

# **Saint Louis Chess Club**

## **Policy & Guidelines for the Protection of Minors**

### **I. POLICY STATEMENT**

As a part of its mission, Saint Louis Chess Club, an educational organization, maintains a formal program of instruction to teach the game of chess and to promote and support its educational program through community outreach and local and national partnerships to increase the awareness of the educational value of chess. The integrity of Saint Louis Chess Club's relationship with minor players is paramount to the Saint Louis Chess Club's educational mission and success. The purpose of this Policy & Guidelines for the Protection of Minors ("Policy") is to promote the safety and welfare of minors who participate in the Saint Louis Chess Club and to provide for the proper supervision of those minors. This Policy outlines the Saint Louis Chess Club's standards, obligations, and expectations for the individuals who work under the direction or authority of the Saint Louis Chess Club with minors. This Policy establishes:

- Standards of conduct, background checks, and training requirements for those who work under the direction or authority of the Saint Louis Chess Club interacting with minors in events and programs; and
- Guidelines for the operation of events and programs that involve minors.

This Policy covers both Saint Louis Chess Club-affiliated and unaffiliated individuals, organizations, and entities that operate events and programs at the Saint Louis Chess Club facility involving minors.

All individuals employed by or working under the direction or authority of the Saint Louis Chess Club are required to understand the Policy and its associated guidelines and abide by the Policy when working under the direction or authority of the Saint Louis Chess Club. Furthermore, the Policy aligns with best practices for working with minors in any setting. The Saint Louis Chess Club strongly recommends compliance with the Policy at all times when working with minors. Behavior inconsistent with the Policy, even if conducted outside of an individual's Saint Louis Chess Club duties may result in consequences, including without limitation, those outlined in Section 9 of the Saint Louis Chess Club Employee Handbook.

### **II. DEFINITIONS**

**Events and programs involving minors<sup>1</sup>:** Any: (1) event or program that is operated, sponsored, organized, sanctioned, or permitted by the Saint Louis Chess Club, (2) that includes minors, (3) during which parent(s) or guardian(s) are not responsible for the care,

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<sup>1</sup> The Saint Louis Chess Club also maintains an Overnight Stay Policy which governs Events and Programs that include an overnight stay for minors. To the extent that an Event or Program includes an overnight stay, the Overnight Stay Policy must be followed in addition to the contents of this Policy.

custody or control of the minors. Generally, such events and programs include but are not limited to:

- Chess Summer Camp;
- In-Person Programs, including partnerships with schools (*e.g.*, Scholastic Classrooms), community centers, and hospitals;
- Select Chess Training Programs;
- Private Lessons; and
- Chess Helping Enhance Student Skills (“C.H.E.S.S.”) Cops.

**Minor:** Any individual under the age of 18.

**One-on-one contact:** An intentional or purposeful interaction when one individual to whom the Policy applies is alone with one minor.

**Event/Program Administrator:** An individual designated as the primary contact for an event or program involving minors. An Event/Program Administrator is necessarily a Responsible Adult.

**Responsible Adult:** An individual, age 18 and older, paid or unpaid, who works under the direction or authority of the Saint Louis Chess Club with minors.

**Minor Staff:** An individual, under the age of 18, paid or unpaid, who participates in the execution of an event or program involving minors. Minor Staff are not Responsible Adults.

**Minors Coordinator:** An administrator appointed by Saint Louis Chess Club with responsibility for:

- Maintaining this Policy and annually evaluating it formally for effectiveness.
- Providing advice, resources, and tools to the Saint Louis Chess Club on the Policy and best practices.
- Addressing Policy violations including referrals to human resources or law enforcement, as necessary.
- Providing support for background checks, including maintenance of training and background check records.
- Providing or arranging training for the Saint Louis Chess Club, as necessary.

### **III. EXCEPTIONS**

There may be times where a minor may be present at the Saint Louis Chess Club or engaged in an event or program where the Saint Louis Chess Club will not have custody or control of the minor, or where a minor's parent(s) or guardian(s) are expected to be responsible for the minor's care or have consented to the minor's participation despite the minor's parent(s) or guardian(s) non-attendance. For example, parent(s) or guardian(s) are expected to be responsible for the care, custody, or control of minors at events at the Saint Louis Chess Club which are open to the general public (*e.g.*, tournaments, lectures, community events, etc.), or to have consented to their minor's attendance without their presence.

#### **IV. OBLIGATIONS OF EVENT/PROGRAM ADMINISTRATORS**

For existing events and programs at the Saint Louis Chess Club, an Event/Program Administrator will be appointed to serve as the primary contact(s) for the events or programs involving minors.

