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Youth Program Administration Guide

Administrating Youth Programs

Youth programs are all events, operations, endeavors, or activities designed for participation by minors and organized by the University of Oregon in which university employees or volunteers are responsible for the care, custody, or control of minors.

Note: A minor is any person under the age of 18.

The **youth program administrator** is the person assigned by their department to ensure the programming provided is in compliance with the Protection of Minors Policy and procedures.

Youth Program Administrator Responsibilities:

1. Register the program with the office of Risk Management and enroll in insurance coverage.
2. Confirm the university employees and volunteers have received required training and background checks are completed.
3. Provide a program summary report and youth program emergency management plan two weeks prior to the program start date.
4. Retain records of training, hiring documents, volunteer forms, and waivers of liability.

Step 1: Register Program and Request Insurance Coverage

Complete the registration process annually.

Youth program insurance covers participants and must be requested prior to the beginning of the camp, clinic, or event. The premium rate is based on the number of attendees. For more information, visit the [Youth Program Registration and Insurance](#) page.

Link: <https://safety.uoregon.edu/youth-program-registration-insurance>

Tasks:

- Register youth program with Risk Management and request camp insurance enrollment. (<https://safety.uoregon.edu/youth-program-registration-insurance>)

- Information needed to register:
 - Dates of program
 - Contact name and information of program coordinator
 - Estimated number of participants
 - Index to be charged (include activity code, if applicable)

Step 2: Hire Program Staff

Ensure the program follows current American Camp Association (ACA) standards for staffing. Refer to the HR guidelines for [staff ratios](#).

Tasks:

- Notify Human Resources (HR) of your intent to hire staff.
- Complete background checks for volunteers, employees, and students working with minors.
- Retain records, including hiring documents, background check clearance and volunteer forms, according to UO records retention requirements.

Step 3: Train Staff

University employees and volunteers working in youth programs must be trained on the following:

- **Protection of Minors Policy and Procedures** - Youth program staff must read and understand the policy and procedures regarding contact with youth.
 - Link: <https://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/protection-minors>
- **Conduct requirements** - Youth program staff are expected to meet certain expectations of conduct.
 - Link: <https://hr.uoregon.edu/youth-programs-conduct-requirements>
- **Protecting Children** (online course) - Employees and volunteers working in youth programs are required to complete training on the practices and conduct requirements of the university's Protection of Minors policy.
 - Link for employees: <https://uomytrack.pageuppeople.com/beta/learning/2180>
 - Link for volunteers: <https://vimeo.com/703921551>
- **Campus Security Authority** (online course) - Youth Program Administrators and youth program staff that are paid university employees are considered Campus Security Authorities (CSA). CSA's must complete mandatory Campus Security Authority Online Training to understand their reporting responsibilities.

- Link for employees:
<https://uomytrack.pageuppeople.com/learning/3230>
- Link for temporary hires or student employees:
<https://vimeo.com/711403716>
- **Youth Programs Emergency Management Planning** – All programs are required to complete and review with staff and volunteers prior to the start of the program.
 - Link:
<https://hr.uoregon.edu/sites/hr1.uoregon.edu/files/03012023%20-%20Youth%20Programs%20Emergency%20Management%20Planning%20-%20All.pdf>

Tasks:

- Conduct required trainings as outlined above.
- Document participant completion.
 - Note: this report must be submitted at least two weeks prior to the program start.

Step 4: Required Forms and Documentation

- Obtain completed waiver of liability and model release forms from each participant.
 - **Waiver of Liability:** <https://safety.uoregon.edu/waivers-liability>
 - Note: Completed forms have a 3-year required record retention by department.
 - **Model Release Form** (complete if you intend on taking photo/video):
<https://communications.uoregon.edu/uo-brand/applying-the-brand/photography/model-release-form>
- Complete volunteer forms and email to riskmanagement@uoregon.edu.
- Complete a [program summary report](#) and email to riskmanagement@uoregon.edu.
- Submit the Youth Program Emergency Management Plan to riskmanagement@uoregon.edu.

Form/Document	Who Completes	When to Submit	How to Process	Retention and Disposal Instructions
Youth Program Emergency Management Plan	Youth program administrator	Complete plan and review with staff and volunteers; submit plan at least two weeks before the program starts.	Email to Risk Management	Retained by Risk Management
Program Summary Report	Youth program administrator	At least two weeks before the program starts.	Email to Risk Management	Retained by Risk Management

Conditions of Volunteer Service	Program volunteer	Provide signed forms before volunteer begins working.	Email to Risk Management	405-10-120: Units must provide a copy of any volunteer service form to Risk Management for retention and may dispose of their copies as soon as confirming successful transfer.
Waiver of Liability	Program participant	Submit before the program begins.	Email to Risk Management	405-10-120: (a) 3 years after the end of the event or activity for which the waiver was signed, unless part of a contract, purge. (b) In cases where agreements are part of a contract, retain for as long as the contract.
Model Release Form	Program participant	If you will be taking photos or videos, submit this form before the program starts.	Submit online form or download pdf and sent to UO Communications	N/A
Emergency Contacts & Health Release	Program participant	Complete form before the program begins.	Department retains form	N/A
Child Sign-in and Sign-out	Program participant	Complete form before the program begins.	Department retains form	N/A

Resources

Title	URL
UO Policy: Protection of Minors and Reporting of Child Abuse	https://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/protection-minors
Youth Programs Conduct Requirements	https://hr.uoregon.edu/youth-programs-conduct-requirements
HR Youth Programs: Protecting Minors	https://hr.uoregon.edu/youth-programs-protecting-minors
Youth Program Registration & Insurance	https://safety.uoregon.edu/youth-program-registration-insurance
Training Youth Program Staff (HR)	https://hr.uoregon.edu/youth-programs-training-staff
Records Retention Schedule: Liability waivers and volunteer forms	https://rrs.uoregon.edu/rrs-landing-page?rrs_series_id=405-10-120