individual in attendance except in emergency situations is not permissible, nor is it permissible to share a bed or sleeping bag with a minor
- Exceptions to prohibited conduct may occur where a familial relationship exists and in emergency situations

Reporting Responsibilities for Incidents

All Incidents with minors **shall be reported immediately** to the Program Facilitator and University Police at 920-465-3200. All staff or volunteers of a Covered Activity must comply with obligations within this section and Executive Order 54. Incidents include, but are not limited to:

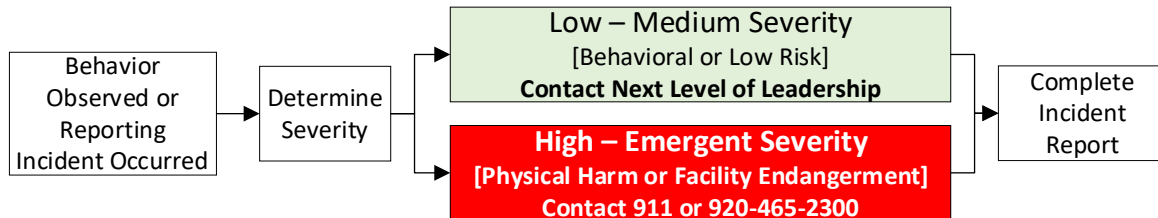
- Incidents of prohibited conduct that have been observed or disclosed.
- Incidents of serious physical harm requiring professional medical attention.
- Suspicious or observed inappropriate behaviors by either an adult or youth participant.
- Any suspected physical abuse, neglect, or sexual abuse of a minor.
- Incidents involving sexual assault and/or misconduct of a minor must be immediately documented and escalated to the institution's Title IX coordinator at 920-465-2210.
- Incidents of illegal or unauthorized drug use.
- Lost participant.
- Behavior issues or accidents not involving physical harm.
- **All employees who will be present during the Covered Activity 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.**

Any acts of retaliatory actions against an Incident Reporter are prohibited. After reporting, all incidents are to be further documented on an Incident Report that may be obtained from the Program Facilitator.

Safety Plan

Basic Safety Plan Model

Adhere to protocol for emergency situations that identify escalation reporting of incidents relating to prohibited conduct, mandating reporting, and other incident activity protocols required for this event. All staff, agents, or employees participating in this event will be trained on the requirements established herein.



| Position | Responsibility | Contact |
|--------------------------------|---|---------------------|
| Volunteer, Staff, or Employees | Report any prohibited conduct or other identified reporting incidents. <ul style="list-style-type: none"> ▪ Contact 911 for serious events ▪ Contact Health Supervisor for routine medical care ▪ Isolate participant for any suspected or known communicable diseases ▪ Report to Program Facilitator and University Sponsor ▪ Stay with participant(s) until help arrives or shelter in place/evacuate participant(s) to identified staging area ▪ Fill out Incident Report Do not move participant(s) unless there is: <ul style="list-style-type: none"> ▪ 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 | 911 920-465-2300 |
| Program Facilitator | Follow the established University reporting protocols: <ul style="list-style-type: none"> ▪ Contact 911 if emergent ▪ Contact parent or legal guardian ▪ Contact Counseling Center for suicide or identified EO 54 reporting requirements ▪ Other authorities as required, such as Title IX Coordinator or University leadership, i.e. Risk Management ▪ Transport with participant to hospital ▪ Complete Incident Report | 911 920-465-2110 |
| Counseling Center | Assess minors in need | 920-465-2380 |
| Emergency Response | All serious injuries or behavior are to be reported to the Camp Health Supervisor and Camp Office immediately. The Camp Office will contain the local County Health Department as required by law. | |

All events must adhere to requirements pertaining to this activity established within ATCP 78 and DCF 252, including, but not limited to:

- Have an available first aid kit on premises
- Identify a staff member in the supervision ratio who is CPR certified
- Maintain designated supervision ratio staff to participants
- Provide non-emergency transportation to a local health care facility if needed during daytime sessions.

Additional Safety Protocols

Based on an event's level of risk, the emergency response protocols below, as well as any other requirements from ATCP 78 and DCF 252 may be added to the event's Safety Plan or be covered in a Camp Manual.

| SAFETY ISSUE | DETAILS | CONTACT |
|------------------------------------|---|---|
| Emotional Emergency | <ul style="list-style-type: none"> ▪ 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 Program Facilitator by phone; if not reachable, call the SOA on duty. ▪ Call 911. ▪ Program Facilitator or the SOA on duty will contact the Counseling Center immediately if it is a suicide or abuse case. ▪ Fill out an incident report. ▪ Program Facilitator will contact parents. | Notify Program Facilitator or 911 |
| Physical Emergency | <p>Physical emergencies are when a participant has become very ill, lost consciousness, has difficulty breathing, has ingested poison, has severe bleeding or other situations of serious proportions.</p> <ul style="list-style-type: none"> ▪ Take any appropriate first aid action ▪ Immediately call the Green Bay rescue squad (911). They will contact Public Safety. ▪ Contact the Program Facilitator ▪ Stay with the student until help arrives. ▪ Fill out an incident report. ▪ Program Facilitator will contact parents. | 911 |
| Non-Emergency Room Transport | <p>All non-emergency transports must go through the Program Facilitator. Parents will be called before the child is taken to the hospital.</p> <ul style="list-style-type: none"> ▪ Electrical injury ▪ If a participant 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 participant's health form. The floor counselor will be taking their participant(s) to the hospital if needed. ▪ Go to St. Vincent hospital emergency room (directions below). Keep track of your mileage. ▪ Call the Program Facilitator to check in after you arrive. ▪ Upon return, fill out an incident report. Give both the accident claim form and the incident to the Program Facilitator. <p>Directions to St. Vincent Hospital</p> <ul style="list-style-type: none"> ▪ 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. <p>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:</p> <ul style="list-style-type: none"> ▪ Transport the child to the specified hospital but the parent takes over once we arrive. ▪ The counselor returns back to campus. | |
| Bloodborne or Communicable Disease | <p>Per Wi. St. DHS 145.04, any person who knows or suspects that a person has a communicable disease must report to the local health officer. All such reports should be immediately reported to the Program Facilitator who will communicate with campus leadership and the local health department. All individuals with suspected or known communicable illnesses should be isolated in the designated isolation area/room.</p> <p>All staff/volunteers will escort participants out of building. Contact Program Facilitator to report incident and group location. Wait for further instructions. Operational area should have a designated staging area.</p> | Program Facilitator |
| Evacuation & Reunification | <p>All staff/volunteers will escort participants out of building. Contact Program Facilitator to report incident and group location. Wait for further instructions. Operational area should have a designated staging area.</p> | |
| Lost Participant | <p>In the event of a lost participant, immediately contact the Program Facilitator and University Police.</p> | Notify Program Facilitator and 911 |
| Sexual Assault / Disclosure | <ul style="list-style-type: none"> ▪ 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 event OR Program Facilitator. | Report to Event Director / Program Facilitator Immediate Attention Contact 911 |

