

James Madison University

Sponsor Training

This training has been created in compliance with University Policy 3115, on Camps and Other Programs Involving Minors. All Sponsors of said programs must complete this training module in addition to the training provided for Authorized Adults.



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Introduction

Background

As coordinator for a camp or other program involving minors at James Madison University, you have unique responsibilities in complying with University [Policy 3115](#) - Camps and Other Programs Involving Minors. As program coordinator, you are both an “Authorized Adult” and a “Sponsor.” This Sponsor training augments the training and material contained in the associated Authorized Adult training. It provides additional information on responsibilities of a Sponsor that are above and beyond those of an Authorized Adult. As such, this training should be commenced only after satisfactory completion of Authorized Adult training.

What do I have to do?

To meet the requirements of Policy 3115, you as a Sponsor must:

- a. Complete the “Authorized Adult” training and print, sign, and return the included certificate of completion.
- b. Complete the “Sponsor” training and print, sign, and return the included certification of completion.
- c. Provide certification that all Authorized Adults associated with your program have completed the Authorized Adult training and provided you a copy of their certificate of completion.

Training objectives

After completing this training, you will be able to:

- Ensure your program complies with University Policy 3115.

Policy

The university will take appropriate steps to ensure the safety of minors participating in university supported, approved and endorsed programs. All university programs which involve minors are required to follow these procedures. No university program involving minor participants will be supported, approved or endorsed until certification of adherence to these procedures is obtained. Unauthorized programs involving minors are prohibited from property controlled by the university.

Each sponsoring unit must have a university administrator who will be responsible for ensuring that policy requirements are communicated to every camp and program, and ensures that every camp and program complies with these policy requirements. When hosting organizations contract directly with Conference Services, the Conference Services office will be responsible for

ensuring that policy requirements are communicated to the hosting organization, and ensuring that the hosting organization complies with these policy requirements.

Definitions and Terms

a. Authorized Adult

All individuals, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee minors in programs or in recreational and/or residential facilities associated with the programs. This includes but not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, and independent contractors/consultants. The Authorized Adults' roles may include positions as counselors, chaperones, coaches, instructors, drivers, etc. Authorized Adults are considered to be mandatory reporters of child abuse and neglect, as defined by Virginia Law. Further guidance on mandatory reporters is provided in [Policy 1406](#).

b. Criminal Records Check

A review of the potential or current Authorized Adult's record of criminal convictions and traffic violations.

c. Camp/Conference

Programs that are residential and require overnight stays (also see below – definition of Programs).

d. Conference Services

The administrative unit of the university which oversees summer conference operations.

e. Direct Contact

Care, supervision, guidance or control of minors and/or routine interaction with minors during the program.

f. Endorsed Program

A program sponsored and/or staffed by a non-university group or organization that has received authorization from the university to hold the program at the university.

g. Harassment

A form of discrimination consisting of unwelcome or offensive physical, verbal or written conduct that shows aversion or hostility toward a person on the basis of age, color, disability, gender identity, genetic information, national origin, parental status, political affiliation, race, religion, sex, sexual orientation or veteran status in the following situations:

1. When submitting to or rejecting the conduct is made the basis for an evaluation, personnel action, or recommendation for a personnel action affecting an employee, or an evaluation, action or recommendation for an action affecting a student; or
2. When the conduct has the purpose or effect of unreasonably interfering with the performance of an employee or a student, and the conduct creates a hostile, intimidating or offensive learning or working environment.

Harassment specifically includes instances of sexual violence of any type perpetrated against a member of the university community.

h. Hosting Organization

The university or non-university organization responsible for enrolling participants and supervising the daily operations of the program.

- i. Minor**
A person who is under 18 years old.
- j. One-On-One Contact**
Personal, unsupervised interaction between any Authorized Adult and a minor participant without at least one other Authorized Adult, parent or legal guardian being present.
- k. Programs**
Activities offered by various academic or administrative units of the university, or by non-university groups using university facilities. This includes but not limited to workshops, sport camps, academic camps, conferences and similar activities where minors come to the university or any property controlled by the university, whether for a part of a day or multiple days, to participate in specific activities.
- l. Sponsoring Unit**
The academic or administrative unit of the university which offers a program or gives approval for housing or use of facilities for a program. The Office of Conference Services is not considered as a Sponsoring Unit.
- m. Supported Program**
A program sponsored by a university department or unit.
- n. University Facility**
All buildings or properties owned by, or under the control of, the university.
- o. University Housing**
Residential facilities owned by, or under the control of, the university.

