

Protecting Minors on Campus FAQs

Q1. *How often do I need to complete the Minors on Campus training?*

A1. The training for Minors on Campus is updated every year. The training must be repeated on an annual basis.

Q2. *How often must I complete a background check?*

A2. Background checks are valid for 4 years. If you need a new background check or need to verify if you have a valid background check, please contact Human Resources at hr@belmont.edu

Q3. *If adults are hired to staff a Program at the last minute due to a larger than expected number of participants or other reasons, are such adults permitted to work before the background check and training are completed?*

A3. No, a background check is required and training should be completed before contact with the Program.

Q4. *When dropping Minors off, do parents have to sign their children in when they arrive or does the program just “check them in” on arrival?*

A4. Parents do not have to sign in Minors but the program needs a process to check them in.

Q5. *When picking up Minors under 13, must the person picking up the Minor sign the Minor out before picking him or her up?*

A5. Yes, the person picking up the Minor must sign the Minor out.

Q6. *When picking up Minors aged 13-17, what is the requirement?*

A6. Minors aged 13-17 may sign themselves out.

Q7. *What are the restroom procedures in general?*

A7. One Minor under the age of 13 should be accompanied by two Authorized Adults. Two or more Minors under 13 may be accompanied by one Authorized

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Adult. Minors 13-17 may go to the restroom by themselves.

Q8. *If a Minor must be picked at the airport, must two Authorized Adults transport or is one permitted?*

A8. As a general rule, Authorized Adults should avoid one on one contact with Minors outside the presence of others. If more than one Minor is to be picked up, then one Authorized Adult is fine. If only one Minor needs a ride, then a second Authorized Adult should accompany the first Authorized Adult to pick up the Minor.

Q9. *What are expectations of supervising Minors during mealtimes?*

A9. Minors must be reasonably and appropriately supervised during mealtimes if the mealtime is part of the Program schedule of activities.

Q10. *When Programs break for lunch, some Minors drive off campus in their own cars for a meal. Are these Minors required to sign out? May Minors 13 and over walk off campus for lunch?*

A10. Yes. Minors who drive must have parental/guardian written permission to leave the Belmont location. They must sign out when leaving. No, Minors may not walk off campus for lunch.

Q11. *Athletic trainers are sometimes called upon to provide medical attention to Minors who are injured or sick during Programs. Must a trainer wait for another Authorized Adult to join them before taking an injured or ill Minor back to the training room for treatment?*

A11. Trainers are not required to wait for another Authorized Adult to join them if the Minor's injury or illness requires immediate attention.

Q12. *Younger minors will sometimes initiate hugs or other physical contact with an Authorized Adult who is their coach, counselor or teacher. How should the Authorized Adult respond?*

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A12. Authorized Adults should never initiate physical contact of an affectionate nature. If such contact is initiated by Minors, the Authorized Adult should not touch the Minor below the head and shoulders. Common sense as to appropriate conduct is expected.

Q13. *At some sports camps, coaches and counselors may conduct informal recruiting discussions in various locations including residence halls where the Minor is staying. Are such discussions allowed in these settings?*

A13. Yes, if permitted by NCAA regulations. However, the discussions should take place in a public location such as a reception or lounge area. They should not take place in a residence hall room unless other Authorized Adults or Minors are present.

Q14. *Can the Program Directors conduct group training for those who are working or volunteering in the Programs in face to face settings prior to their involvement in the program?*

A14. Yes, they may use the online resources for training content, and send a list of training participants to Human Resources at training@belmont.edu for record-keeping.

Q15. *Individual coaching, feedback, or mentoring activities are part of many of the programs. How do these take place and stay within the policy guidelines?*

A15. If a coach or teacher takes a Minor aside in a location visible to others (such as bleachers, on the field, or a reception hall), one to one contact is permitted.