



Cross Community Players

Adult-Youth Engagement Policy & Addenda

Policy statement/overview and definitions

It is the policy of Cross Community Players to protect youth by providing safe spaces for theater experiences and minimize risks of harm to individuals and CCP. This policy is communicated and applies to staff, actors and volunteers. Questions about interpreting this policy should be directed to CCP's secretary or any member of the board of directors. See Addendum #5 for contact information.

This policy addresses:

- Background checks
- Safe ratios
- Language and communications
- Social media
- Mandatory reporting
- Non-retaliation and disciplinary action
- Waiver and release of liability
- Drop off and pick up
- Medical consent

This policy uses the following terms as defined below:

Term	Definition
Youth or Minor	Any person 17 years of age or younger involved in a CCP production
Adult	Any person 18 years of age or older who is an actor, staff member or volunteer for CCP
Guardian	An adult with written permission from the parent to be responsible for the minor
Caretaker	Someone assigned by the parent or guardian to supervise the minor
Private space	All non-public spaces including elevators, office space, dressing rooms, bathrooms, rehearsal rooms and classrooms
Public space	Any common space such as lobbies, hallways, fellowship halls and auditoriums.
Rule of 3	This means no Adult will be one-on-one with Youth in a private space

Background checks

It is currently not the policy of CCP to perform background checks. References provided during hiring and auditions may be checked. CCP reserves the right to perform background checks on persons 18 and older in compliance with the Fair Credit Reporting Act.

Safe ratios

Adults must comply with the Rule of 3. However, should adults need to work one-on-one with youth, the door to any private space will remain fully open providing access to public space and to other personnel nearby.

Appropriate language and communications

Adults and youth are expected to conduct themselves with respectful behavior and use age appropriate language at all times. Sharing of inappropriate languages, images, material and content is prohibited. See the actor contract.

Social media and electronic communication

Adults are discouraged from being friends with youth on social media platforms, to send email and/or text messages, conduct phone calls, take photographs or post images of youth outside of show communications.

Consistent with Minnesota Law, CCP is committed to protect children whose health or welfare may be jeopardized through neglect, physical or sexual abuse. CCP has zero tolerance for child abuse.

Non-retaliation and disciplinary action

CCP strictly prohibits retaliation against any person in any form in response to reports made in good faith under this policy, including retaliation against the reporter, the child with respect to whom the report was made, or anyone involved in a related investigation. Individuals who are found to have engaged in retaliation will be subject to discipline up to and including expulsion from the show and/or termination of employment.

Waiver and release of liability

CCP requires all minors and their parent or guardian to sign a Waiver and Release of Liability. The parent or guardian can assign a caretaker to watch over the minor subject to the approval of the artistic staff. This table compares CCP's requirements based on whether the youth is in the show versus simply accompanying a parent/guardian in the show, as well as the youth's age range.

Youth status	Age	Waiver* required?	Supervision	Staff's special permission required to do these
In show	13 and under	Yes	The minor's parent, guardian, caretaker; staff member, or assigned volunteer must accompany the minor at all times on CCP's premises.	For working around equipment, machinery, tools, and at strike of the show.
In show	14-17	Yes	—	For working around equipment, machinery, tools, and at strike of the show.
With parent/guardian	13 and under	No	A parent, guardian or caretaker must oversee the minor when at rehearsals or performances.	—
With parent/guardian	14-17	No	Parent/guardian must get permission <u>before</u> bringing in minors (e.g., director's permission to be at rehearsal or strike, designer's permission to be in shops).	—

*See Addendum #1

Drop off and pick up

There will be a sign in and sign out sheet for all actors at all rehearsals and performances. See Addendum 3 for sign-in/sign-out sheet. Parents and guardians must provide the names of all individuals with permission to drop off and pick up their children. Procedures will be developed for each production appropriate for the rehearsal and performance spaces. Volunteers will be assigned to ensure the safe and orderly drop off and pick up of youth.

Medical consent

CCP requires a completed, signed and dated Medical Consent for all minors. See Addendum #2.

Addendum #1 – Acknowledgement and waiver and release of liability

We welcome your child as a volunteer at Cross Community Players ("CCP"). It is important for you to know that our work by its nature involves the risk of injury and we cannot guarantee the safety of volunteers. For that reason, we require you, as parent/guardian and your child, to read and sign this acknowledgement and release agreement before we can allow your child to volunteer.

_____ (Minor's name) will be volunteering at CCP as
_____ (role/position) in the theatre's production of _____ (show title).

During the time when the minor is on CCP's premises, CCP will make a reasonable effort to assign the minor an appropriate activity and to assign an appropriate supervisor (e.g., stage manager, designer, house manager) based on minor's age, experience level, and role. The minor will have the right to refuse to perform any task(s).

