

PROGRAM CHECKLIST MINORS IN UA PROGRAMS AND EVENTS

Operating a University of Alaska program (event, camp, course, etc.) in which minors (under age 18) are going to participate requires special considerations. This checklist will help you think through the various items that need to be considered prior to finalizing your program. Each of these guidelines may not always apply to your purposes. However, failing to follow them could also violate a standard of care. UA Risk Management Services has authority to waive guidelines in appropriate cases.

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| Contract Issues: |
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- 1. **Contracts/Grants/MOAs/MOUs/etc.** - If you are entering into a contract or memorandum of agreement or any other written understanding with another entity regarding the operation of a UA program involving minors, please make sure that your local risk services/safety office reviews the document.

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| Safety and Security Issues: |
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- 1. **Premises & Housing** - should be safe and have direct access to a phone for emergencies and guardian contacts. If housing students overnight, the rooms must be segregated by gender and periodic bed checks should be performed. There may also be building code issues.

- 2. **Chaperones/Supervisors** -

❑ 10. **Physicals for Participants** - Often times, it is advisable to require a fitness-to-participate

- ❑ 3. **Prohibited Activities** - Participation of minors in the following types of university sanctioned activities is prohibited without approval of risk management: rock, ice, and mountain climbing, wilderness camping, rafting on class III rapids or above, piloting or being a passenger on a university owned or leased aircraft or boat and other high risk activities. Please contact your local Risk Services office if you're unsure of the activity's risk level or if applying for an exception to this rule.

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| Legal Issues: |
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- ❑ 1. **Releases** - Registration forms should contain general releases similar to the ones used to enroll minors in regular academic courses. For high risk activities (boating, camping, hiking, mountain climbing, overnight trips, or any form of travel/transportation), you must consult with your local risk services/safety office and obtain an appropriate high risk release which the children and parents/guardians must sign prior to participating in the program.
- ❑ 2. **Records** - All records should be maintained for three years past the 18th birthday of the minor.

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| Insurance: |
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- ❑ 1. **Students** – travel accident insurance is strongly recommended for University of Alaska students (minors) participating in scheduled, sponsored, and supervised programs. This insurance can be procured through the System Office of Risk Services but must be purchased prior to program start for coverage to be in effect. To review the forms and plans, go to http://www.alaska.edu/risksafety/g_forms-library/stappl.pdf. Quotes are available by calling (907) 450-8157.
- ❑ 2. **Employees & Volunteers** – Employees are covered under their normal benefits package, which

Sample Programs and Forms:

Sample programs and forms are available from your local risk services/health and safety office.

Other resources can be found at:

UA Remote Travel Safety Guide –

<http://www.alaska.edu/risksafety/download/RemoteTravelSafetyGuide.pdf>

UA Remote Travel and Resource Guide –

<http://www.alaska.edu/risksafety/download/RemoteTravelPlanGuide.pdf>

First Aid - Procedure 6 - <http://www.uaa.alaska.edu/ehsrms/FirstAidProcedure6.pdf>

Cold Stress – Procedure 17 - <http://www.uaa.alaska.edu/ehsrms/ColdStressPro17.pdf>

Heat Stress - Procedure 18 - <http://www.uaa.alaska.edu/ehsrms/HeatStressPro18.pdf>

Transportation Safety - Procedure 10 -

<http://ehsrms.uaa.alaska.edu/SW/Travel%20and%20Transportation/TransportationSafety.pdf>

UAA Emergency Information - <http://www.uaa.alaska.edu/ehsrms/emerginfostartpage.htm>

Emergency Preparedness Resources -

<http://www.uaa.alaska.edu/ehsrms/EmergencyPamphlets/Emerg.PamphletStartPage.htm>

15-Passenger Van Safety and Risk Mitigation Tips -

<http://www.uaa.alaska.edu/ehsrms/15PVanRiskMitigation.pdf>

UAA Vehicle Safety and Insurance Tips - <http://ehsrms.uaa.alaska.edu/UAAVehicleInsurance.pdf>