

# Youth Programs Manual

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## Introduction

In accordance with the Minors on Campus Policy (<https://opsmanual.uiowa.edu/community-policies/minors-campus>), these policies govern University of Iowa Youth Programs that include participants who are under the age of 18 and who are not accompanied by a responsible adult. University Youth Programs include, but are not limited to, tutoring, mentoring, lessons, summer camps, academic programs and student organization events which include participants under the age of 18 and who are not accompanied by a responsible adult. Both residential and non-residential programs are included, as are programs that take place off campus at locations such as Iowa Lakeside Labs. For example, a program that brings students under the age of 18 to campus for an overnight stay would be covered by these policies. A School of Music program in which parents leave children on campus to participate is covered by these policies. A program that involves elementary school students visiting campus with a teacher from their elementary school are not covered. Hawkeye Visit Days, which involve students visiting campus with parents or guardians to preview our programs, are not covered.

All University Youth Programs must abide by the Youth Programs Manual with the exception of the following:

- a. Minors who are Visitors in the workplace (in accordance with the University's Visitors in the Workplace policy);
- b. Minors working for the University as employees;
- c. Minors admitted for enrollment at the University;
- d. Minors enrolled at the University;
- e. Minors attending events on campus, such as a performance at Hancher Auditorium, or events sponsored by the University that are open to the general public;
- f. Minors on school/organization trips accompanied by an adult chaperone by their school/organization throughout the trip;
- g. Minors attending official admission events hosted by the University Admissions Office, such as Hawkeye Visit Days;
- h. Minors participating in pre-enrollment visitation or recruiting activities governed by NCAA or US Department of Health and Human Services regulations; and
- i. Minors receiving medical and/or clinical care or treatment at the University of Iowa.

## Organization

The Office of the Executive Vice President and Provost, and the Office of Risk Management, exercise ultimate authority over University Youth Programs. In that capacity, the Office of the Executive Vice President and Provost retains the right to revoke approval of youth programs and suspend all programmatic efforts of youth programs based on findings of noncompliance with University of Iowa policies.

Each program shall have a designated program director whom is responsible for ensuring policy compliance, for updating contact information, and for registering. The director shall administer the program and coordinate internal and external communication. The program director shall report to its governing Vice President through an appropriate organizational unit. Each organizational unit shall appoint an administrator who will be responsible for that unit's youth programs. The supervisor may be

the same person as the administrator. It is the responsibility of the organizational unit, which the program reports to, to monitor and to ensure such compliance with this manual.

## Proposals for New Programs

Youth Programs that are to be affiliated with The University of Iowa must be proposed by a 50% or greater faculty or staff member. Applications should be submitted to the administrator in the appropriate organizational unit. A proposal for a new program must be approved by the organizational unit that will supervise the program, by the appropriate Vice President for the unit, the Office of the Executive Vice President and Provost, and the Youth Programs Committee.

## Youth Programs Committee

An administrative committee has been formed to monitor and provide guidance on the application of this manual to new and existing University Youth Programs; to create operational procedures related to the registration, approval, and appeals processes for University Youth Programs, and to provide timely reviews and/or revisions of this manual in accordance with the requirements of the UI Operations Manual. This administrative committee shall consist of representatives from:

- Chair, The Office of the Provost – Paul Bellus
- Department of Athletics – Josh Berka
- Housing & Dining – Carrie Kiser-Wacker
- Recreational Services – David Conrads
- International Writing Program – Alisa Weinstein

This committee shall:

- Develop and distribute the Youth Program Manual and Guide for Youth Programs Protocols
- Review campus policies for sponsored youth programs
- Provide advice on development of program forms and protocols
- Review programs on a periodic basis and assess the need for revision in existing guidelines by reviewing
  - Incidence of participant injury and illness;
  - Unfavorable events and situations;
  - Issues reported by staff;
  - Changes in legal requirements and legal issues experienced at other institutions;
  - Any activities that present unusual problems or concerns
- Identify what types of incidents must be reported and to whom they must be reported
- Convene meetings with program directors as appropriate
- Produce annual compliance report for program directors and appropriate unit director