| SAFETY ISSUE | DETAILS | CONTACT |
|--------------------|--|------------------------------------|
| | <ul style="list-style-type: none"> ▪ Complete a confidential Sexual Assault Report Form (this form is completed by: Event Director or Director of Summer Events, or Program Facilitator. ▪ Complete an Incident Report as per established procedures. <p>As part of the event's 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.</p> | |
| Facility Emergency | <p>Electrical / Gas</p> <ul style="list-style-type: none"> ▪ Check breakers in the apartment and/or basement. You will need to get the master key from the Program Facilitator or Facilities. ▪ Contact the Program Facilitator or SOA. They will contact the Assistant Director of Residence Life to get approval to call maintenance personnel. ▪ If you cannot reach the SOA, then call the Assistant Director of Residence Life (John Gerow) or a maintenance person. ▪ If the entire building is without electricity, contact Wisconsin Public Service. ▪ Let the Assistant Director of Residence Life or a maintenance person know what action was taken. ▪ Fill out an incident report. <p>Fire or Smoke</p> <ul style="list-style-type: none"> ▪ Activate the nearest fire alarm. ▪ Notify all occupants ▪ Escort participants out of the building to adopted staging area and verify accounting of participants ▪ CALL 911 ▪ Notify Program Facilitator, the SOA on duty (or the Assistant Director of Residence Life if neither is available) to report location of group during an evacuation ▪ Fill out an incident report. ▪ If you are in danger, get yourself out. <p>Fire Alarm Response</p> <ul style="list-style-type: none"> ▪ Check out buildings for alarms and/or beacons. ▪ Check building for fire by going floor to floor/stairwell to stairwell. ▪ If a fire is found, follow the above steps under <i>Fire or Smoke</i> ▪ If no fire is found, call Public Safety and tell them that it was a false alarm. ▪ Contact the SOA on duty; they will silence the Alarm system. ▪ Call Public Safety and have them reset their control board. ▪ Fill out an incident report. <p>Gas Problems/Emergencies</p> <ul style="list-style-type: none"> ▪ Escort participants out of the building to adopted staging area and verify accounting of participants ▪ Call the Housing Front Desk - 920-465-2040, they will page the SOA on duty. ▪ If you cannot reach the SOA or an Assistant Director of Residence Life, call a maintenance person. ▪ If no one can be reached, call Wisconsin Public Service. ▪ Let an Assistant Director of Residence Life or a maintenance person know what action was taken. ▪ Notify Program Facilitator location of group and incident ▪ Fill out an incident report. <p>Heat Advisory</p> <ul style="list-style-type: none"> ▪ Program Facilitator will notify you through the phone tree. ▪ Upon notification, you may prop all room doors open and start fans. ▪ A supply of water will also be given. ▪ The participants may also turn their showers on cold for periodic intervals. <p>Intruder</p> | Housing Front Desk 920-465-2040 |

| SAFETY ISSUE | DETAILS | CONTACT |
|--------------|--|---------|
| | <ul style="list-style-type: none"> ▪ If in progress call 911 to notify police. ▪ Consider safety of group to intruder and potentially lock-down ▪ Notify the Program Facilitator. ▪ Do not panic! Try to keep your participants 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 participants to talk about their fears. Try to decompress the situation. <p>Sewage</p> <ul style="list-style-type: none"> ▪ Call the Housing Front Desk - 920-465-2040, they will page the SOA on duty. ▪ If you cannot reach the SOA or an Assistant Director of Residence Life, they will call a maintenance person ▪ Let an Assistant Director of Residence Life or a maintenance person know what action was taken. ▪ Fill out an incident report. <p>Tornado</p> <ul style="list-style-type: none"> ▪ WATCH means tornado may develop. ▪ WARNING means that a tornado has been detected-Take Shelter. ▪ If there is a WARNING try to get participants 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). ▪ Cover your head and face. ▪ Do not pull the fire alarm. | |

Driving for University Business

Volunteers who drive during a covered activity for University business must follow the established requirements posted on the Risk Management webpage [Driving on University Business](#), exceptions are not permitted.

Food Safety Handling

To ensure best practice and that food safety, as determined by Wi. Stat. 252.44 (5), Wi. Ch. ATCP 78.18 and 78.23, common minimum operating standard will be enforced at all covered activities where food is available to participants. All staff should refer to a participant’s health form for food allergies prior to serving any consumables.

On campus, the University Union will provide meals. Exclusions to this rule must be approved by University Union Director or designee. Granted exceptions must follow standard guidelines from the above statutes, including, that may require food certification, and not limited to Brown County and Wisconsin DHS Handwashing as follows.

- Food may be served at flexible intervals, but no minor may go without nourishment for longer than three (3) hours
- Participant food allergies shall be reported
- Bare hand contact with ready-to-eat foods is prohibited
- All food items should be purchased and served in single serve closed/wrapped packaging
- A supply of safe drinking water shall be available at all times from disposable cups, covered water bottles labeled with participant’s name, or angle jet type drinking fountains
- Daily cleaning and sanitizing of the serving area will be the responsibility of the event staff
- Hand washing policy when serving and/or handling food is required that includes at a minimum handwashing before, during and after preparing food, touching garbage and using the restroom.

- Food shall be protected from potential contamination and stored at a temperature that protects against spoilage
- Potentially hazardous foods shall be held at 41° F or lower or 140° F or higher
- All cold foods must be maintained at 41°F or colder. For cold food storage, mechanical refrigeration is recommended. However, ice may be used if capable of maintaining foods at 41°F or colder.
- Hot potentially hazardous foods must be maintained at 135°F or hotter in an approved holding unit.
- Nonperishable food not stored in its original container must be stored in an approved food-grade covered container.
- Single service utensils shall be used and protected from contamination.
- Conduct proper sanitation.

Additional protocols may be required based on the event's level of risk. Refer to the *Related Documents* or the *Reference Wisconsin Statute* sections for additional clarification.

Medical Trainers for Third-Party Athletic Camps

Neither the Department of University Recreation nor the Kress Center will provide any medical trainers or other medical response to any participant in the event. It is strongly recommended that the third-party organization provide certified athletic trainers for this event. The third-party organization understands that if emergency response is needed, the event participant may incur medical costs associated with that response and transport if deemed necessary.

To assist the Third-party organization with scheduling of medical coverage, the Green Bay Sports Medicine Staff may be able to provide the third-party organization with a list of people that could be considered for the program, based on the requirements of the third-party insurance company coverage.

- a. 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 event third-party medical providers.
- 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. Third-party organization may find their own medical or professional athletic training staff, licensed by the State of Wisconsin as a Licensed Athletic Trainer, to work the event program if they choose, while non-professionals/students should not be considered. 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 the event program, only available options.
- d. As part of the event supervision of the third-party organization medical staff, the third-party organization staff will be responsible for scheduling, rate of pay/compensation for the event, and employment paperwork, tax forms, etc.

Water Activities

Activities where swimming or other water activity are conducted must conform to the established requirements set forth in ATCP 78 and DCF 252. Activity will ensure, at a minimum, that a Designated Individual serve as waterfront supervisor who:

- Is 18 years of age or older
- A certified Lifeguard
- CPR Certified
- Ensures that personal floatation devices will be worn at all times on watercraft
- Ensures each participant is monitored
- Ensures there is a check in and out of the water system in place

Restrictions may be lifted in certain circumstances where activity liability is placed with a third-party organization. Contact Risk Management for clarification.

