**POLICY FOR THE PROTECTION OF MINOR\* PARTICIPANTS**

**CONEJO PLAYERS THEATRE**

*\* A MINOR is defined as any person who is under the age of 18 years at the start of rehearsals*

At The Conejo Players, the protection of our minor participants is of paramount importance. The following procedures and safeguards are in place to ensure that protection:

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| --- | --- | --- |
|  | ***Responsible Party*** | ***Timeline*** |
| 1. Ensure that an official, standardized audition form containing the approved ID check language is printed and available for each production’s use.
 | *Executive Committee* | *Ongoing* |
| 1. Ensure that an official, standardized audition form containing the approved ID check language is used.
 | *Producer* | *Auditions* |
| 1. Distribute for signature: PARENT / GUARDIAN CONSENT FOR PARTICIPATION OF A MINOR\*\*
 | *Producer* | *First Rehearsal* |
| 1. Distribute for signature: HOLD HARMLESS / SAFETY POLICY FOR SET STRIKES / PHOTO RELEASE\*\*
 | *Producer* | *First Rehearsal* |
| 1. Check legal ID for participants age 14 and older\*\* and compare to information submitted on HOLD HARMLESS, noting any differences on the HOLD HARMLESS form. Acceptable forms of ID include:
	1. An identification card or driver's license issued by California or any other state
	2. A Canadian or Mexican driver’s license issued by a public agency
	3. A U.S. military identification card
	4. A United States passport or a passport issued by a foreign government, stamped by the U.S. Immigration Naturalization Service or the U.S. Citizenship and Immigration Services
	5. An employee identification card issued by an agency or office of the State of California
	6. A student school ID for minors without any of the above
 | *Producer* | *First Rehearsal* |
| 1. Check the names of all adult participants against the California Sex Offender Public Website (meganslaw.ca.gov - the database link is at the far bottom of the web page). Any registrants will be immediately flagged to the Conejo Players Executive Committee and Legal Advisor for review and action (if necessary).
	1. Complete and sign cover sheet
	2. Scan to PDF: Hold Harmless, Identification, Parental Consent for all cast-staff-crew
	3. Send all to secretary at secretary@conejoplayers.org
 | *Producer* | *Within 2 weeks of casting*  |
| 1. Follow up on reported suspected registered sex offenders, including removal from the production if necessary.
 | *Executive Committee* | *As Needed* |
| 1. Maintain a show-specific file of all participant documentation
	1. Ensure receipt of documentation within 2 weeks of casting
 | *Secretary* | *Filing by end of show* |
| 1. Ensure that all of the above are obtained, updated, and submitted as new participants are added to the production.
 | *Producer* | *Ongoing* |

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| **I acknowledge receipt of the Conejo Players policy for the Protection of Minor Participants on:** |  |
|  | *[Date - mm/dd/yyyy]* |

|  |  |  |  |
| --- | --- | --- | --- |
| Production or Event Name: |  | Minor’sName: |  |
|  |
|  |  |  |
| [ [ ]  Parent or [ ]  Guardian ] Printed Name |  | Signature of Parent / Guardian |

***The original of this Acknowledgment remains the property of The Conejo Players Theatre, Inc.,***

***and will be on file at 351 S. Moorpark Road, Thousand Oaks, CA***

|  |  |
| --- | --- |
| NAME OF PRODUCTION: |  |

**Completion of this form is a requirement of participation with The Conejo Players Theatre, Inc.**

**PARENT / GUARDIAN CONSENT FOR PARTICIPATION OF A MINOR\***

*\* A MINOR is defined as any person who is under the age of 18 years at the start of rehearsals*

I, the undersigned parent/guardian of (*name of minor participant*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby give my approval for his/her participation in the above-referenced production offered by The Conejo Players Theatre, Inc. Please initial each statement below and complete / sign the bottom of this form.

\_\_\_\_\_ I have read the synopsis of the show's storyline and understand the content to which the aforementioned minor will be exposed.

\_\_\_\_\_ I understand that the participant's attendance at scheduled rehearsals and performances is mandatory. I will ensure that the above minor participant faithfully attends all rehearsals, and notifies the Producer or Director in advance of any rehearsals that must be missed.

\_\_\_\_\_ I understand that The Conejo Players Theatre, Inc., provides NO CHILD CARE.

\_\_\_\_\_ I understand that it is my responsibility to ensure that the participant is picked up in a timely manner from any rehearsals or performances to which he or she is called. An adult staff member will wait until all minors are picked up, but I understand that the staff is not responsible for driving my child home or arranging transportation.

\_\_\_\_\_ I understand that as the parent or guardian of the aforementioned minor, it is my responsibility to ensure the safety of my child. The Conejo Players Theatre, Inc., will always have at least one (1) dedicated adult available to supervise children at all rehearsals and performances, but parents are always welcome to stay for the duration of any rehearsal. Due to space limitations backstage, parents will not be able to be present for every performance, but the production staff will ensure that an adult is present to supervise all minor participants.

\_\_\_\_\_ I understand that (upon request to the show's Producer) I have the right to meet with any adults who will be responsible for the supervision of minors. I also acknowledge that a cast and staff list can be made available to me (upon request to the show's Producer), should I wish to familiarize myself with the other participants of this production. Any concerns should be discussed with the show's Producer privately.

\_\_\_\_\_ I have read the ASSOCIATION AGREEMENT RELEASE AND HOLD HARMLESS, SAFETY POLICY FOR SET STRIKES and ACTOR’S PHOTO RELEASE for The Conejo Players Theatre, Inc., and I understand that I will be required to sign it. I acknowledge that rehearsal and production photos that include my child may be used for documentation purposes such as marketing, grant applications, etc.

**Information and Emergency Contact Details**

Conejo Players, Inc., requires that you provide contact details for two adults in case we can’t contact you should an emergency occur:

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact #1** |  | **Contact #2** |  |
| *Name:* |  | *Name:* |  |
| *Relationship:* |  | *Relationship:* |  |
| *Phone:* |  | *Phone:* |  |
| *Email:* |  | *Email:* |  |

Please list any food allergies, health conditions, special needs, learning disabilities, behavioral issues, etc. of which we should be aware or that would better help us to understand your child: *(please print clearly)*

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| --- | --- |
| **EXECUTED** at Thousand Oaks, CA, on |  |
|  | *[Date - mm/dd/yyyy]* |

|  |  |  |  |
| --- | --- | --- | --- |
| Participant Name: |  | Role / Position: |  |
|  |
|  |  |  |  |  |
| Printed Name *[* *[ ]  Parent or [ ]  Guardian ]* |  | Signature of Parent / Guardian |  | Witness *[Producer or CPT Board Member]* |

***The original of this Agreement remains the property of The Conejo Players Theatre, Inc., and will be on file at 351 S. Moorpark Road, Thousand Oaks, CA***