

## **Minors Program Operational Requirements**

1. **Emergency management.** Prior to the commencement of the Minors Program, the Responsible Program Person will email the University's Director of Emergency Management or a designee with the name and contact information for a Program Contact (defined below) in the event the Minors Program participants need to be evacuated or moved per Syracuse University protocols during an emergency. The Minors Program must also establish a procedure for the notification of the minor participants' parents or legal guardians in the event of an emergency, including medical or behavioral concerns, natural disasters, or other significant disruptions. If emergency services are needed, the Responsible Program Person should contact 911, Syracuse University Ambulance, or Fire and Life Safety Services.
2. **Waivers and permissions.** The Responsible Program Person must collect executed permission and waiver forms from parents or legal guardians of minor participants prior to the start of the Minors Program. The Responsible Program Person must use approved forms provided by Risk Management. Once completed by parents and guardians, the Responsible Program Person must provide copies of all signed permission and waiver forms to Risk Management, and Risk Management is responsible for retaining the forms for seven (7) years from the end of the Minors Program, consistent with the University's record retention policies.
3. **Communications between parents/guardians and Minors.** The Responsible Program Person must provide information to parents or legal guardians describing how minor participants can be contacted during the Minors Program.
4. **Maintaining accurate Program information.** The Responsible Program Person must maintain an up-to-date list of Minors Program times and dates, locations, attendance (including identities of staff, volunteers, and minor participants), and a designated Program Contact. The Responsible Program Person must supply this information to Risk Management prior to the start of the Minors Program. Third-parties must provide this list to Risk Management at least ten (10) days prior to the start of the Minors Program.
5. **Alcohol and other drugs policy.** Any minor suspected of possessing or consuming alcohol, illegal drugs, or prescription drugs in a manner other than prescribed shall be immediately dismissed from the Minors Program and from Syracuse University owned, operated, or controlled property, subject to sub-section 6.
6. **Custody obligations.** Minors Programs may only release a minor to the parent or legal guardian identified on the Minors Program waiver/permission forms, unless there is prior written consent from the parent or guardian authorizing pick up by another adult and the adult provides valid photo ID.

7. **Standards for maintaining appropriate ratios (number of staff per minor participant by age and type of activity).** The New York State Department of Health requires the following age and oversight ratios for Minors Programs:
  - Staff/volunteers must be at least 18 years of age (20% may be 17) for overnight Minors Programs.
  - Staff/volunteers must be at least 16 years of age for day Minors Programs.
  - During passive activities (defined as activities that take place in a defined area, where participants are spectators or have limited mobility and use no tools or equipment other than computers), the participant/staff-volunteer ratios will be no greater than 1:25.
  - At an overnight Minors Program, the ratio will be 1:10.
  - At a day Minors Program, the ratio will be 1:12.
  - Swim activities require that supervision ratio for participants age 8 and older be at least 1:10.

Minors Programs will endeavor to keep Minors Program participants together within appropriate age levels when possible.

8. **Insurance requirements.** Third-parties seeking to host a Minors Program on University owned, operated, or controlled property must ensure they obtain the appropriate insurance coverage prior to the start of the Minors Program. The amount of General Liability and additional insurance coverage required will be determined by Risk Management depending on the potential exposure. Syracuse University must be named as an additional insured on this insurance policy. Workers Compensation insurance coverage will also be required. For information regarding insurance coverage and risks, please visit the Risk Management website or call 315-443-4011.
9. **Laboratory programs.** Minors Programs in research and teaching laboratories are subject to additional operational standards. For more information, see the [Standards Specific to Minors in Laboratories](#).