Reference: Incident Report

Sponsored camps will follow the Camp Office protocols using the Maxient Reporting System; operational areas outside of these programs may use an Incident Report or the sample form below.

| Incident Report | | |
|--|---|--------------------------------|
| Camp: | _____ | |
| Incident Date: | _____ | Time: _____ |
| Location: | _____ | |
| Incident Type | | |
| <input type="checkbox"/> Accident / First Aid | <input type="checkbox"/> Behavior | <input type="checkbox"/> Other |
| <input type="checkbox"/> Emergency Medical | <input type="checkbox"/> Prohibited Conduct Requiring Mandatory Reporting | |
| Brief Description of Events | | |
| _____ _____ _____ | | |
| Participant and Witnesses | | |
| Name | Role/Responsibility | Contact Phone/Email |
| Jane Doe | Injured Participant | |
| | | |
| | | |
| Medical / First Aid Treatment | | |
| <input type="checkbox"/> Initial First Aid | <input type="checkbox"/> Refused Assistance | |
| <input type="checkbox"/> 911 Called | <input type="checkbox"/> Transport by Ambulance | |
| Describe Initial Treatment (by whom and what was given) | | |
| _____ _____ _____ | | |
| I have completed this form to the best of my ability and attest that all the information above is correct. | | |
| Dated: _____ | _____ | _____ |
| | | Print Name (Position) |

Reference: Pre-College Liaison Audit Tool

The Audit Tool is used by the Pre-College Liaison to verify University standards and requirements were met for Youth Programs. This tool is located on the designated SharePoint folder.

| YOUTH ACTIVITY AUDIT TOOL | | | |
|--|--------------------------------------|--|----------------------|
| Event Name | <input type="text"/> | Date | <input type="text"/> |
| Contact | <input type="text"/> | Time | <input type="text"/> |
| <p>This Audit Tool is used to audit a youth covered activity for either a Sponsored or Third-Party Program electronically through obtaining required documents, or an in-person observation.</p> | | | |
| <input type="radio"/> SPONSORED PROGRAM | | | |
| <input type="checkbox"/> Staff Roster | | <input type="checkbox"/> Other Requirements (e.g. driver auth) | <input type="text"/> |
| <input type="checkbox"/> Participant Roster | | | <input type="text"/> |
| <input type="checkbox"/> Supervision Met | | <input type="checkbox"/> CBC's Verified/What's Missing | <input type="text"/> |
| <input type="checkbox"/> Staff Training Verified | | | <input type="text"/> |
| <input type="radio"/> THIRD-PARTY PROGRAM | | | |
| <input type="checkbox"/> COI Received | | <input type="checkbox"/> Supervision Met | |
| <input type="checkbox"/> Collected Staff Roster | | Other Comments | <input type="text"/> |
| <input type="checkbox"/> Collected Participant Roster | | | <input type="text"/> |
| <input type="radio"/> IN-PERSON OBSERVATION | | | |
| Program Facilitator has a Participant Roster on Hand | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Supervision Ratios Appear to be Met | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Volunteers Understand Prohibited Conduct Ask at least 2 volunteers to tell you a prohibited conduct action towards a youth. | <input type="checkbox"/> Volunteer 1 | <input type="text"/> | |
| | <input type="checkbox"/> Volunteer 2 | <input type="text"/> | |
| Other Noted Observations | <input type="text"/> | | |
| Auditor Name | <input type="text"/> | Date | <input type="text"/> |

Reference: Youth Event Checklist

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

UWGB YOUTH EVENT CHECKLIST

| | | | |
|--------------------|----------------------|-------|----------------------|
| Event Name | <input type="text"/> | Date | <input type="text"/> |
| Event Organization | <input type="text"/> | Time | <input type="text"/> |
| Program Sponsor | <input type="text"/> | Phone | <input type="text"/> |

All programs must advance the mission of UWGB and comply with UW System Policy #625.

| Required Document | Sponsored | 3 rd Party Associated | 3 rd Party Facility Use | 3 rd Party Field Trip or Instruction | 3 rd Party Public School | RSO | Private Event |
|---------------------------------|-----------|----------------------------------|------------------------------------|---|-------------------------------------|------------|---------------|
| Registration | | | | | | | |
| Register Program in SharePoint | X | X | X | X | X | X | |
| Notify Camp Office | X | | | | | | |
| Liability/Contracts | | | | | | | |
| MOU | | X | | X | | X | |
| Facility Use Agreement | | X | X | | | X | X |
| Certificate of Insurance | | X | X | X | Maintain | X | X |
| Supporting Documents | | | | | | | |
| Screening CBC | X | Maintain | Maintain | Maintain | Maintain | Maintain | |
| Screening Reference Check | X | | | | | | |
| Staff Roster | X | X | Maintain | Maintain | UWGB | Maintain | |
| Youth Roster | X | X | Maintain | Maintain | Maintain | Maintain | |
| Supervision Ratio Confirmed | X | X | Maintain | Maintain | Maintain | Maintain | |
| Participant Hold Harmless | X | Maintain | Maintain | Maintain | Maintain | Maintain | |
| Participant Health Forms | X | Maintain | Maintain | Maintain | Maintain | Maintain | |
| Training Safety/Escalation Plan | X | Maintain | Maintain | Maintain | UWGB | Maintain | |
| Training Conduct | X | Maintain | Maintain | Maintain | UWGB | Maintain | |
| Training Reporting | X | Maintain | Maintain | Maintain | UWGB | Maintain | |
| Training Camp Manual | X | Maintain | See 252/78 | | | See 252/78 | |
| Data Systems Protection | X | Maintain | Maintain | Maintain | | | |
| Data Retention | 7 Years | Maintain | Maintain | Maintain | Maintain | Maintain | |
| Compliance of DCF 252 | X | X | Maintain | | | Maintain | |
| Compliance of ATPC 78 | Res Only | Res Only | Res Only | | | Res Only | |

| LEGEND | |
|----------|--|
| X | Program Sponsor or Program Facilitator will register program and create/retain the required document |
| Maintain | Third-party will maintain the required document |
| UWGB | Program Sponsor or Program Facilitator will obtain and/or retain the required document relevant to UWGB staff/volunteers, not of third-party staff |

Exceptions to CBC Screening: volunteers participating in a youth event that are not considered a Designated or Authorized Adult, and are merely assisting and will not have any custodial care or supervisory oversight, may be exempt from a Criminal Background Check. Confirm with Compliance Specialist.

REGISTRATION

Added to SharePoint/YARS

CONTRACT

MOU

COI Returned

Facility Use Agreement

Participant Hold Harmless Agreements Returned

DOCUMENTS

Staff Roster

Criminal Background Checks

Youth Roster

Staff Training Verified

Agreement/Acknowledgements Returned

Camp Operations Manual

Reference: Wisconsin State Camp Operation Requirements

The below list encompasses relevant requirements by state statute, their reference and requirement description. This list is not intended to be final.

| Topic | Statute | Applicable To | Requirement |
|----------------|---------|---------------|---|
| Day Camp | DCF 252 | Day Camp | <p>Wisconsin Administrative Rules: Department of Children and Families (DCF)</p> <p>Chapter 252 does not apply to UWGB but we follow these rules.</p> <p>252.04 (9) Day Camp Definition: program regulated under DCF 252 and supervision to 4 or more children 3 years of age or older in a seasonal program oriented to the out-of-doors less than 24 hours a day.</p> <p>252.03 Day Camp inclusions/exclusions. (3) seasonal programs of 10 days or less within a 3 month period, including any day camps, vacation bible school, and holiday child care programs.</p> <p>252.02 (4) Exceptions may be granted by DCH only. 252.07 (a) (3) conditions for license to be revoked.</p> |
| Overnight Camp | ATCP 78 | Overnight | <p>Wisconsin Administrative Rules: Department Agriculture, Trade and Commerce Protection (ATCP)</p> <p>78.03 (11) Camp Definition: Camp means a recreational and educational camp.</p> <p>78.03 (60) Recreational and Educational camp means a camp premises, including temporary and permanent structures that are operated as an overnight living quarters where both food and lodging are provided for a camper.....an indoor or outdoor group living experiences with social, recreational, spiritual and education objectives during one or more seasons of the year.</p> <p>78.05 Permit Requirement Exclusions : overnight at a hotel, overnight less than 4 nights and w/out permanent facilities, professional sports team training camp, program for credit of higher education.</p> |
| Overnight Camp | DHS 175 | Overnight | <p>Wisconsin Administrative Code: Department Health Services (DHS) Duplicate requirements of ATCP 78.</p> |

Identified camp operation requirements noted within include:

Licensing & Oversight
 Staffing Levels
 Staff Training
 Operations
 Operations - Health Services

Operations – Facilities Services
 Operations – Food Services
 Reporting
 High Risk Activities
 Third Parties

