

# PROGRAMS INVOLVING MINORS

Any outside individual or entity (third party) which seeks to use University facilities for a Program which will involve Minors, must at all times comply with the standards established by Sacramento State for the administration and oversight of Programs involving Minors as follows:



## I. Definitions

**Adults** – Individuals, age 18 and older, paid or unpaid, who are authorized by the Program to interact with, supervise, chaperone, or otherwise work with Minors in Program activities, recreational, and/or residential facilities. The Adults' roles may include positions as counselors, chaperones, coaches, instructors, etc. and may be employed by the Program or act as volunteers. Adults may be mandated reporters as defined by California law.

**Minor**– A person under the age of eighteen (18) years.

**Participant**- An individual Participant in the Program who may or may not be a Minor.

**Program(s)** – Programs and activities offered by individuals or non-University groups using University facilities which allow the participation of Minors. This includes, but is not limited to, workshops, sports camps, academic camps, academies, and conferences with or without overnight housing, and similar activities.

**Resident Program(s)** - Program involves participants spending at least one night on campus, or in campus facilities.

## II. Requirements

**Background Checks** – In addition to any other requirement, the Program shall conduct background checks, including criminal record checks (*which includes fingerprinting*) and sexual offender registry checks on all Adults in accordance with The California State University Coded Memorandum HR 2015-08, Background Checks, and shall provide evidence of the background checks to Risk Management for verification and approval. No Adult may participate in the Program until results of the above background

checks have been received and approved by Program Administration. The Program is responsible for ensuring that the appropriate background checks are completed. The sexual offender registry check includes verification if any Adult has been listed in any state or federal sexual offender registry. Programs may access records from the Megan's Law website (<http://www.meganslaw.ca.gov/>) to conduct a California state sexual offender registry check. For a national sexual offender registry search, Programs may access the U.S. Department of Justice's website ([www.nsopr.gov](http://www.nsopr.gov)) and/or the Federal Bureau of Investigation's website ([www.fbi.gov/scams-safety/registry](http://www.fbi.gov/scams-safety/registry)).

**Emergency procedures** – Program must establish and follow a procedure for the notification of the Participant's emergency contact (*minor's parent/legal guardian*) in case of an emergency, including medical or behavioral problem, natural disasters, or other significant Program disruptions. Adults, as well as Participants and their parents/legal guardians, must be advised of this procedure in writing prior to the Program.

**Program registration** – Program must register and provide a list of all Program Participants and Adults to the Office of Risk Management at least seven (7) days prior to commencement of activities. Registration will include general program information, names and contact information for all adult supervisors and chaperones, verification that all adults have completed required training, participants' name, gender, age, address, phone number(s) and emergency contact information of parent or legal guardian. The information is to be kept updated by the Program.