

MOC COMPLIANCE CHECKLIST

<p>This checklist addresses compliance with TTU's Minors on Campus (MOC) policy only. This checklist is only a tool. Use of the list does not excuse the user from having to comply with provisions of the MOC policy that may not be addressed here or may be changed in the future.</p>			
<p>Links are provided to the Policy, training, and related forms at the end of the checklist. Items in red (within the checklist) reference specific items found via the links at the end of the checklist.</p>			
<p>1. THIS POLICY DOES NOT APPLY TO:</p>			<p>FYI Only</p>
a.	events that are open to the general public, including but not limited to, sporting events, festivals, commencement ceremonies, concerts, etc.		
b.	groups who rent Tennessee Tech Facilities for limited periods (e.g., 2 hours) as long as Parents/Legal Guardians are present and responsible for the oversight of the participants		
c.	visits by prospective students that do not involve overnight housing in Tennessee Tech facilities		
d.	licensed child care facilities affiliated with Tennessee Tech and subject to the applicable Tennessee Department of Human Services regulations		
e.	students who are "dually enrolled" in Tennessee Tech credit-granting courses while also enrolled in elementary, middle, and/or high school unless such enrollment includes overnight housing in Tennessee Tech facilities.		
f.	programs when Parents/Legal Guardians are expected to provide supervision of Minors, provided that Tennessee Tech communications related to such Programs explicitly state the requirement (see Language for P-12 / Parents)	<p>Done</p>	<p>N/A</p>
<p>2. REQUIREMENTS FOR TTU PROGRAMS (APPLIES TO BOTH OVERNIGHT CAMPS AND DAY EVENTS):</p>			
a.	Establish a procedure for the notification of the Minor's Parents/Legal Guardians in case of an emergency. Authorized Adults (AAs) with the Program, as well as participants and their Parents/Legal Guardians, must be advised of this procedure in writing prior to participation of the Minors in the Program.		
b.	Maintain a list or have immediate access to a list of all Program participants and a directory of Program staff. This list shall include:		
i.	participant's name		
ii.	local room assignment (if applicable)		
iii.	gender		
iv.	Age		
v.	Address		
vi.	phone number(s) of Parents/Legal Guardians		
vii.	emergency contact info		
c.	Provide info to the Parent/Legal Guardian detailing the manner in which the participant can be contacted at any hour during the Program.		
d.	For events involving more than five minor participants, advise University Police of the name and dates of the Program and provide a Program contact person.		

		Done	N/A
e.	Require a participant's Parent/Legal Guardian to complete the Participant Information and Releases Form .		
f.	Consult with Tennessee Tech's Office of Disability Services and Office of Health Services, as applicable, for matters related to the need for accommodations or access to medications.		
g.	Arrange appropriate emergency medical services at all locations.		
h.	Ensure all Program activities involving Minors are supervised by at least two or more Authorized Adults and have an appropriate ratio of AAs to participants.		
	i. At least one AA for every eight Minors ages 4 and 5		
	ii. At least one AA for every ten Minors ages 6 to 14		
	iii. At least one AA for every twenty-five Minors ages 15 to 17		
i.	Develop and make available to participants the rules and discipline measures applicable to the Program. (see Template Participant Rules) Unless the Program Director receives written permission from the Minors on Campus coordinator to adapt or omit the rule, all rules must be included plus any Program-specific rules. These rules can be given verbally, especially if younger minors are involved, but they must also be available in writing to Parent/Legal Guardians and older participants.		
j.	Assign an Authorized Adult (AA) who is at least 21 years of age to be accessible to participants. This AA must also reside in the housing unit, if applicable (if the camp is an overnight camp).		
	i. Require all AAs to have a background check no more than five years old on record with Tennessee Tech. The cost of the check is the responsibility of the Sponsoring Unit. Scorekeepers, referees, judges, concession workers, etc. do not need a background check if they are not responsible for supervision of minors and are not included in required ratios.		
	ii. AAs are required to notify the appropriate Human Resources representative of an arrest (charged with a misdemeanor or felony) or conviction for an offense enumerated in the Tennessee Tech Arrest or Conviction Self-Disclosure Form within 72 hours of arrest or conviction.		
k.	Inform Authorized Adults of rules related to Minors on Campus: (see Template Authorized Adult Rules)		
l.	Ensure that if an allegation of inappropriate conduct has been made against an AA, s/he shall discontinue further participation in Programs until such allegation has been satisfactorily resolved.		
m.	Require each Authorized Adult to attend annual mandatory training on the conduct requirements of the policy; on protecting participants from physical and sexual abuse, neglect and psychological harm; and on appropriate or required reporting of incidents of improper conduct to the proper authorities including, but not limited to, appropriate law enforcement authorities. (see Training for Authorized Adults) Such training must include the following:		
	i. If a Program participant discloses any type of assault or abuse, or an AA has reason to suspect that the participant has been subject to such assault or abuse, the AA, as a mandated reporter, must inform the Program Director immediately, unless the AA believes the Program Director may be involved in the allegations or the Minor is in immediate danger.		