For any new event or programs at the Saint Louis Chess Club that contemplates the participation of minors, the Event/Program Administrators must seek authorization from the Minors Coordinator (or designee) at least 30 calendar days prior to the event or program. Event/Program Administrators who are organizing new events or programs must provide an Event/Program Registration Form. The Minors Coordinator (or designee) may, upon consideration of the facts and circumstances of the event or program, not permit it to proceed or ask for additional information from the Event/Program Administrator to assess the event or program.

#### **V. STANDARDS OF CONDUCT**

All Responsible Adults participating in an event or program involving minors, whether through an in-person or digital format, must demonstrate good judgment, discretion, professionalism, and maturity, and maintain healthy and appropriate interpersonal and physical boundaries with minors. Accordingly, Responsible Adults must comply with the following standards:

- Do not allow a minor to participate in an event or program without the express written consent of the minor's parent(s) or guardian(s).
- Unobserved or unsupervised one-on-one contact between a minor and any Responsible Adult is prohibited at the Saint Louis Chess Club facility. One-on-one interactions at the Saint Louis Chess Club (including Private Lessons) must only take place in public, open, well-illuminated spaces observable by other Responsible Adults.
- Private lessons that occur at a location outside of the Saint Louis Chess Club facility must take place with the minor's parent or guardian present.

- Do not invite minors to your home, car, office, hotel room, or any other private location for events or programs (including Private Lessons) or for any other purpose.
- Prior to starting a digital classroom event or program, ensure that each minor turns on their camera and identifies an adult in the room while the minor is online. Responsible Adults must also turn on their camera. Cameras must stay on for the duration of the digital classroom event or program. Digital classroom events or programs must be cancelled where there is only one minor in attendance.
- Events or programs held in schools or community centers must be conducted in a well-lit area with the door open. Saint Louis Chess Club employees must check in with the Saint Louis Chess Club's contact at the school or community center prior to beginning the event or program. School or community center events or programs must be cancelled where there is only one minor in attendance.
- Programs held in hospitals must be conducted in a well-lit area with the door open. Saint Louis Chess Club employees must check in with the Saint Louis Chess Club's contact at the hospital prior to beginning the event or program. These programs take place in a minor patient's room, and the best practice is to encourage the minor patient's parent or guardian to remain in the room. Where the minor patient's parent or guardian is not present, the program may proceed even if one-on-one contact with the minor and Responsible Adult necessarily results.
- Do not touch minors in any manner that a reasonable person could interpret as inappropriate or sexual in nature. Instances of touching should be infrequent and limited to a clear educational purpose or to render aid in the case of an emergency (*i.e.*, correcting hand placement on chess pieces, shaking hands, or to administer aid in an emergency situation).
- Do not restrain a minor except as required to protect a minor or others from harm. All incidents involving such conduct, whether or not required to protect a minor or others from harm, must be documented and disclosed promptly to the Minors Coordinator and the minor's parent(s) or guardian(s).
- Do not photograph or video any minors without the express prior written consent of their parent(s) or guardian(s) as demonstrated and documented through the execution of an agreement created for such purpose.

- Do not engage in abusive conduct of any kind toward, or in the presence of, a minor, including but not limited to, cursing, verbal abuse, corporal punishment, hitting, punching, poking, inappropriate touching, bullying, hazing, horseplay, etc.
- Do not provide gifts to minors or their parents and guardians independent of items provided by the event or program.
- Do not provide over the counter medication to a minor or administer prescription drugs or psychotropic medication to a minor.
- Do not provide alcohol or illegal drugs to a minor.
- Do not use, possess, or be under the influence of alcohol or illegal drugs while working with a minor or when responsible for a minor's welfare. Presence or consumption of tobacco, alcohol, or illegal drugs around minors is strictly prohibited.
- Do not possess firearms or weapons of any kind in the presence of minors.
- Do not engage or converse with minors through email at any time except and unless there is an educational or programmatic purpose and the content of the communications is consistent with the mission, scope, and purpose of the event or program and the Saint Louis Chess Club. In instances where email communication with a minor is permitted, a Saint Louis Chess Club account must be "cc-ed" on the email communication.
- Do not engage or converse with minors through text messages or social networking websites.
- Do not utilize third-party chess websites for purposes other than assigning modules and tasks and confirming completion of the same. Direct messaging minors through the third-party chess websites is prohibited.

Do not tell minors "this is just between the two of us" or use similar language that encourages minors to keep secrets from their parent(s) or guardian(s).

- When transporting minors, more than one minor must be present in the vehicle throughout the transportation by a Responsible Adult.
- Do not use a personal vehicle to transport minors unless the Minors Coordinator has provided prior written approval.
- Do not enter a minor's room, bathroom facility, or similar area without another Responsible Adult in attendance, except in the event of a health or safety emergency.