LICENSING & OVERSIGHT

| | | |
|-----------------------|-----------|--|
| Licensing | Day Camp | 252.05 Licensing. Due to exceptions allowed under 252.03 and 252.04, UW-Green Bay does not fall under licensing and subject to 252 requirements. |
| Licensing | Overnight | <p>78.07 (2) Annual license expires every June 30.</p> <p>License is to the premise, not the program (e.g. 3rd party organization will not have the license, UWGB will). Inspections to 3rd party camps not meeting requirements may prohibited UWGB camps & licensing.</p> <p>Green Bay: Brown County Health Department submits to UWGB Camps Director to complete license & payment. Contact Deanne VanKirk, Deanne.VanKirk@browncountyiwi.gov</p> <p>Manitowoc, Sheboygan, Marinette: Once UWGB has residential overnight camps at other campuses we will need to obtain license from those Counties.</p> <p>78.07 (1) (c) License Exemptions. A license for a camp is not required under any of the following: (2) An overnight planned program of recreation or education for fewer than 4 consecutive nights and without permanent facilities for food and lodging. (4) A tournament, competition, visitation, recruitment, campus conference, or a professional sports team training camp.</p> |
| Licensing Inspections | Overnight | <p>78.07 (1) (b) Pre-Inspection Required. The department shall conduct a pre-inspection.</p> <p>78.09 (1) Inspections and Access (2) General Order to Correct Violations.</p> <p>Brown, Manitowoc and Sheboygan Counties: inspections completed by local Health Department.</p> <p>Marinette: inspection completed by DATCP.</p> <p>Brown County contacts UWGB annually to set up inspection date/time, preferably when an overnight camp is in operation for visual inspection.</p> <p>Inspection consists of at a minimum: visual room inspection, building safety components, infirmary room and written documentation of staff procedures, training, consulting physician and EMS letters.</p> |
| Consulting Physician | Overnight | <p>78.27 (1) <i>On Staff Physician or Consulting Physician.</i> Make written arrangements for medical care of campers and camp staff by a staff physician or the consulting physician's practice. (b) Develop standing orders, signed by the physician, for the administration of medications, routine health care and emergency medical care at the camp. (2) Sign and date the standing orders annually.</p> <p>Orders should include how the camp addresses health history by camper and staff, emergency contact, immunization status, temporary isolation of sick or injured campers, first aid supplies, emergency phone available, list of emergency numbers and facility's location.</p> |
| EMS Oversight | Overnight | <p>If no camp vehicle available, then an annual EMS letter required.</p> <p>78.27 (1) (c) <i>Camp Vehicle.</i> A camp shall have a vehicle available at all times to transport a camper or staff member requiring urgent medical services to a hospital or clinic when the camp cannot provide the needed services or as approved by the department.</p> <p>78.27 (2) (b) (2) (a and b). <i>EMS Services Letter.</i> If the local ambulance service provider or emergency medical services states in writing that there is a target response time of 30 minutes or less to the camp, the camp shall meet the requirements for all programs going to a physical location per ATCP Table 78.27. (1 health services staff required).</p> <p>(b) If the local ambulance service provider or emergency medical service response is greater than 30 minutes, the camp shall meet the requirements per ATCP Table 78.27. (2 health services staff required).</p> |

| STAFFING | | | | | | |
|---|-----------------------|--|---|---|---|---|
| General Staff | Any | <p>Authorized Adult: Individual authorized to interact with participants as part of a covered activity following completion of screening and training.</p> <p>Designated Adult: an authorized adult who is designated and responsible for the direct care and supervisions of participants in a covered activity and counted in the Supervision ratio. Has final authority over participants and ensures Authorized Adults follow established protocols.</p> <p>Volunteer: A volunteer is considered an Authorized Adult Staff within this SOP unless an exception has been granted (e.g. a volunteer serving at a camp registration table with no involvement with youth. Individuals granted an exception will at a minimum will have signed off on the Volunteer Acknowledgement for prohibited conduct and mandatory reporting).</p> | | | | |
| General Staff | Day | <p>Counselor: shall be at least 18 years of age with a high school diploma or equivalent. <i>[Note: minors cannot supervise minors. If staff are under the age of 18, they cannot be in the supervisor ratio but are subject to youth protection training requirements with parent/guardian signing the Volunteer Agreement].</i></p> <p>Substitute Staff: in the absence of a regular staff member, there shall be a similarly qualified staff member or substitute to replace the absent staff member. (2) (a) must be physically, mentally, and emotionally able to provide responsible care for children, including children with disabilities.</p> <p>Duration of Care. 252.45 (1) (c) may not provide care more than 12 hours in any 24-hour period. 252.45(1)(i) when 9 or more children present, there shall be at least 2 adults available at all times and at least shall be a counselor.</p> | | | | |
| General Staff | Overnight | <p>78.25 Adult staff to camper ratio. (Follows UW System 625 of 1:10 unless 6 and under with minimum of 2).</p> <p>78.26 (2) Age of Staff. Staff members are at least 2 years older than the campers in that activity. <i>[Note: minors cannot supervise minors. If staff are under the age of 18, they cannot be in the supervisor ratio but are subject to youth protection training requirements with parent/guardian signing the Volunteer Agreement].</i></p> | | | | |
| Camp Director | Day | <p>Each day camp shall have a person designated as Camp Director who is responsible for the administration of the camp, staff supervision, business operations, food service, health service and other supportive services. Must be at least 21 years of age with..... (2)(b)(2)</p> <p>252.42 (2) (b) Have a designated Camp Director at least 21 years of age with credentials, bachelor's degree in xxx, two or more years of supervisor or administrative experience in an organized camp or children's program.</p> | | | | |
| Camp Director | Overnight | ATCP has no provisions for a Camp Director. | | | | |
| Health Supervisor | Day | 252.44 (6) (b) There shall be an adult at the camp at all times who is responsible for health supervision. If individual is not a licensed physician, registered nurse, physician assistant or emergency medical technical, this person must be CPR certified by the American Red Cross. | | | | |
| Health Supervisor | Overnight | <p>78.27 (2) A camp shall have an adult camp health supervisor who shall be responsible for routine and emergency health care supervision at the camp. Health Supervisor must be a licensed physician, practical nurse, athlete trainer, EMS practitioner, certified American Red Cross individual when operating for 3 nights or more.</p> <p>Follow the same requirements as Health Staff (see below).</p> | | | | |
| Health Staff | Overnight | <p>78.27 Table Minimum of Health Services Staff:</p> <table style="margin-left: 20px;"> <tr> <td>Ambulance/EMS Response Time 30 Minutes or Less:</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Ambulance/EMS Response Time Greater than 30 Minutes</td> <td style="text-align: right;">2</td> </tr> </table> | Ambulance/EMS Response Time 30 Minutes or Less: | 1 | Ambulance/EMS Response Time Greater than 30 Minutes | 2 |
| Ambulance/EMS Response Time 30 Minutes or Less: | 1 | | | | | |
| Ambulance/EMS Response Time Greater than 30 Minutes | 2 | | | | | |
| Vendors & Contractors | Vendors & Contractors | RPD 20.20.19 (3) contracts must include criminal background check IF they have routine or unsupervised access to minors. | | | | |
| STAFF SCREENING | | | | | | |
| Criminal Background Check | Day | 4 years | | | | |
| Criminal Background Check | Overnight | <p>2 Years</p> <p>78.26 (1) (1) Written employment application forms shall require...disclosure of sexual criminal history and permission for a background check.</p> <p>78.26 (1) (c) Each camp shall set a policy that prevents employment or volunteer selection of any person who meets the following: record of a violent crime against a person or animal, crimes against nature where children are affected, crime involving a child as a victim, possession or facilitation of child pornography, and policy must be reviewed and signed within the last 3 years.</p> <p>78.26 (1) (d) Frequency. Every 2 years.</p> | | | | |

