



# Cross Community Players

## Adult-Youth Engagement Policy & Addenda

### Policy statement/overview and definitions

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Cross Community Players' policy is 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 the Production Manager or any member of the board of directors. See Addendum #4 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, supervision guidelines, drop off and pick up and medical consent. This policy uses these 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

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CCP's practice is to perform background checks on all participants age 18 and older using the Minnesota Public Criminal History Search. References provided during hiring and auditions may be checked. Background checks will be done in compliance with the Fair Credit Reporting Act.

### Safe ratios

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The "Rule of Three" (or Rule of 3) in child supervision is a safety policy designed to prevent abuse and ensure accountability, stating that there should never be fewer than three people present during all program activities. It is primarily designed to prevent one-on-one contact between an adult and a child. 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

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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 Agreement.

### Social media and electronic communication

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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.

## Mandatory reporting

Consistent with Minnesota Law, CCP is committed to protecting 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 Release, Waiver of Liability, Assumption of Risk and Indemnification. See Addendum #1.

## Supervision guidelines

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 before 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

CCP will provide a sign in/sign out sheet for all actors at all rehearsals and performances. 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.



6. **INSURANCE RESPONSIBILITY**: I understand that the Released Parties do not assume any responsibility for providing financial assistance, insurance, or any other assistance in the event of illness, injury to my person, death, or damage to my property. I agree it is my responsibility to pay, or cover through my insurance, the cost of any illness, injury to my person, death, or damage to my property, including, but not limited to, medical bills, resulting from my participation in the Production, as contemplated in paragraphs 2, 3, and 4 above. **I UNDERSTAND AND AGREE THAT I AM RESPONSIBLE FOR MY OWN INSURANCE AND COSTS.**
  
7. **INDEMNITY FOR MY OWN ACTIONS**: I agree to indemnify, defend, and hold harmless CCP and its directors, officers, employees, contractors, volunteers, agents, and their successors and assigns, from and against all liability, loss, damage, cost, or expense, including attorney fees, which relate to or arise out of my own conduct in connection with my participation in the Production. **I UNDERSTAND AND AGREE THAT I AM RESPONSIBLE FOR ALL CONSEQUENCES OF MY OWN CONDUCT TOWARDS OTHERS.**
  
8. I have read this entire Agreement, I understand and agree to its terms, and I am signing this Agreement knowingly and voluntarily in exchange for me being allowed to participate in the Production. **I UNDERSTAND AND AGREE THAT I AM GIVING UP SUBSTANTIAL LEGAL RIGHTS I MIGHT OTHERWISE HAVE IN EXCHANGE FOR ME BEING ALLOWED TO PARTICIPATE IN THE PRODUCTION.**

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

NOTICE: If the participant is under the age of 18 years old, the participant's parent or legal guardian must also sign:

I, (printed name) \_\_\_\_\_, am the parent or legal guardian of the participant named in this Agreement. I have read and I understand the terms of this Agreement, I consent to my child participating in the Production, and I agree to the terms of this Agreement on behalf of my child. I warrant and guarantee as true that I am the parent or guardian of the participant named in this Agreement, and that I am executing this document on behalf of, and as an agent for, any other individual who may be a parent or guardian of the participant. I understand and agree that by executing this Agreement I am binding myself, my child, and any other parent or guardian of my child, and all of our family members, successors, heirs, assigns, estates, personal representatives, and legal representatives to the terms of this Agreement. **I HAVE AUTHORITY TO CONSENT AND I DO CONSENT AND AGREE TO MY CHILD PARTICIPATING IN THE PRODUCTION UNDER THE TERMS OF THIS AGREEMENT.**

\_\_\_\_\_  
Parent / Legal Guardian Signature

\_\_\_\_\_  
Date

**Addendum #2**  
**Consent for medical treatment**

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**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:

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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](mailto:mail@crossplayers.org)

**Addendum #3**  
**Permission to drop off and pick up**

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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 #4 CCP board members

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

<b>Name</b>	<b>Role</b>	<b>Email</b>	<b>Phone</b>
Steve Eckes	production manager	<a href="mailto:eckes5@comcast.net">eckes5@comcast.net</a>	612.860.5721

Alternate points of contact are other board members as listed below:

<b>Name</b>	<b>Office</b>	<b>Email</b>
Bryan O'Neil	president	<a href="mailto:bryan.oneil@comcast.net">bryan.oneil@comcast.net</a>
Renee LaPlume	vice president	<a href="mailto:r_laplume@yahoo.com">r_laplume@yahoo.com</a>
Greg Janssen	treasurer	<a href="mailto:greg@gregjanssen.com">greg@gregjanssen.com</a>
Matt Kellogg	secretary	<a href="mailto:mattkellogg1993@gmail.com">mattkellogg1993@gmail.com</a>
Nancy Covington	—	<a href="mailto:nkcovingto@aol.com">nkcovingto@aol.com</a>
Laura Horner	—	<a href="mailto:laura.horner4035@gmail.com">laura.horner4035@gmail.com</a>
Peter Ladwein	—	<a href="mailto:petermladwein@gmail.com">petermladwein@gmail.com</a>