Responsibilities of a Sponsor

- a. Register the program with the hosting unit or with Conference Services.
- b. Establish procedures for providing parents/legal guardians with written material on program activities and contact information.
- c. Establish a procedure for the notification of the minor's parent/legal guardian in the case of an emergency.
- d. Provide a list of all program participants and a directory of program staff to the hosting unit or to Conference Services. Hosting units and Conference Services will provide a copy of the list and directory to the JMU Public Safety Office. The list should minimally include: participants' names, local room assignments (if applicable), gender and emergency contact information.
- e. Provide information to a parent or legal guardian detailing the manner in which the participant can be contacted during the program.
- f. Obtain a completed Medical Treatment Authorization form from each program participant. All forms should include the following:
 - i. A statement informing the parent/legal guardian that the university does not provide medical care or medical insurance for the minor.

- ii. A statement authorizing the release of medical information (HIPAA) and emergency treatment in case the parent/legal guardian contact cannot be reached for permission, along with the name and contact information for the minor's physician and insurance information.
- iii. A list of any physical, mental or medical conditions the minor has, including any allergies that could impact her/his participation in the program.
- iv. All emergency contact information including name, address and phone number of the emergency contact.
- g. Develop and publish a policy and procedure for the possession and distribution of approved medications for minors while attending the program.
- h. Have a plan for contacting first responders or emergency medical services, and for granting these responders access to all locations used in conjunction with the program.
- i. When working in JMU laboratories, follow appropriate safety measures adopted by the university for all laboratory and research work performed in the program.
- j. Ensure adequate supervision of minors while they are on university property. All programs involving minors must be supervised by at least two or more Authorized Adults or by their parent(s) or legal guardian(s) at all times. Some of the factors to consider in determining "adequate supervision" are the number and age of participants, the activities involved, the type of housing if applicable, and the age and experience of the counselors.

The American Camp Association recommends the following ratios of adults to participants:

- One staff member for every five campers ages 4 and 5
- One staff member for every six campers ages 6 to 8
- One staff member for every ten campers ages 9 to 11
- One staff member for every fifteen campers ages 12 to 17

- k. Develop and make available to participants the rules and discipline measures applicable to the program. Program participants and staff must abide by all university regulations and may be removed from the program for non-compliance with the rules. Rules must include, but are not limited to.
 - i. The possession or use of alcohol and other drugs, tobacco products, fireworks, guns and other weapons by any Authorized Adult or participant is prohibited. Smoking is prohibited in all university buildings. ([Policy 1111](#))
 - ii. The operation of a motor vehicle by minors is prohibited while attending and participating in the program.
 - iii. The parking of program staff and participant vehicles must be in accordance with university parking regulations.
 - iv. Rules and procedures governing when and under what circumstances participants may leave university property during the program must be specified. In no circumstances may minors be allowed to leave university property without being accompanied by appropriate Authorized Adults.
 - v. No violence by any Authorized Adult or participant, including sexual abuse or harassment, will be tolerated.
 - vi. Hazing of any kind by any Authorized Adult or participant is prohibited. Bullying, including verbal, physical, and cyber, are prohibited.

