



AD.1.12.2 Youth Activities on Campus

Schedule E

Guidelines for Non-SAIT Events Involving Youth

This checklist is intended to provide those involved in planning, organizing, and operating activities open to the participation of minors and youth with information related to expectations for Non-SAIT Events/Activities involving minors and youth.

Non-SAIT entities or organizations who use or lease SAIT property to operate events or related activities open to the participation of minors must execute a Facilities License Agreement or Premise Use Agreement, which shall include specific terms and conditions applicable to events involving minors. Such terms and conditions call for Non-SAIT entities or organizations to be responsible for:

- Ensuring that staff responsible for supervising minors comply with, and are educated on, Alberta’s mandatory reporting laws.
- Verifying that staff responsible for supervising minors undergo any required criminal background screenings or training for working with minors and that staff adhere to the organization’s policies and procedures for working with minors.
- Implementing and enforcing rules and policies for the event that are designed to safeguard minors. Providing adequate adult supervision of minors, including establishing and adhering to supervisory ratios.
- Establishing procedures to properly account for the whereabouts of minor attendees (i.e., sign-in/sign-out procedures, etc.) for the duration of the event, and ensuring that all minor attendees are properly supervised and accounted for at all times.
 - Note: SAIT will not provide or be responsible for the supervision of any minor attendees or other event participants for a Non-SAIT Event/Activity.
- Coordinating transportation to and from the event (if applicable) and ensuring all participants are familiar with safe transportation guidelines.
- Ensuring that all participants adhere to SAIT policies and procedures while using SAIT facilities.

Failure, including the failure of any of the organization’s or group’s staff, to comply with the above reference terms and conditions may result in the immediate termination of Agreements. Please visit <https://www.sait.ca/about-sait/administration/policies-and-procedures/administration> for additional resources and guiding principles regarding youth on SAIT’s campus, as well as all of SAIT’s policies and procedures.