| STAFF TRAINING | | |
|-------------------------|-----------|--|
| Staff | Day Camp | <p>252.42 Record staff records, CBC and training.</p> <p>252.42 (3) daily activity plans and schedules, first aid procedures, fire extinguishers, abuse laws, 4 hours of training.</p> <p>Safety Training: lost camper, contact parent if child absent without prior notification from parent. 252.425</p> <p>252.44 (2) Camp Staff shall be physically, mentally, and emotionally able to provide responsible care for all children, including children with disabilities.</p> |
| Staff | Overnight | <p>UWGB Note: this will include 625, 252, and 78 camp operations components such as Prohibited Conduct and Mandatory Reporting</p> <p>78.15 (1) (b) Standard operation procedures.</p> <ul style="list-style-type: none"> ▪ Rental group agreements ▪ Food service operation procedures ▪ Supervision, safety and staff coverage ▪ Health staffing and medication administration ▪ Monitoring, corrective action and documentation procedures ▪ Verification and documentation process for the SOP <p>78.26 (5) Camp shall have a written security plan to address camper security and emergencies</p> <ul style="list-style-type: none"> ▪ Visitors, vendors, contracted services that enter camp premises ▪ Firearms and ammunition used by staff for non-program activities ▪ Active threats and possible intruders ▪ Emergency response and recovery plans relating to <ul style="list-style-type: none"> ○ Fire ○ Severe-weather and power outage, including identifying designated shelter ○ Lost camper ○ Lost swimmer ○ Communicable disease and foodborne illness outbreak <p>78.26 (5) (b) (2) Frequency of training and rehearsal provided to camp staff</p> <p>78.26 (5) (c) Sexual Abuse Prevention Training that covers:</p> <ul style="list-style-type: none"> ▪ Maintain a copy of the curriculum ▪ Maintain dated documentation with participant name ▪ Understanding dynamics of camper to camper sexual abuse and sexualized behaviors ▪ Managing camp staff-to-camper and camper-to-camper one-on-one interactions ▪ Define inappropriate physical and verbal contact or interaction with campers ▪ Identification and reporting of low-level concerns ▪ Responding to disclosure or suspicion of abuse. Process for ensuring is immediately reported to proper authorities ▪ Communication strategies for staff, campers, parents and media |
| Staff – Health Services | Overnight | <p>78.27 (2) (b) (2) CPR/AED. Health Services staff shall hold current certification from the American Red Cross or American Heart Association for basic CPR and AED.</p> <p>78.27 (2) (b) (3) First Aid. Health Services staff shall hold certification for completion of American Red Cross or American Heart Association first-aid course or equivalent.</p> <p>78.27 (2) (b) (4) Medication Administration. Health services staff administering medication and only meeting the requirements of sub. 2 and 3 shall annually take the Wisconsin department of public instruction online courses through DPI Medication Administration Principles.</p> <p>Note: this training is available through the Volunteer Matters portal.</p> |
| Specialized Activities | Overnight | <p>78.26 (3) (a) A trained adult shall directly supervise each specialized program activity. The trained adult supervisor shall provide prior training and instruction to camp that assist with specialized program activity. See also High Risk section.</p> <p>Aquatics. 78.26 (3) Lifeguard Certification. See also <i>High Risk Activities</i> section.</p> |

| OPERATIONS | | |
|---------------------------|-----------|---|
| Registration | Overnight | 78.28 Camp shall maintain a written or electronic camp register that contains the campers legal name, home address, phone number, email address, emergency contact name, phone and email and shall be retained for a minimum of 3 years. |
| Registration Health Forms | Day Camp | 252.41 (4) (a) (6) Child Record Files. Name, dob, parental information, medical conditions, medical conditions triggers, and immunization history. |
| Registration Health Forms | Overnight | 78.27 (1) (d) Participant Health History must include physical conditions or limitations, medications, allergies, immunization status or a signed document by the legal guardian objecting to the immunization requirements for reasons of health, religion or personal conviction, any special health and behavioral considerations, permission to self-carry and administer emergency medication, such as epinephrine, inhalers, or insulin, and parental consent to treat in case of an emergency. 78.27 (4) (2) (b) Information regarding possible adverse reactions, specific conditions when contact should be made with physician shall be documented in health history form. 78.27 (1) (e) Staff Health History must include the same, except immunization status as determined by the consulting physician or camp health supervisor. Should also include – based on the staff members job description, clarification of any camp activities from which the staff member should be exempted or limited for health reasons as indicated by qualified medical personnel. |
| Check In/Out | Day Camp | 252.42 Release to Parent (e) may not be released to any person who has not been previously authorized by the parent. |
| Check In/Out | Overnight | 78.27 (5) (a) Camp shall have a written security plan for addressing visitors, vendors, or contracted services that enter the camps premises (also includes firearms, threats, lost campers, etc.). 78.26 (3) (c) (9) (d) Adult aquatic supervisor shall establish and enforce a method for checking persons in and out of each program activity. |
| Roster | Day Camp | 252.41 (4) Written record/file for each child. |
| Roster | Overnight | 78.28 A camp shall maintain a written or electronic camp register with each camper and staff member legal name, home address, phone number, email address, and emergency contact name, phone, and email. |
| Transportation | Day Camp | 252.09 (2) Permission from parent required prior to transporting a child including emergency contact information and health care provider. 252.09 (3) maintain documentation in any vehicle transporting children (list of children, permission slip, scheduled stops). 252.09 (7) children not to be left unattended in vehicle. |
| Transportation | Overnight | 78.27 (1) (b) (2) (c) A camp shall have a vehicle available at all times to transport a camper or staff member requiring urgent medical services to a hospital or clinic when the camp cannot provide the needed services or as approved by the department. Note: this is resolved by 78.27 (2) (b) (2) EMS Letter stating response time of 30 minutes or less to the camp. Otherwise, a vehicle for camp is required. 78.27 (2) (b) (2). If the local ambulance service provider or emergency medical services states in writing that there is a target response time of 30 minutes or less to the camp, the camp shall meet the requirements for all programs going to a physical location. (b) If the local ambulance service provider or emergency medical service response is greater than 30 minutes, the camp shall meet the requirements. |
| Written Procedures | Day Camp | 252.41 (1) (f) develop written policies and procedures (discharge, personnel, supervising, transportation, health, training, nutrition, admission). 252.44 (f) written procedures for treating minor injuries and taking child to an emergency medical facility. Note: these requirements do not specifically apply to UWGB as we do not have a Day Camp License, however, they are included in an event Safety Plan. |
| Written Procedures | Overnight | 78.15 (1) (b) Standard operation procedures. <ul style="list-style-type: none"> ▪ Rental group agreements ▪ Food service operation procedures ▪ Supervision, safety and staff coverage ▪ Health staffing and medication administration ▪ Monitoring, corrective action and documentation procedures ▪ Verification and documentation process for the SOP 78.28 Registration |

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| | | <p>78.26 (5) Camp shall have a written security plan to address camper security and emergencies</p> <ul style="list-style-type: none"> ▪ Visitors, vendors, contracted services that enter camp premises ▪ Firearms and ammunition used by staff for non-program activities ▪ Active threats and possible intruders ▪ Emergency response and recovery plans relating to <ul style="list-style-type: none"> ○ Fire ○ Severe-weather and power outage, including identifying designated shelter ○ Lost camper ○ Lost swimmer ○ Communicable disease and foodborne illness outbreak <p>78.26 (5) (b) (2) Frequency of training and rehearsal provided to camp staff</p> <p>78.26 (5) (c) Sexual Abuse Prevention Training that covers:</p> <ul style="list-style-type: none"> ▪ Maintain a copy of the curriculum ▪ Maintain dated documentation with participant name ▪ Understanding dynamics of camper to camper sexual abuse and sexualized behaviors ▪ Managing camp staff-to-camper and camper-to-camper one-on-one interactions ▪ Define inappropriate physical and verbal contact or interaction with campers ▪ Identification and reporting of low-level concerns ▪ Responding to disclosure or suspicion of abuse. Process for ensuring is immediately reported to proper authorities ▪ Communication strategies for staff, campers, parents and media <p>78.26 (3) (c) (2) Camp shall develop a written lifeguard and attendant plan. (for Aquatics Camps).</p> |
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OPERATIONS – HEALTH SERVICES