- Do not engage in any sexual activity or actions, make sexual comments, tell sexual jokes, or share or view sexually explicit material with or within the vicinity of minors.
- Do not shower, bathe, or undress with or in the presence of a minor.
- Do not violate any federal or state laws and comply with the policies and procedures of the Saint Louis Chess Club including without limitation this Policy and the Saint Louis Chess Club Employee Handbook.

## **VI. MANDATORY REPORTING OF SUSPECTED ABUSE AND NEGLECT OF MINORS**

In accordance with R.S. Mo. § 210.115, it is the policy of the Saint Louis Chess Club that any employee or volunteer who has reasonable cause to suspect that a minor, who is participating in a Saint Louis Chess Club sponsored event or program, has been or may be subjected to abuse or neglect by any person (whether Saint Louis Chess Club personnel or not) or who observes a minor being subjected to conditions or circumstances that would reasonably result in abuse or neglect shall immediately make a report to the Missouri Child Abuse & Neglect Hotline at 1-800-392-3738 and to **[CONTACT NAME and TITLE]** at the Saint Louis Chess Club.

Nothing herein precludes making a report to a law enforcement agency or juvenile office, but any such report does not take the place of reporting or causing a report to be made to the appropriate state authority referenced above.

Reasonable cause is defined as follows: Based on the available facts and surrounding circumstances, a reasonable person would believe the child was abused or neglected. See R.S. Mo. § 210.110.

## **VII. EVENT AND PROGRAM OPERATION GUIDELINES**

Each event and program should consistently apply the Event/Program Procedures, Code of Conduct, and Disciplinary Procedures for Minor Participants to ensure responsible, consistent, and safe administration. These procedures must take into consideration the nature, duration, location of the event or program as well as the age and maturity of minor participants. These procedures should also be communicated to parent(s) or guardian(s) and minors in advance of the event or program. These procedures should take into consideration the following topics:

### ***a. Coming and going of minor participants***

Events and programs serving minors must ensure that they have appropriate procedures established relating to the “coming and going” of minors to an event or program site or location. These procedures must identify at which point minors are under the care and custody of Saint Louis Chess Club staff upon their arrival, and when minors are no longer

under the care and custody of Saint Louis Chess Club staff upon their departure from an event or program. The procedures should also address:

- Scheduled early departures of minors which may occur in the middle of an event or program.
- Whether minors will be released only to their parent(s) or guardian(s) or a pre-identified caretaker, or whether the minor is responsible for their own departure from an event or program.
- Procedures for circumstances if a minor is not picked up from an event or program on time, if the minor is relying on transportation from their parent(s) or guardian(s).

#### ***b. Code of conduct***

The Saint Louis Chess Club maintains a Member and Guest Code of Conduct which governs the permitted and prohibited behaviors for Saint Louis Chess Club members and guests, and participating minors. All participating minors must comply with the Saint Louis Chess Club's Member and Guest Code of Conduct.

Minors who violate the Member and Guest Code will be subject to suspension and/or termination of their membership and such minors violating the Member and Guest Code may be precluded from returning to the Saint Louis Chess Club facility.

Instances of minor misconduct must be reported to the Minors Coordinator and Event/Program Administrator.

#### ***c. Required information for participating minors***

The Event/Program Administrator will make available to participating minors the Member and Guest Code of Conduct. The following information must be shared with minors and their parent(s) or guardian(s): Member and Guest Code of Conduct and Emergency Procedures.

The Event/Program Administrator is responsible for developing and enforcing all program rules and must be able to provide information included in this Policy to participants. Parents or legal guardians of minors must be provided the name and phone number of the Event/Program Administrator who they can contact if they have questions or concerns about their minor.

### **VIII. EMERGENCY PROCEDURES**

Events and programs are expected to develop appropriate procedures related to emergency procedures that may arise when serving minors. At a minimum, these procedures must address the following topics:

***a. Communication and notification of emergency***

1. Appropriate procedures for response and the notification of the minor's parent(s) or guardian(s) in case of an emergency, including medical or behavioral problems, natural disasters, or other significant event or program disruptions.
2. Maintenance of a list of all Saint Louis Chess Club participants and a directory of Saint Louis Chess Club staff. This list should include participant's name; gender, date of birth, address, and phone number(s) of parent(s) or guardian(s), as well as emergency contact information.
3. Information for the parent(s) or guardian(s) detailing the manner in which they can be contacted during the event or program.