## Responsibilities of the Designated Program Director

- Crisis preparedness
  - Prepares an inclement weather protocol
  - Prepares for emergency medical care plan
- Health and Safety
  - Coordinates review of participant accommodations with appropriate departmental units

- Assures individuals with special needs (medical, physical, other) are identified and made known to program administrators
- Assures all qualifying staff complete the Minors on Campus Policy requirements prior to contact with minor participants
- Assures all qualifying staff complete a criminal background check prior to contact with minor participants
- Conducts a pre-program inspection of the facilities and equipment to ensure that facilities and equipment are in good condition
- Assures drinking water and toilet facilities are available at off-campus sites
- Assures emergency medical services are available
- Maintains an injury, illness, and incident log including:
  - Names of participants involved
  - Nature of the injury, illness or incident
  - How it occurred
  - Emergency action taken
  - Other actions taken including parent notification (if applicable)
  - Narrative section to expand in detail including the name(s) of the staff involved and the action taken by each during and after the event
- Retains all permission slips, medical forms, consent forms, and emergency contact information, assuring that appropriate forms are signed by the participant and parent or guardian prior to allowing the participant to engage in activities
- Assures that staff who reside in the residence halls with minors or who accompany minors when the program director is not available, have access to all program permission slips, medical forms, consent forms, and emergency contact information at any time day or night
- Assures appropriate and expeditious action is taken for rule violations or other unacceptable behavior
- Assures participants are appropriately supervised
- Performs appropriate notification about incidents
- Communication
  - Retains emergency contact information for parents/guardians
  - Coordinates emergency contact with parents/guardians and campus crisis communications
  - Complies with all university reporting requirements
- Training and orientation
  - Oversees the orientation and training of program counselors and staff
  - Prepares and ensures delivery of an orientation for participants
  - Assures sufficient time is allocated to the participant orientation and employee training programs

## Registration of Youth Programs

All youth programs must be registered with the Provost and Executive Vice President/Office of Risk Management at the following URL: [Register a Program](#). Registration requires Hawk ID and password to login. As part of the registration process, all University Youth Programs are required to submit information about participant age range, anticipated number of participants, estimated staffing

numbers, anticipated staff to student ratio, program location, start and end dates of program, buildings utilized, program website, and emergency contacts for the program.

## Required Policies

### Cash Handling Procedures

Each program shall have a written cash handling procedure that complies with all university processes and regulations (<https://afr.fo.uiowa.edu/cash-handling>).

### Criminal Background Checks

Criminal Background Checks should be administered by the sponsoring department's unit HR representative. The UI Operations Manual, Section II Community Policies, Chapter 16 informs the policy for criminal background checks for programs hosting minors. A criminal background check is required for each volunteer and/or employee who works directly with minors or who would be alone with minors in the course of the job; this check must be completed before the person is allowed to participate materially in any University Youth Program. This includes but not limited to graduate/undergraduate student assistants, faculty, staff, volunteers, and consultants or contractors. Programs should identify which positions will require criminal background checks and which will not. For example, a volunteer invited to speak to a group, but who will not interact with minors outside of this duty or be alone with a minor, may be exempt from such a background check. Employment application forms should reflect the requirement that a background check be performed and the person found eligible to work with minors. All current employees are subject to criminal background checks if their duties place them in direct contact with minors, prior to commencing those duties. Background checks must be conducted for anyone at the point of hire. If a break in employment occurs, a new criminal background check must be processed and evaluated, on an annual basis at a minimum. All current employees will undergo a criminal background check at least every five years.

The name of staff/volunteers that require criminal background checks and the date of completed background check must be reported to the Minors on Campus committee at [Submit Staff and Volunteer Compliance Information](#).

### Self-Disclosure Requirement

Anyone in direct contact with minors must complete a self-disclosure form prior to a criminal background check. Anyone whose duties place them in direct contact with minors must notify the unit's/department's senior HR leadership representative of any arrest or conviction of a serious misdemeanor or felony, and/or any arrest or conviction that has or may have a nexus to their university activities involving minors within 72 hours of such arrest or conviction.