- vii. No theft by any Authorized Adult or participant will be tolerated.
 - viii. Misuse or damage of university property by any Authorized Adult or participant is prohibited. Charges will be assessed against those participants who are responsible for damage or misusing university property.
 - ix. The inappropriate use of cameras, imaging and digital devices by any Authorized Adult or participant is prohibited, including use of such devices in showers, restrooms or other areas where privacy is expected by participants.
- l. If a supported program, obtain all media and liability releases as part of the program registration process. All data gathered shall be confidential, is subject to records retention guidelines and shall not be disclosed, except as provided by law.
 - m. Designate a contact staff member who is at least 21 years of age to be accessible to participants at all times during the program. The staff member should reside in the housing unit with the minors during the program, if applicable. Additional Authorized Adults should be assigned to ensure inappropriate one-on-one contact with minors does not occur and that appropriate levels of supervision are implemented.
 - n. Must ensure that Criminal Records Checks on all Authorized Adults participating in the program are satisfactorily completed. All Authorized Adults who have direct contact with minors are required to have a current criminal records check on record with the Sponsoring Organization. Current is to be interpreted as at time of hire or when starting to work with minors, whichever is most recent. So, if an individual had a background check when starting work with a company 10 years ago but has only worked with minors for the past year, then the original background check will not suffice. However, if the same individual has been working with minors for the entire ten years since the original background check then they do not need a new one. This criminal records check must be reviewed and approved by the hosting organization. Approval shall not be authorized for registered sex offenders, persons convicted of a felony, or persons convicted of certain misdemeanors.

The Sponsoring Organization must submit an affidavit to the Hosting Unit or to Conference Services, certifying compliance with this requirement. Authorized adults who are JMU employees must follow the [Policy 1321](#) - Criminal History Investigation. Non JMU employees may use this policy as guidance in securing Criminal Records Checks. The expense for Criminal Records Checks will be borne by the Sponsoring Organization and should be considered when calculating camp/ program fees.

- o. Adopt and implement rules and regulations for proper supervision of minors in university housing. The following must be included:
 - i. Written permission signed by the parent/guardian for the minor to reside in university housing.
 - ii. Compliance with all security measures and procedures specified by the JMU Office of Residence Life and JMU Public Safety.
 - iii. An age-appropriate curfew time for the participants.
 - iv. In-room visitation restrictions to participants of the same gender.

- v. Guest visitation: Guests of participants (other than a parent/legal guardian and other program participants) should be restricted to visitation in the building lobby and/or floor lounges and only during approved hours specified by the program.

- p. The program must provide and supervise trained Authorized Adults in accordance with the following:
 - i. The gender mix of Authorized Adults must reflect the gender mix of the participants.
 - ii. Training for the Authorized Adults must include, at a minimum, information about responsibilities and expectations; policies, procedures, and enforcement; appropriate crisis/ emergency responses; safety and security precautions; confidentiality issues involving minors; and university responsibility/liability. Authorized Adults must know how to contact local emergency services and how to report suspected child abuse (counselors are considered to be mandatory reporters as defined by the Code of Virginia §63.2-1509). An Authorized Adult who will be participating in a program covered by this policy must attend training on the conduct requirements of the code, on protecting participants from abusive emotional and physical treatment, and on appropriate or required reporting of incidents of improper conduct to the proper authorities including, but not limited to, appropriate law enforcement authorities.
 - iii. Responsibilities of the Authorized Adults must include, at a minimum, informing program participants about safety and security procedures, university rules, rules established by the program and behavioral expectations. Authorized Adults are responsible for following and enforcing all rules and must be able to provide information included herein to program participants and be able to respond to emergencies.

- q. Ensure Authorized Adults participating in programs covered by this policy adhere to the Behavioral Expectations outlined in paragraph 6 of the Authorized Adult training.

- r. Ensure, in the event of an allegation of inappropriate conduct being made against an Authorized Adult participating in a program, that the Authorized Adult discontinue any further participation in programs covered by this policy until such allegation has been satisfactorily resolved.

- s. Authorized personnel/signatories for non-university groups using university facilities must provide to the Hosting Unit or to Conference Services satisfactory evidence of compliance with all of the requirements of this policy prior to the scheduled use of university facilities, as well as sign an approved agreement for use of university facilities, if applicable. Academic or administrative unit heads sponsoring a program must sign off on adherence with these requirements prior to the scheduled program.

Thank you to Duke Human Resources and their Office of Learning and Organization Development for sharing content from their Policy for Minors in Duke University Programs, Policy Training Workbook.

Please proceed to signature page.

Certification Signature

By signing below I verify that I have read this content, and I understand that it is my responsibility to abide by these behavioral expectations and to ensure the compliance of the Authorized Adults my organization brings to campus.

Authorized Adult Signature _____

Printed Name _____ Date _____