			Done	N/A
	ii.	The Program Director and the AA will then call 1-877-237-0004 (Tennessee Dept. of Children's Services Child Abuse Hotline) together if the situation requires an emergency response. If the Program Director cannot make the call, or if the Program Director or his/her designee does not call 1-877-237-0004, the AA must immediately call if the situation requires an emergency response.		
	iii.	If the AA believes the situation presents immediate danger to a Minor, the AA should call University Police immediately, followed by a call to 1-877-237-0004 (Tennessee Dept. of Children's Services Child Abuse Hotline).		
	iv.	If the report relates to a past event where there is no immediate threat to a Minor, the Program Director or the AA must provide written notification within 48 hours of filing the oral report to the Department of Children's Services at Tennessee Dept of Children's Services Child Abuse Hotline .		
	v.	The Program Director will immediately contact University Police if that has not already occurred.		
	vi.	The Program Director must notify the appropriate senior administrator, the University Counsel, and Title IX Coordinator (if applicable) as soon as possible.		
	vii.	AAs make all reasonable efforts to ensure the safety of Minors participating in Programs, including removal of Minors from dangerous or potentially dangerous situations, irrespective of any other limitation or requirement.		
		3. ADDITIONAL REQUIREMENTS FOR OVERNIGHT PROGRAMS:		
		In addition to the requirements specified in section V of the policy and Section 2 of this checklist, the Sponsoring Unit must also:		
	a.	Add any Program-specific rules to the Template Overnight Participant Rules and provide to participants.		
	b.	Include an age-appropriate curfew rule—never past midnight – in the Rules.		
	c.	Provide parents and participants with information re: under what circumstances participants may leave Tennessee Tech property.		
		4. PROGRAMS UNDER THE SUPERVISION OF P-12 ENTITIES:		
		In cases where a P-12 entity is bringing students to Tennessee Tech property for an event, the department must notify the P-12 event supervisor (in writing) that the P-12 entity is at all times solely responsible for the supervision, oversight, and protection of all of its participants. (Language for P-12 / Parents)		

	<p>5. EXEMPTIONS/EXCEPTIONS: If there is some provision of the MOC policy that you believe you cannot or should not comply with, consult the Minors on Campus coordinator to determine if there is a possibility of being exempted. All requests must be submitted in writing on Request for MOC Exemption Form and at least two weeks before the Program, except with good cause.</p>	Done	N/A
	<p>6. NON-TENNESSEE TECH EVENTS:</p>		
	<p>An authorized representative for a non-Tennessee Tech event using Tennessee Tech facilities must provide Tennessee Tech with an attestation that it has substantially similar requirements for the supervision, oversight and protection of Minors. Tennessee Tech must receive the attestation at least thirty (30) days prior to this scheduled use of Tennessee Tech facilities, except with good cause, as well as sign an approved agreement for use of Tennessee Tech facilities, if applicable. (see Non-TTU Attestation of compliance with MOC Requirements).</p>		

POLICY, TRAINING, AND CHILDREN’S SERVICES CHILD ABUSE REFERRAL:

- [TTU MINORS ON CAMPUS POLICY](#)
- [TTU MINORS ON CAMPUS TRAINING](#)
- [TN DEPT. OF CHILDREN'S SERVICES CHILD ABUSE REFERRAL](#)

FORMS:

- [TEMPLATE AUTHORIZED ADULT RULES](#)
- [ARREST & CONVICTION SELF-DISCLOSURE](#)
- [INTRODUCTION TO PROGRAM TEMPLATE LETTER](#)
- [LANGUAGE FOR P-12 / PARENTS](#)
- [NON-TTU ATTESTATION OF COMPLIANCE W/ MOC REQUIREMENTS](#)
- [PARTICIPANT INFORMATION AND RELEASES FORM](#)
- [REQUEST FOR EXEMPTION FROM MOC REQUIREMENT\(S\)](#)
- [TEMPLATE OVERNIGHT PARTICIPANT RULES](#)

TEMPLATE PARTICIPANT RULES