BY SIGNING BELOW, EACH PARTY EXECUTING THIS DOCUMENT HEREBY ACKNOWLEDGES, CONSENTS TO, AND AGREES TO THE FOLLOWING:

- The work performed by minors at CCP, by its nature, involves the risk of injury.
- CCP cannot guarantee the safety of the minor.
- The minor agrees to stay in his/her assigned area and not wander around the CCP premises, and the minor and his/her parent or legal guardian each acknowledge that wandering around the CCP premises or otherwise failing to follow rules or instructions, whether posted or un-posted, and whether written or oral, will put the Minor at greater risk of injury.
- The minor and his/her parent or legal guardian each acknowledge and agree that the Minor's parent or legal guardian shall be solely and exclusively responsible for the transportation of the Minor to and from CCP at scheduled times.
- The minor's parent or legal guardian agree to encourage the Minor to observe rules of common etiquette and safety precautions.
- To the maximum extent permitted by applicable law, and as a condition of participating in any volunteer activity at CCP (including but not limited to any participation in any theatrical production at any level), the Minor and/or his/her undersigned parent or legal guardian agree(s) to take sole and exclusive responsibility for any and all injuries, losses, or damages incurred by the minor during minor's presence at CCP or during minor's participation in any activity relating to, or connected with CCP, and the undersigned does hereby hold CCP, its affiliates, its Officers, its Board of Directors, its employees, its agents, its successors, and its assigns (the "CCP Releasees") harmless from any and all liability (including attorney's fees and costs) for all claims, actions, or damages arising from injuries, losses, or damages suffered by minor or caused to a third party by the minor during minor's presence at CCP or during minor's participation in any activity relating to, or connected with CCP.
- CCP does not screen or perform any form of background checks (criminal or otherwise) on its minors.
- CCP takes no responsibility for the actions or omissions of other minors and the Minor and his/her parent or legal guardian hereby each waive and release each and all of the CCP Releasees from any and all liability arising out of the acts or omissions of other CCP minors to the maximum extent permitted by applicable law.

I certify that I am the parent or legal guardian of the minor named above, who is under the age of 18 years, and who wishes to volunteer at CCP. I further certify that I have read the Adult Youth Engagement Policy and the Waiver and Release of Liability, that I understand such language fully, that I have explained such language to the minor personally, and that I am of sound mind and otherwise authorized and competent to understand and execute this document. By signing below, I acknowledge, consent to, and agree to all terms set forth above and I further consent to my child's participation in volunteer activities at CCP under such terms.

Parent/Guardian Signature:

Minor Signature:

Print Parent/Guardian Name:

Date: _____

Relationship to Minor: _____

Date: _____

This form must be completed and returned to the CCP board of directors before your child will be allowed to participate. If you are unable to give this form to a member of the artistic staff, please mail it to: Cross Community Players, Inc., PO Box 1135, Maple Grove, MN 55369 or email it to mail@crossplayers.org.

Addendum #2 – Consent for medical treatment

Choose one:

- ☐ I do not wish to provide consent for medical treatment.
- ☐ I wish to provide consent and have completed the form below.

In the event I cannot be contacted, I do hereby fully authorize Cross Community Players staff or designated volunteers to act on my behalf in the event my child is a victim of an accident, injury or illness that requires immediate medical or surgical care. Actions on behalf of my child shall include but not be limited to authorization for theatre staff or other volunteers to arrange for such medical care as they deem appropriate, substantiated by local medical advice, and to give my required consent for such medical care.

I acknowledge that it is my responsibility to advise Cross Community Players, in writing, of any allergies, medical problems or prescription medical requirements that would be pertinent in the treatment of my child. Please list them below:

Medical insurance company name & plan number: _____

Name of primary physician for your child: _____

Parent/guardian phone number _____

Alternate emergency contact name: _____

Alternate emergency contact phone number: _____

Parent/Guardian Signature: _____

Today's Date: _____

This form must be completed and returned to the CCP board of directors before your child will be allowed to participate. If you are unable to give this form to a member of the artistic staff, please mail it to: Cross Community Players, Inc.; PO Box 1135; Maple Grove, MN 55369 or email it to mail@crossplayers.org

Addendum #3 – Sign-in and sign-out

Date	Name	Time In	Time out

Addendum #4 – Permission to drop off and pick up

Please fill out the following information and sign/date in the space provided:

Name of parent or guardian

give permission to _____
Name of caretaker

to pick up and dropoff _____
Name of minor

during rehearsals and performances of _____
Name of show

during the months of _____ – _____
Dates from first rehearsal through last performance

Signature: _____
Signature of parent or guardian

Date: _____

Addendum #5 – CCP board members

For questions about this policy, the first point of contact should be:

Steve Eckes, Secretary; eckes5@comcast.net; 612.860.5721

Alternate points of contact are other board members:

Bryan O'Neil, president; bryan.oneil@comcast.net

Christy Kane; christy@soulworkcounseling.com

Renee LaPlume, vice president; r_laplume@yahoo.com

Glorianne Svitak; gmsvitak@yahoo.com

Greg Janssen, treasurer; greg@gregjanssen.com

Matt Kellogg; kello045@d.umn.edu

Nancy Covington; nkcovinto@aol.com