

## **Groups Hosting Events with Minors in ASI Facilities**

### **NEW Guidelines and Requirements**

On July 8, 2022, Associated Students Inc. (ASI) implemented new guidelines and requirements for any groups hosting events with minors in any ASI facilities.

These new guidelines and requirements are in place due to [AB-506 Youth Service Organizations: child abuse and neglect prevention](#)—that took effect on January 1, 2022—which defines enhanced requirements for administrators, employees and volunteers of youth service organizations.

After consulting with ASI’s legal counsel, [Praesidium \(a partner of CSURMA\)](#), and CSURMA’s [Resource Guide for Managing Risk in Youth Programs and Contracts with Third Parties Involving Activities with Minors](#), ASI identified the need to establish risk management practices for groups hosting events with minors in ASI facilities that align with the requirements for ASI Youth Programs’ employees and volunteers.

Effective Fall 2022, for all events with minors, ASI requires the following:

- At least 2 mandated reporters from the group to supervise the minor attendees at all times for the duration of the reservation. Free mandated reporter training is available online: [Child Abuse Mandated Reporter General Training for California](#).
- Designated restroom for minor participants. Restrooms will be reserved/dedicated for only the minors attending to use. There will be no additional charge for this space reservation. ASI will provide signage. The group will need to provide 2 mandated reporters outside the designated restrooms and monitor access so that only minor attendees use the designated restrooms. All other attendees should be directed to use other restrooms in the building.

To learn more about these new guidelines and requirements, please carefully read the FAQs below.

#### **How does ASI define “minor”?**

An individual under 18 years of age (excluding matriculating CPP students).

#### **How does ASI define “event with minors”?**

An event (e.g., conference, workshop, tournament, camp, competition) where minors attend the event without a parent or guardian present.

#### **Is ASI accepting facility reservation requests for groups with minors?**

Yes, ASI is accepting reservation requests from student clubs and organizations as well as university departments for events with minors. ASI is providing new guidance and requirements for groups hosting events with minors in ASI facilities. ASI has temporarily paused approving any new reservation requests

for off-campus group events with minors. This temporary pause does not apply to student club and organization events or university department events that include off-campus organizations as partners.

### **What are the new guidelines and requirements and who/when do they apply?**

These guidelines and requirements only apply to administrators, employees and/or volunteers of the group(s)/organization(s) who are responsible for supervising the minors attending the event. The guidance and requirements are the same for any group requesting to reserve space in ASI facilities to host an event with minors.

Once ASI Conference & Events confirms that the request meets the criteria for an event with minors, this is the information that ASI will provide to the group for events scheduled through December 2022 (initial implementation):

- Review the [California Assembly Bill 506 requirements](#) and confirm if this law applies to your group (or any on- or off-campus partners attending) for this event.
  - If yes, please confirm the group or partner(s) will meet all the requirements before the event:
    - All staff and volunteers have completed and passed a fingerprint background check ([Penal Code 11105.3 reference in SB 506](#))
    - All staff and volunteers have training in child abuse and neglect identification and reporting equivalent to the [Child Abuse Mandated Reporter General Training for California](#) AND at least 2 mandated reporters from the group will supervise the minor attendees at all times for the duration of the reservation.
- For all events with minors (even if CA Bill 506 does not apply), ASI requires the following:
  - At least 2 mandated reporters from the group will supervise the minor attendees at all times for the duration of the reservation. Free mandated reporter training is available online: [Child Abuse Mandated Reporter General Training for California](#)
  - Designated restroom for minor participants. Restrooms will be reserved/dedicated for only the minors attending to use. There will be no additional charge for this space reservation. ASI will provide signage. The group will need to provide 2 mandated reporters outside the designated restrooms and monitor access so that only minor attendees use the designated restrooms. All other attendees should be directed to use other restrooms in the building.

### **My event is primarily for CPP students, but minors will also be invited to attend as participants and the minor's parent/guardian will not be present?**

The guidance and requirement for events with minors apply to all events hosted in ASI facilities with any number of minors attending without a parent/guardian present.

### **How does ASI plan to uphold these guidelines and requirements?**

For this first phase of implementation (through December 2022), we are asking for student clubs and organizations and university departments cooperation. Guidelines and requirements will be communicated via email to the group representative and the group representative is required to respond to the email confirming that the group and any co-sponsors will comply with the guidelines and requirements.

On the day(s) of the event, ASI will report any concerns about the presence of mandated reporters and/or use of designated restrooms to the group representative. If the concerns are not resolved immediately, the ASI Conference and Events Manager will follow up with the group representative. ASI reserves the right to cancel future reservations or temporarily restrict eligibility for new reservations for a group that does not comply with the guidelines and requirements for events with minors.

**Will there be additional guidance or requirements in the future?**

Yes. ASI is finalizing the guidelines, requirements and related documents for events with minors that will apply to events scheduled in or after January 2023. In addition to the current guidelines and requirements, the working draft includes the following for all events with minors:

- Adult leaders adhering to supervision ratios based on [American Camp Association Standards](#) except for children under 5 which will align with state licensing
  - Ratios range from: one adult leader for every 6 minors ages 4 and 5; 8 minors ages 6 to 8; 10 minors ages 9 to 14; 12 minors ages 15 to 17.
  - UNLESS the group can demonstrate legal licensing requirements for adult leader to child ratios
- Virtual Training on the following topics:
  - Keeping Your Higher Education Program Safe (middle school to high school) or Keeping Your School Safe (preschool and elementary school)
  - Mandated Reporters of Child Abuse
  - Preventing Bullying in Youth Organizations
  - Preventing Sexual Activity Between Young Children
  - ASI's Orientation to Hosting Minors: Building and behavioral-specific guidelines