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| AED | Overnight | 78.27 (1) (h) (4) If AED is provided, the camp shall ensure the AED is maintained in operational condition, tested, and available on camp premises. |
| Emergency Phone | Overnight | 78.27 (1) (h) A telephone capable of connecting with 911 or emergency dispatch services shall be accessible at all times during camp operation. A current list of emergency numbers, including 911 and the facilities location shall be attached to or posted near the telephone. |
| First Aid | Day Camp | 252.44 (e) written permission from parent to contact family physician or refer to medical care must be on file; only used when parent cannot be reached. 252.44 (f) First aid equipment shall be available |
| First Aid | Overnight | 78.27 (1) (g) Camp shall have on hand first-aid supplies. |
| Infirmery | Overnight | 78.27 (1) (f) A camp shall have written procedures and space for the temporary isolation of sick or injured campers. |
| Medication | Day Camp | 252.44 (6) (e) in container clearly labeled with dosage and frequency. Stored inaccessible to children. Authorization from parent to treat child including transport to emergency facilities and dispensing medication. 252.44 (6) (g) medication log with pages bound and numbered. |
| Medication | Overnight | 78.27 (4) (a) Prescription medication brought to camp must include...name of camper/staff, name of medication, dosage, frequency, route of administration, prescribing physician, prescription number, the date prescribed. 78.27 (4) (d) Medication shall be kept in a locked unit and administered by qualified health services staff. 78.27 (4) (c) OTC Medications shall be clearly labeled, container labeling name of medication and directions for use, kept in a locked unit, administered by health services staff, except epinephrine auto-injector, pre-filled syringe, inhaler and insulin may be carried by a camper or staff member. See 78.27 (4) (e) when medication administered by a parent or legal guardian who is serving as camp staff member. |
| Medication Epinephrine | Overnight | 78.27 (2) (b) (5) If camp is prescribed an epinephrine auto-injector or pre-filled syringe as an authorized entity that is not patient-specific or plans to have health services staff help administer, health services staff shall complete an anaphylaxis training program. |
| Treatment Records | Overnight | 78.27 (5) Camp Health Supervisor shall keep available the health history. 78.27 (5) (b) Medication administered or treatment provided to a camper to be recorded in either 1) a bound book with preprinted page numbers, or 2) electronic entry into a software program that does not allow previous changes to the health record to be edited or deleted. |

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| | | <p>78.27 (5) (c) The record shall include the legal name of person receiving the medication or treatment, ailment, name of medication or treatment, quantity given, date and time administered, initials of person administering the medication or providing treatment.</p> <p>78.27 (5) (d) Health history and treatment records shall be accessible to the department or its agent.</p> <p>78.27 (5) (e) Camp shall retain health history and treatment records for at least 3 calendar years.</p> |
| Treatment Records | Overnight | 78.27 (g) Rental group shall maintain all camper health histories, medication, and treatment records for a minimum of 3 calendar years. |

OPERATIONS - FACILITIES

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| Buildings & Grounds | Overnight | <p>78.24 (2) Handrails, Guards and Stairs</p> <p>78.24 (3) Doors and Exit Signage</p> <p>78.24 (6) Pest Control</p> <p>78.24 (7) Hazardous Substances</p> <p>78.24 (8) Fire Prevention. Fire extinguishers, maintenance, smoke detectors, fire alarms</p> <p>78.24 (8) (f) Building evacuation diagrams posted in all buildings that have 2 or more exit doors.</p> <p>78.24 (9) Carbon monoxide alarms installed</p> |
| Garbage and Refuse | Overnight | 78.22 (1) Containers used in food preparation and utensil washing areas for holding garbage and refuse shall be kept covered or closed when not in use. (2) Shall be kept in durable, easily cleanable, pest resistant, leak-proof and nonabsorbent containers. Plastic bags may be used to line these containers. Shall be emptied at a frequency that minimizes development of odors and pests. |
| Pest Control | Overnight | 78.24 (6) Pest control measures shall be used in a safe manner. |
| Sleeping | Overnight | <p>78.21 An individual bed is provided for each camp, ceiling height of at least 7 feet is provided with 3 feet between beds. If using bunk beds, no more than 2 beds may be stacked vertically of at least 1 1/2 feet from top of lower mattress to bottom of the upper bed frame and aware from heat sources. Other specific conditions of rails noted in 78.21. Linens are not required, but if provided, follow 78.21.</p> <p>Open Air Sleeping Experiences: must follow 78.21 (3).</p> |
| Showering/Toilet | Overnight | <p>78.20 A minimum of one toilet and one handwash facility shall be provided for every 10 campers and staffadequate lighting, located within 400 feet of lodging unit, equipped with privacy lock for each staff, exterior self-closing doors, pest-proof condition, screened, supply of toilet paper in each staff.</p> <p>A minimum of one shower shall be provided for every 20 campers and staff...Handwashing sinks, a supply of soap, single use toweling or hand drying device, waste receptable.</p> <p>Toilets and bathing facilities for people for physical disabilities.</p> |