### “Minors on Campus” Training Requirement

All youth program staff whose job duties bring them in direct contact with minors must complete “Minors on Campus” training at the time of hire and prior to having contact with minors. This training must be completed at least once every three years. This training is available through [ICON](#) for all staff

with a HawkID. Volunteers and persons without a HawkID can take that training at <https://learn.uiowa.edu/>. Staff program orientation must include discussions of the implications of these rules/guidelines specific to their program.

The name of staff/volunteers that require “Minors on Campus” training and the date of completed training must be reported to the Minors on Campus committee at [Submit Staff and Volunteer Compliance Information](#).

## Incident and Accident Reporting

Programs shall produce clearly defined written policies for reporting incidents and for maintaining records of such reports. Incidents to be covered by the policy include violations of program rules, sexual misconduct, injuries, illnesses, violations of the law, Code of Student life violations, and bill and cash handling issues. Incidents that involve a violation of University of Iowa policies must be reported to the program’s administrator. Potential violation of local, state, or federal laws must be reported to the University of Iowa Police and the administrator. The administrator shall under both circumstances inform the appropriate Vice President through appropriate departmental channels. All incidents of sexual misconduct must be reported as specified by the University Policy on Sexual Misconduct; child abuse must be reported to the proper authorities as required by University policy and the Code of Iowa. All University employees who in the course of employment receive information related to physical or sexual abuse of Minors must immediately report such information in accordance with University of Iowa Physical and Sexual Abuse of Children Policy (Op. Manual Part II, Ch. 15 at <https://opsmanual.uiowa.edu/community-policies/physical-and-sexual-abuse-children>).

## First Aid/CPR/Bloodborne Pathogens Training

All programs shall have clearly defined procedures for managing situations requiring first aid, minor medical care, and medical emergencies. At least one or more fulltime staff member(s) shall be certified in Standard, Community, or Basic First Aid and Bloodborne Pathogens training with age-appropriate CPR if access to EMS is 30 minutes or less. All programs with access to EMS greater than 30 minutes must have at least one or more fulltime staff member(s) certified in wilderness first aid and age-appropriate CPR. Participants should be informed about procedures regarding injuries, medical care and medical emergencies; participants should know which staff member is first-aid/CPR and Bloodborne Pathogens certified.

The names of staff/volunteers that are First Aid/CPR/Bloodborne pathogens trained must be reported to the Youth Programs Committee at [Submit First Aid/CPR/Bloodborne Pathogens Compliance Information](#).

## Emergency Preparedness Requirements.

Programs shall provide information to participants in preparation for bad weather or evacuation (<https://opsmanual.uiowa.edu/community-policies/extreme-weather-protocol>).

## Orientation requirements for participants

All programs shall provide an orientation for participants. Topics to be covered will include:

- Program Rules and Regulations
- Discipline procedures for participants
- Facilities that are off limits and activities that are not permitted
- Program harassment policy (discrimination, hazing, harassment, sexual misconduct)
- Policy on alcohol and illicit drug consumption
- Program security
- Emergency evacuation procedures
- Inclement weather program
- How to report injury or illness
- How to report a hazard
- How to report other concerns
- Residence hall information for residential groups only

## Pick Up and Drop Off Locations

Commuter programs shall provide for safe pick up/drop off locations; these locations shall be clearly communicated to parents and guardians. These locations shall be supervised by a program employee who stays on site until every attendee is picked up. In areas designated as pick up/drop off sites without adequate parking, parents and guardians should be reminded that stopping and double parking in the traveled portion of a street is illegal and unsafe. If adequate legal parking space is not readily available, they may be required to park farther away and walk to pick up their child and escort them to their vehicle.

## Staffing

The appropriate staff to participant ratio depends on the type of program, utilizing standards as developed by the American Camp Association (ACA). Day programs, with no overnight component, shall maintain a staff to participant ratio of 1:12 for age 15 and older, 1:10 for age 9-14, 1:8 for age 6-8, and 1:6 for age 5 years & younger. Overnight programs shall maintain a staff to participant ratio of 1:10 for age 15 and older, 1:8 for age 9-14, and 1:6 for age 6-8. One on one contact between one program participant and one program employee should be minimized; to the extent possible, a program participant should not be alone with a program staff member.

