

External Athletic Event Checklist

Before the Event:

- Review Non-Student Minor on Campus Policy
- Contact Minors On Campus with any questions @minorsoncampus@valdosta.edu.
- Register Event MOC Website Registration Online Form - at least four weeks prior to the event
- Enter Event Details
- Enter Staff on Minors On Campus Training Form if you would like for them to take the Valdosta State University Child Protection Training
- Upload your Certificate of Insurance to OneDrive sent by Minors On Campus Coordinator
- Upload a License Agreement with your portions completed to OneDrive sent by Minors On Campus Coordinator
- Submit Event for Tentative Approval - at least two weeks prior to the event to allow time for processing of the license agreement.
- The Minors On Campus Coordinator will submit your Certificate of Insurance and License Agreement to Legal for Review.
- The Compliance Specialist will submit your event for the NCAA Compliance Review.
- Receive approval before holding the event (an email granting approval will be sent from Risk & Compliance)
- If Staff was entered, check with Minors On Campus to verify which staff members have completed the requirements to work with minors before the event.

Day of the Event:

- Ensure that only Authorized Adults (those staff members that have been trained, completed a successful background check, and received child protection training as agreed to in the license agreement) can attend and work with minors at this event.
- Ensure you are adhering to the required adult-to-minor ratio

After the Event - within one business day:

- Enter waivers in OneDrive if you choose to; these will not be reviewed by The Office of Risk and Compliance
- Submit the Event for Final Approval.