OPERATIONS – FOOD SERVICES

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| Food Service | Any | <p>All staff should refer to a participant's health form for food allergies prior to serving any consumables.</p> <p>On campus, the University Union will provide meals. Exclusions to this rule must be approved by University Union Director or designee. Granted exceptions must follow standard guidelines from the above statutes, including, but not limited to Brown County and Wisconsin DHS Handwashing as follows.</p> <ul style="list-style-type: none"> ▪ Food may be served at flexible intervals, but no minor may go without nourishment for longer than three (3) hours ▪ Participant food allergies shall be reported ▪ Bare hand contact with ready-to-eat foods is prohibited ▪ All food items should be purchased and served in single serve closed/wrapped packaging ▪ Food shall be protected from potential contamination and stored at a temperature that protects against spoilage ▪ Potentially hazardous foods shall be held at 41° F or lower or 140° F or higher ▪ A supply of safe drinking water shall be available at all times from disposable cups, covered water bottles labeled with participant's name, or angle jet type drinking fountains ▪ Daily cleaning and sanitizing of the serving area will be the responsibility of the event staff ▪ All cold foods must be maintained at 41°F or colder. For cold food storage, mechanical refrigeration is recommended. However, ice may be used if capable of maintaining foods at 41°F or colder. ▪ Hot potentially hazardous foods must be maintained at 135°F or hotter in an approved holding unit. |
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| | | <ul style="list-style-type: none"> ▪ Nonperishable food not stored in its original container must be stored in an approved food-grade covered container. ▪ Single service utensils shall be used and protected from contamination. ▪ Conduct proper sanitation. ▪ Hand washing policy when serving and/or handling food is required that includes at a minimum handwashing before, during and after preparing food, touching garbage and using the restroom. <p>Brown County Temporary Food Establishment Guidelines Wisconsin DHS Handwashing Guidelines</p> |
| Food Service | Day Camp | <p>252.43 Food Storage 252.43 (3m) (a) Meals prepared or heated on premises, the kitchen area shall be equipped with a microwave or stove, refrigerator, sink, and utensils. (b) Camps preparing or serving only snacks are not required to have a sink unless dishwashing is required. (c) Foods shall be stored at temperature that protect against spoilage. (f) food shall be protected from potential contamination. (g) Raw fruits and vegetables shall be washed before being served or cooked. (i) Extra food prepared but not served shall be dated, refrigerated promptly, and used within 36 hours or frozen immediately for use within 6 months.</p> <p>252.43 (4) Water (a) a supply of safe drinking water shall be available to children at all times from disposable cups, covered water bottles labeled with the child's name, or angle jet type drinking fountains.</p> <p>252.44 Food Preparation 252.44 (5) (a) Food may be served at flexible intervals, but no child may go without nourishment for longer than 3 hours. 252.44 (5) (c) Food allergies of children shall be reported.</p> |
| Food Service | Overnight | <p>On campus, the University Union will provide meals. Exclusions to this rule must be approved by University Union Director.</p> <p>78.23 (1) Preparation and service of food and the equipment used for that purpose at camp dining halls, commissary operations, concession standards and outdoor food service operations shall comply with ATCP 78 Appendix.</p> <p>78.23 (2) At least one manager of the food service facility at each camp shall have a certified food protection manager in compliance with ATCP 75 (Retail Food Establishments).</p> <p>78.23 (4) Outdoor Food Service. Outdoor food service shall be protected from contamination, animals or pests, and restrict campers from using campfires, camp stoves, or flammable liquids until campers are provided with adequate instruction on the proper use and care and supervised until competency is demonstrated.</p> <p>78.22 (1) (b) containers used in food preparation and utensil washing areas for holding garbage and refuse shall be kept covered or closed when not in use.</p> |
| Water Containers | Overnight | <p>78.18 (5) Containers shall meet all of the following requirements for transporting water for human consumption: labeled and easily distinguishable from other containers, easily cleanable, containers shall be cleaned and sanitized between uses. (6) Water shall be provided to campers using approved drinking fountain, individual disposable drinking cups, or personal water containers.</p> |
| Water Supply Test | Overnight | <p>78.18 (1) The water source used to supply the camp shall be a public or a private water system. (2) (b) Operator shall provide a copy of the water system bacteriological analysis for total coliform and E.coli.</p> |
| REPORTING | | |
| Communicable Disease | Day Camp | <p>252.41 (2) (m) report within 24 hours to local health department.</p> <p>252.44 (6) (d) no child or person with a reportable communicable disease may be admitted or readmitted to camp, be permitted to remain in camp, or be permitted to have contact with children when disease is communicable. (3) a person may be allowed to return to camp if physician provides written statement that the condition is no longer contagious.</p> |
| Communicable Disease | Overnight | <p>78.05 (3) Immediately discontinue operations directly related to an imminent health hazard and immediately notify the department or its agent.</p> |
| Communicable Disease | DHS | <p>DHS 145.04 (1) (d) and (e) Noted in Youth Contract Safety Plan. Note: UWGB does not have this as a specific documented plan, but we follow reporting to local health officers.</p> <p>Timeline 145.04 (3) and (b)</p> |

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| | | Category I: immediate or within 24 hours Category II/III: within 72 hours |
| Death/Serious Injury | Overnight | 78.29 Report incidents resulting in serious injury, illness or death where an emergency medical service response is required by the end of the next working day following the incident by phone or email to the department. |
| Illness/Injury | Overnight | 78.05 (2) Immediately contact the department or its agent to report an illness of a food employee or conditional employee. 78.29 Report incidents resulting in serious injury, illness or death where an EMS is required by the end of the next working day following the incident by phone or email to the department. |
| Incident Report | Day Camp | 252.41 (2) Report incidents 252.41 (5) Report incident to parent |
| Incident Report | Overnight | Required by this SOP. 78.15 (2) (c) Camp has implemented monitoring, corrective action and documentation procedures for standard operating procedures. 78.26 (5) (e) Identification and reporting of low-level concerns. |
| Mandated Reporting | General | CH 48.981 (2) Specific List (teacher, physician) Executive Order #54 UWGB employees |
| Mandatory Reporting | Day Camp | 252.07 (3) Reporting of child abuse and neglect. 252.41 (3) Reports for submission |
| Mandatory Reporting | Overnight | Included in 78.15, |
| Sexual Misconduct or Abuse | Overnight | 78.26 (5) (d) A camp shall immediately report an allegation of known or suspected camper abuse, neglect, or sexual misconduct to the proper authorities. The camp shall separate the alleged perpetrator from campers until the incident is resolved, until the threat is removed, or as long as necessary to protect the safety and welfare of the campers. |
| HIGH RISK ACTIVITIES | | |
| Supervision & Training | Overnight | 78.26 (3) A trained adult shall directly supervise each specialized program activity. The trained adult supervisor shall provide prior training and instruction to camp that assist with specialized program activity. |
| Aquatics | Overnight | 78.26 (c) All swimming and watercraft activities shall be under the direction of an adult aquatic supervisor who holds a current lifeguard certification, first aid, and AED certification. 78.26 (c) (6) (c and d) Equipped with a rescue tube and whistle. 78.26 (c) (9) (d) Aquatic supervisor shall establish and enforce a method for checking persons in and out of each program activity. See also Lifeguard section. |
| Adventure Based | Day | 252.44 (13) Ensure the child's medical history does not prohibit participation in the type of activity planned. |
| Archery | Overnight | 78.26 (3) (a) (2) Trained adult supervisor shall provide prior training and instruction to camp staff that assist with a specialized program activity and (3) document camp staff training provided, relevant to their assigned duties. (3) (a) (4) Firearms and archery equipment shall be security stored and locked when not in use. |
| Boats | Day | 252.44 (8) One adult in each boat who is a competent swimmer. Each occupant shall wear a floatation device. |
| Boats | Overnight | 78.26 (c) (7) Every boat, shall carry at least one personal flotation device for each person; no person may operate a boat with any child under 13 years old. |
| Field Trips | Day | 252.44 (12) Staff shall carry emergency contact information and signed parental permission for the emergency medical care of all children on the field trip. A planned source of emergency medical care in the area to be visited shall be known to staff. A list of children participating shall be maintained by the camp director and a counselor accompanying the children. Parents shall be notified in advance of the times and location of each field trip. |
| Firearms | Overnight | 78.26 (3) (a) (2) Trained adult supervisor shall provide prior training and instruction to camp staff that assist with a specialized program activity and (3) document camp staff training provided, relevant to their assigned duties. (3) (a) (4) Firearms and archery equipment shall be security stored and locked when not in use. 78.26 (3) (a) (4) provision of firearms or archery equipment to campers shall be considered a specialized program activity at the camp and meet specific requirements. |
| High Risk | Overnight | 78.26 (3) (a) (2) . High-risk activities include firearms, archery, ropes or challenge courses, horseback riding, and rock climbing. |
| Horseback | Day | 252.44 (11) Only applies when the camp owns, rents, or leases horses. |
| Horseback | Overnight | 78.26 (3) (d) Horseback riding provided on the camp premises shall require evaluation of each camper's riding ability and assign to a horse and equipment that matches their ability, protective head gear to be worn by campers or staff under the age of 18. This provision does not apply to pony rides when animal is led by a trained individual on foot or mechanical device |