## Reference Checks

When possible, all volunteers and employees should provide references before employment by the program. The director is responsible for checking references to ensure that the person has the appropriate background and skills to contribute to the program.

## Crisis Management

The Office of Strategic Communication (OSC) is the primary point of contact for media inquiries. In the event of a crisis, all communication with external constituents, excluding parents, guardians and



participants, should be coordinated with OSC. Programs should have a clear protocol for handling communications with parents and guardians and participants in the case of a crisis. Parents and guardians should be informed about whom to contact regarding their children in a crisis situation.

## Liability Waivers

Directors shall maintain copies of appropriate liability waivers. All waivers used by the program shall be approved by Risk Management. Programs are advised to seek annual approval of program forms by Risk Management. Examples of program forms can be located at <https://provost.uiowa.edu/minors-campus-policy>.

## Contact Information

Each program shall distribute (in hard copy or on a website) to its employees, volunteers, and participating families an outline of the reporting structure for each program, to include:

- Contact information for the program director (director)
- Contact information for the program director's direct supervisor (supervisor)
- Contact information for the administrator in each organizational unit who has been assigned responsibility for the Unit's youth programs (administrator)
- Contact information for the Vice President or designee to which the unit reports (VP)
- Contact information for the Office of the Provost
- Contact information for University Police
- Desk phone number for assigned residence hall if applicable

## Requests for Policy Modification/Exemption

When a guideline(s) would adversely affect the integrity of the programmatic activity being conducted the program director must document why the guideline(s) cannot be followed and must explain what measures would be in place to protect the minor participant, program staff, and the University of Iowa. Any variance must be presented to the Youth Programs Committee at least 90 days prior to the start of program activities.

The Youth Programs Committee shall consult with the Office of General Counsel when evaluating appeals for exemption to any guidelines. Exemptions can be granted per event or on a permanent basis.

## Appendix A: Checklist for New Programs

### Who Must Propose Program

\_\_\_\_\_ 50% or greater faculty or staff member

### Approval Requirements Prior to Advertising Program

\_\_\_\_\_ Approved by the organizational unit that will supervise program

\_\_\_\_\_ Approved by the appropriate Vice President

\_\_\_\_\_ Approved by the Youth Program Committee

### Required before Setting Meeting with Youth Program Committee

\_\_\_\_\_ Approval by organizational unit and appropriate Vice President

\_\_\_\_\_ All waivers vetted by the Office of Risk Management

\_\_\_\_\_ All forms vetted by the Office of Risk Management

\_\_\_\_\_ Enrollment

\_\_\_\_\_ Right to Treat/Health Information/Insurance Information

\_\_\_\_\_ Student Rules/Agreement of Behavior

\_\_\_\_\_ Staff Rules and Agreements

\_\_\_\_\_ Draft Program Protocols

\_\_\_\_\_ Medical Incidents

\_\_\_\_\_ Disciplinary Incidents

\_\_\_\_\_ Violation of Program Rules

\_\_\_\_\_ Sexual Harassment

\_\_\_\_\_ Discrimination

\_\_\_\_\_ Unlawful Acts

\_\_\_\_\_ Extreme Weather

\_\_\_\_\_ Tornado

\_\_\_\_\_ Heat Advisories

\_\_\_\_\_ Snow/Ice Cancellations

\_\_\_\_\_ Emergency Preparedness

\_\_\_\_\_ Fire

\_\_\_\_\_ Hawk Alerts

\_\_\_\_\_ Active Shooter

\_\_\_\_\_ Missing Student

\_\_\_\_\_ Pick Up and Drop Off

\_\_\_\_\_ Emergency Communication

\_\_\_\_\_ Social Media Communication

\_\_\_\_\_ Cash Handling

### Meeting with Youth Program Committee

\_\_\_\_\_ Request a meeting by contacting Paul Bellus, Director of Youth Programs at [paul-bellus@uiowa.edu](mailto:paul-bellus@uiowa.edu).