**IX. OVERNIGHT EVENTS AND PROGRAMS**

An Event/Program Administrator is required to adopt and implement policies and procedures for proper supervision of minors in overnight events and programs. At a minimum, the following must be included:

- Written permission signed by the minor's parent(s) or guardian(s) for participation in an overnight event to include a stay at the designated location associated with the event or program.
- Procedure for checking minors into hotels if an overnight stay is a part of the event or program.
- A curfew time which is age appropriate for the minors, but in no case shall it be later than midnight.
- In-room visitation of minors must be restricted to participants of the same gender, participating in the same event or program.
- Guests of minors (other than a minor's parent(s) or guardian(s) or other event or program participants) are restricted to visitation only during approved hours specified by the event or program.
- The event or program must comply with all security and safety procedures specified by the Saint Louis Chess Club.
- In the case of supervising minors overnight, Responsible Adults are prohibited from entering a minor's room, bathroom facility, or similar area without another



Responsible Adult in attendance, consistent with the Policy's prohibition on one-on-one contact with minors, except in the event of a health or safety emergency.

- Responsible Adults will have their own designated bathroom.
- Responsible Adults must abide by any further directives imposed by the Minors Coordinator, as appropriate.

## **X. REQUIRED CRIMINAL BACKGROUND CHECKS**

All Responsible Adults must clear a background check prior to their involvement in events and programs involving minors. Generally speaking, Responsible Adults who have not gone through the background check screening are prohibited from participating in events and programs involving minors. However, Responsible Adults who have not cleared a background check may be utilized to temporarily preserve minor-to-staff ratios or in other emergency circumstances. Responsible Adults and Saint Louis Chess Club Minor Staff who have not cleared a background check are prohibited from having one-on-one contact with minors at any time and will operate under the general supervision of Responsible Adults who have cleared a background check.

A prior conviction shall not automatically disqualify a person from participating in an event or program with minors. However, any person whose screening, after an individualized determination by the Saint Louis Chess Club, produces information that bears adversely upon his or her ability to provide for the safety and well-being of minors will be prohibited from having contact with minors.

At a minimum, the background check must meet the following requirements:

- The individual must complete a self-disclosure form disclosing any and all arrests or convictions involving crimes of a violent or sexual nature.
- The individual must agree to disclose any such arrest or conviction occurring thereafter to the Minors Coordinator within three (3) days of such arrest or pleading guilty/no contest or being convicted.
- The background screening must include a fingerprint-based background screening and a sex offender registry check using the U.S. Department of Justice's National Sex Offender Registry.

For Saint Louis Chess Club events and programs, the Event/Program Administrator is responsible for providing a list of the Responsible Adults involved in Programs to the Minors Coordinator (or designee). The Minors Coordinator shall coordinate the screening process for members of the Saint Louis Chess Club community, and is responsible for ensuring that all required screening has occurred. The cost of background checks will be borne by the event or program.

Screening for contractors or other individuals employed or otherwise affiliated with non-Saint Louis Chess Club organizations shall be managed by the non-affiliated organizations. The non-Saint Louis Chess Club organization must certify to Saint Louis Chess Club in writing that the required screening has occurred and that nothing in the background of the individual indicates their involvement in a crime of a violent or sexual nature, or bears adversely upon his or her ability to provide for the safety and well-being of minors in accordance with Saint Louis Chess Club standards.

The Saint Louis Chess Club may request additional information for certain individuals that it deems necessary to meet the requirements of this Policy.

#### **XI. EXTERNALLY SPONSORED EVENTS AND PROGRAMS WITH MINORS**

Contractual agreements with external organizations or individuals for the use of the Saint Louis Chess Club's facility in connection with events and programs with minors must include compliance with these guidelines as a material term of the facility rental agreement. Such contracts should also include, to the greatest extent possible, an indemnification provision in which Saint Louis Chess Club is, among other things, held harmless for all acts or omissions arising from or related to such events and programs with minors. Additionally, such external organization or individual shall carry liability insurance with a minimum liability occurrence limits consistent with Saint Louis Chess Club's current coverage expectations, naming Saint Louis Chess Club as an "additional insured" on the certificate of insurance.

Any external organization desiring to use the Saint Louis Chess Club facility for an event or program with minors must complete a Facility Use Agreement.

#### **XII. ENFORCEMENT**

Sanctions for violations of this Policy will depend on the circumstances and the nature of the violation, but may include the full range of available Saint Louis Chess Club sanctions as outlined in Section 9 of the Saint Louis Chess Club Employee Handbook.

#### **XIII. LIST OF PERTINENT DOCUMENTS UNDER THIS POLICY**

1. Event/Program Registration Form for Saint Louis Chess Club Programs
2. Event/Program Participation Waiver for Saint Louis Chess Club Programs
3. Facility Use Agreement for Third Party Vendors/Users of the Saint Louis Chess Club Facility
4. Evacuation & Emergency Response Procedures
5. Missing Minors Procedures
6. Media, Photo & Video Release Form
7. Warning Signs for Child Abuse and Neglect Resource Document
8. Abuse and Neglect Policy

