



UNIVERSITY of WISCONSIN  
**GREEN BAY**

Name:

Subject: **YOUTH EVENT AGREEMENT**

Date:

Program:

In consideration for volunteer 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 event start date and understand the CBC will be on file for me with the Program Sponsor or Human Resources. I understand I will be notified of any CBC findings related to defined prohibited conduct or other such conduct which 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. CAMP OPERATIONS MANUAL**

I have read and acknowledge a copy of the Camp Operations Manual was provided to me. I fully understand the duties assigned and will ensure that all procedures and protocols are followed and I will report as outlined.

**6. 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 of 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.

Name of Attendee \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

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

Name of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## APPENDIX A

### 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
- Overnight Activities: Adults are not permitted to share a bed or sleeping bag with a youth participant
- 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 an event must comply with obligations within this section and Executive Order 54. Incidents include, but are not limited to:

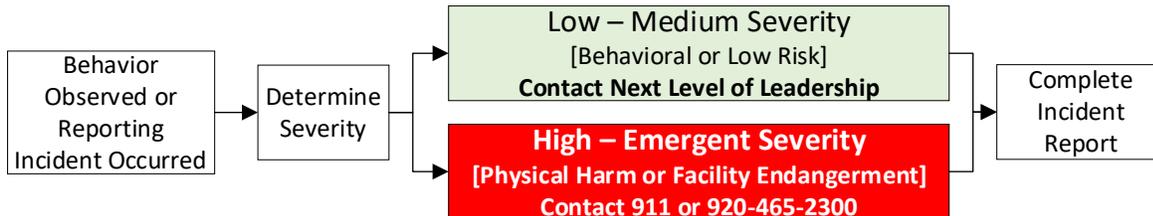
- Incidents of prohibited conduct that have been observed or disclosed.
- Incidents of serious physical harm requiring professional medical attention.
- Suspicious or observed inappropriate behaviors by either an adult or youth participant.
- Any suspected physical abuse, neglect, or sexual abuse of 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 event 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.

**BASIC SAFETY PLAN MODEL**

Within the first hour of the first day a covered activity event, Camp Director or Program Facilitator will conduct an in-person safety presentation for all staff and available participants.

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"> <li>▪ Contact 911 for serious events</li> <li>▪ Report to Program Facilitator and University Sponsor</li> <li>▪ Stay with participant(s) until help arrives or shelter in place/evacuate participant(s) to identified staging area</li> <li>▪ Fill out Incident Report</li> </ul> Do not move the participant(s) unless there is: <ul style="list-style-type: none"> <li>▪ Fire, danger of fire or explosion</li> <li>▪ Danger of asphyxia due to lack of oxygen</li> <li>▪ Risk of drowning</li> <li>▪ Risk of traffic hazards</li> <li>▪ Exposure to cold or intense heat</li> <li>▪ Possibility of injury from collapsing walls or buildings</li> <li>▪ Electrical injury</li> </ul>	911 920-465-2300
Program Facilitator	Follow the established University reporting protocols: <ul style="list-style-type: none"> <li>▪ Contact 911 if emergent</li> <li>▪ Contact parent or legal guardian</li> <li>▪ Contact Counseling Center for suicide or identified EO 54 reporting requirements</li> <li>▪ Other authorities as required, such as Title IX Coordinator and/or Risk Management</li> <li>▪ Complete an Incident Report</li> </ul>	911 Program Sponsor Risk Management
Counseling Center	Assess minors in need	920-465-2380
Emergency Response	Responds to emergencies	

**All events must** adhere to requirements pertaining to this activity established within ATPC 78, DCF 252, and/or DHS 175, 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 (unless event hosts a medical provider per DCF 252.44.6(b)).
- Provide non-emergency transportation to a local health care facility if needed during daytime sessions.