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| | | 78.26 (3) (a) (2) Trained adult supervisor shall provide prior training and instruction to camp staff that assist with a specialized program activity and (3) document camp staff training provided, relevant to their assigned duties. |
| Lifeguard Certification | Day Camp | 252.44 (7) Waterfront supervisor must be lifeguard certified |
| Lifeguard Certification | Overnight | <p>78.26 (3) (b) (6) (c) All swimming and watercraft...under the direction of an adult aquatic supervisor who holds a current lifeguard certification, including first aid and CPR with AED or AED certification earned separately.</p> <p>The camp shall develop a written lifeguard and attendant staffing plan....a copy of the plan on the premises and made available for review. Plan shall include: diagram of recreational areas of water used by campers, designated areas for each aquatic program activity, hours of operation with description of artificial lighting is provided, location of first aid kit, method of communication between lifeguards and attendants, description of reliable communication system used to reach 911 from the waterfront, number of lifeguards and attendants per 78.26 Table (1:50).</p> <p>Lifeguards shall have training in bloodborne pathogens. Lifeguards and attendants under the age of 18, must have direct supervision. Lifeguards shall wear clothing marked Lifeguard or Guard, equipped with a rescue tube with a harness, whistle, and carry at least one personal flotation device.</p> <p>Lifeguards shall meet all of the following.....wear clothing or rescue equipment conspicuously marked, rescue tube with a harness, equipped with a whistle or other signaling device.</p> |
| Motorized Vehicles | Overnight | <p>78.26 (3) (e) When a go-kart or similar motorized vehicle, excluding a golf-cart, is provided for a camp program, equip it with a seat belt or safety harness and wear protective head gear. Use only a vehicle with a minimum of 4 wheels.</p> <p>Establish a camper vehicle use policy that provides guidelines for when and where a vehicle may be used and provide safety and operating instructions prior to use.</p> |
| Petting Zoo | Overnight | 78.31 |
| Playground Equipment | Overnight | 78.30 |
| Water Activities | Day Camp | <p>252.44 (7) (a) (3) Swimming Ability Swimming area shall have designated areas for non-swimmers, intermediate swimmers, advanced swimmers and divers. A child shall be restricted to the area of the pool or beach that is within the child's swimming ability.</p> <p>252.44 (7) (a) (4) Access Controlled (4) Access to a water activity or beach shall be controlled so that children may not enter the area without the knowledge of waterfront staff.</p> <p>252.44 (7) (a) (5) Safety Equipment (5) Equipment in water activity areas, including docks, ladders, rafts, diving boards, boats, life jackets, and paddles shall be maintained in good repair. (6) Rescue equipment...shall be maintained and immediately available.</p> <p>252.44 (7) (b) Waterfront Supervisor 1. Each day camp offering swimming, boating, canoeing, or other water activities whether at a pool or a beach shall designate a staff person as waterfront supervisor....The waterfront supervisor shall be a) 18 years of age or older, and b) hold a current certification as a life-guard from a nationally recognized certifying agency. 1m. Ifcertified life saving personnel are on duty, the waterfront supervisor is not required to meet the qualification in subd 1.b. 2. The camp shall maintain a ratio of one person with a current Red Cross certified lifesaving certificate per 25 children in the water, except where a public swimming place has life-saving personnel on duty. While children are in the water, only staff who can swim may be included when determining counselor to child ratios. 3. The waterfront supervisor or an equally qualified person shall be on duty at all times whenever children are in the water.</p> |
| Water Activities | Overnight | <p>78.26 (3) (b) (6) (c) All swimming and watercraft...under the direction of an adult aquatic supervisor, see Life Guard section.</p> <p>78.26 (3) (b) (6) (c) (7) Boat operation not allowed for child under 13 years unless wearing a properly sized personal flotation device. Boat operator must hold a valid boating safety certificate.</p> <p>78.26 (3) (c) (9) (10) (11) Access to each aquatic program and swimming area shall be clearly marked. Adult aquatic supervisor shall establish a method for checking persons in and out,</p> |

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| | | supervising persons in the water, maintained first-aid kit, lifeguard equipped with rescue tube and harness, backboard equipped with head immobilizer and straps, ring buoy or throw bag, swimming rules and restrictions and posted. A rescue boat shall be readily available when the activity extends beyond the designated swimming area. |
| Water Activities Pools | Overnight | 78.26 (4) Any public swimming pool, water attraction shall comply with the requirements in CH SPS 300 and camp operator shall obtain a license and operate the pool in accordance with ATCP 76. |
| THIRD PARTY CAMPS | | |
| Oversight | Overnight | <p>78.16 (1) (b) The written use agreement shall clearly identify the responsibilities of the camp and the rental group. (c) ...the written use agreement shall indicate how the rental group will meet the minimum requirements pursuant to this chapter including the following:</p> <ol style="list-style-type: none"> 1. Food Service requirements per 78.23 2. Health Services staff per 78.27 3. Health Services staff certifications per 78.27 4. Camper and Camp staff health history per 78.27 5. Documentation of medication and treatment per 78.27 6. Camp vehicle requirements per 78.27 7. Program activities and certifications per 78.26 8. Staff to camper ratio requirements per 78.25 9. Background checks on all staff per 78.26 10. Sexual abuse prevention training per 78.26 11. Reporting requirements per 78.29 12. Record retention requirements for 3 years <p>13. Check In/Out. 78.27 (5) (g) (2) Rental group shall keep a register and method of tracking individuals entering and leaving the camp during operation....and make document available upon request within 2 business days of the request.</p> <p>14. Documentation and tracking of individuals entering and leaving camp per 78.28</p> <p>15. Registration. 78.28 (2) Each rental group shall provide the contact information for their authorized representative to the licensed camp operator, that includes name, phone, email, and home address. Each rental group shall maintain a camp register with camper and staff name, address, phone, email, emergency contact name, phone and email.</p> <p>16. Retention. 78.28 (3) Camp Register shall be retained for a minimum of 3 years.</p> |
| Food Services | Overnight | <p>78.23 (3) When a rental group uses a camps food service facilities and the camp operator does not provide staffing, the operator, in consultation with the person certified, shall provide the group with written or video presented procedures to be followed for the safe handling of food, personal hygiene, and proper washing and sanitizing of utensils and equipment.</p> <p>78.23 (4) Outdoor food service shall be protected from contamination, animals or pests, and restrict campers from using campfires, camp stoves, or flammable liquids until campers are provided with adequate instruction on the proper use and care and supervised until competency is demonstrated.</p> |
| Health Staff | Overnight | <p>78.27 (2) Camp Health Services Supervisor must be a licensed physician, practical nurse, athlete trainer, EMS practitioner, certified American Red Cross individual when operating for 3 nights or more. See STAFF section, same rules apply.</p> <p>78.27 Table Minimum of Health Services Staff: Ambulance/EMS Response Time 30 Minutes or Less: 1 Ambulance/EMS Response Time Greater than 30 Minutes 2</p> |
| Health Services | Overnight | <p>78.27 (3) Alternative Health Services Requirements for a Rental Group that operates for a period of 3 nights or less.....that provides their own health services shall meet the requirements of ATCP Table 78.27.</p> <p>78.27 Table Minimum of Health Services Staff: Ambulance/EMS Response Time 30 Minutes or Less: 1 Ambulance/EMS Response Time Greater than 30 Minutes 2</p> |
| Medication | Overnight | 78.27 (4) (f) Rental group for 3 nights or less must keep all medications in a locked unit, meet requirements of number of minimum health services staff, and administered by a qualified health services staff (78.27 (4) (d) (2)). |
| Visitors | Overnight | 78.27 (5) (f) Rental group shall keep a register and method of tracking individuals entering and leaving the camp during operation. |

Reference: SOP Revisions

| Revision | Date | Changes |
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| 1 | 01/05/2023 | Updated changes to UW System 625 Policy |
| 2 | 03/01/2023 | Wisconsin Statutes updates to Health Form, Camp Health Staff, and Licensing. Minor in Adult Spaces definition. |
| | 03/01/2023 | Reference Check Questions. |
| | 05/08/2023 | Incident Reporting language change Added Incident Report Form |
| | 06/06/2023 | Reference Section Staff and Supervision details |
| | 08/02/2023 | Wisconsin Statutes updates to ATCP Residential Overnight Camps. |
| | 9/20/2023 | Changed event registration to reside in YARS System for sponsored activities and SharePoint for 3 rd party events. |