- \_\_\_\_\_ Submit all program documents, forms, and protocols for review.
- \_\_\_\_\_ Revise as necessary
- \_\_\_\_\_ Resubmit revisions for approval
- \_\_\_\_\_ Repeat until approval received

### After Approval, and Thereafter on an Annual Basis

- \_\_\_\_\_ Register program through the Minors on Campus website
- \_\_\_\_\_ Conduct criminal background checks on all staff and volunteers working directly with minors
- \_\_\_\_\_ Arrange for all staff and volunteers to take the Minors on Campus training course
- \_\_\_\_\_ Identify person(s) who will be CPR/First Aid/Blood borne pathogens trained. This can be more than one person. The person(s) trained must be onsite during the entire time minors are participating in the program.
- \_\_\_\_\_ Maintain age appropriate supervision by securing necessary staff:participant ratios
- \_\_\_\_\_ Perform Director duties as prescribed by Youth Program Manual
- \_\_\_\_\_ Report compliance data as directed by Youth Program Manual and the UI Operations Manual detailing Minors on Campus policies ([Minors on Campus Policy](#)).

## Appendix B: Compliance Reporting for All Youth Programs

### Registration ([Register a Program](#))

- \_\_\_\_\_ Director and administrators contact information (email, phone number, emergency contact number)
- \_\_\_\_\_ Name of program
- \_\_\_\_\_ Start and end dates of program
- \_\_\_\_\_ Sponsoring department
- \_\_\_\_\_ Buildings utilized
- \_\_\_\_\_ Program website
- \_\_\_\_\_ Estimated number of participants
- \_\_\_\_\_ Estimated number of staff/volunteers
- \_\_\_\_\_ Estimated staff:participant ratio

### First Aid/CPR/Bloodborne Pathogens Certified ([Submit First Aid/CPR/Bloodborne Pathogens Compliance Information](#))

- \_\_\_\_\_ Name of program
- \_\_\_\_\_ Program contact (name, email, phone number)
- \_\_\_\_\_ Start and end date of program
- \_\_\_\_\_ Name of staff/volunteer trained
- \_\_\_\_\_ Identify specific certification
- \_\_\_\_\_ Date certified
- \_\_\_\_\_ Expiration date of certification

### Criminal Background Check ([Submit Staff and Volunteer Compliance Information](#))

- \_\_\_\_\_ Name of program
- \_\_\_\_\_ Program contact (name, email, phone number)
- \_\_\_\_\_ Name of staff/volunteer criminal background checked
- \_\_\_\_\_ Date criminal background check completed

### “Minors on Campus” Training ([Submit Staff and Volunteer Compliance Information](#))

- \_\_\_\_\_ Name of program
- \_\_\_\_\_ Program contact (name, email, phone number)
- \_\_\_\_\_ Name of staff/volunteer trained
- \_\_\_\_\_ Date “Minors on Campus” training completed

### Program Forms and Waivers (examples at [Program Forms](#))

- \_\_\_\_\_ Annual review by Office of Risk Management

**Incident Reporting** (*establish reporting protocol with DEO of sponsoring unit/department*)

- \_\_\_\_\_ Medical incidents reported to Office of Risk Management as they arise
- \_\_\_\_\_ Disciplinary incidents reported in aggregate to Youth Programs Committee at end of program
- \_\_\_\_\_ Missing student incidents reported in aggregate to Youth Programs Committee at end of program
- \_\_\_\_\_ Housing and dining incidents reported to University Housing & Dining as they arise
- \_\_\_\_\_ Loss or damage to university property reported to Office of Risk Management as they arise
- \_\_\_\_\_ Harassment and discrimination incidents reported to Equal Opportunity and Diversity as they arise
- \_\_\_\_\_ Sexual misconduct reported to Office of the Sexual Response Coordinator as they arise
- \_\_\_\_\_ Child abuse reported to proper authorities as required by UI policy and State of Iowa Code
- \_\_\_\_\_ Violations of the law reported to University of Iowa Police
- \_\_\_\_\_ Classroom incidents reported to Facilities Management as they arise
- \_\_\_\_\_ Cash handling incidents reported to supervisor as they arise