



EXPERIMENTAL AIRCRAFT ASSOCIATION, INC.

YOUTH PROTECTION POLICY

3. ALL PROGRAMS AND ACTIVITIES EXCEPT YOUNG EAGLES AND AIRVENTURE

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Purpose

Experimental Aircraft Association, Inc. (“EAA”) is committed to protecting youth who are involved in our many activities, and in EAA-related programs and events that are operated by others. We are committed to providing a safe and secure environment in which youth can participate and learn about aircraft and aviation. This part of EAA’s three-part Youth Protection Policy applies to all EAA-related youth programs and activities other than Young Eagles and AirVenture. Those particular programs and activities are covered in separate individual parts of the Policy. Our primary goals for this Youth Protection Policy are:

- To inspire and grow a passion for aviation among young people.
- To assure the safety of young participants in EAA-related programs and events.
- To earn and sustain the confidence of parents, guardians, and families whose children participate in EAA-sponsored programs and activities.
- To provide training to inspire wise choices and appropriate care in program design and delivery for the protection of youth, staff and volunteers.

The term “youth” when used this Policy means any person who is not legally an “adult” in his or her home state.

Basic Requirements

EAA Youth Service Standards include two steps, which are described under **EAA Youth Service Standards** below. These are *Training* and *Criminal History Background Checks*.

- **Effective Date.** This policy is effective as of January 1, 2016, and it will be mandatory as of May 1, 2016 for all volunteers and staff who work with youth.
- **Required.** The volunteers listed below must complete both Training and Criminal History Background Checks (*U.S. residents only**), with acceptable results in EAA’s judgment, before you may work with youth in any EAA-related program or activity, even if you have previously participated in services to youth:
 - “Two-Deep Leadership Supervisors”, as described under **Supervision** below.
 - Volunteers who will work with youth in general:
 - More than four hours at any one time; or
 - More than four times in any calendar year; or
 - More than four times with any particular youth.
 - Please note that parents and legal guardians of youth participants may be volunteers, and then they are subject to the same EAA Youth Service Standards as other volunteers.
 - If you are a minor and a volunteer, you are also subject to the same EAA Youth Service Standards as other volunteers; however, background checks aren’t available for minors. You may cover your background check requirement with a credible written character reference delivered to us, until you become an adult under the laws of the state where you live.
 - EAA staff who are involved with youth activities are subject to the same requirements as volunteers who work with youth. (All other EAA staff must complete the Training component successfully.)
- **Encouraged.** If you work with youth in an EAA-related program, but are not required to complete Training and Background Check, we still request that you complete at least the Training, in order that all volunteers will have consistent understanding of EAA’s Youth Protection Policy.

** At the publication date of this Policy, we are not yet able to provide background checks in Canada because of unique Canadian laws. We will offer background checks covering Canadian residents as soon as possible.*

EAA Youth Service Standards

- **Training.** This is an online Youth Protection Course that takes approximately fifteen minutes to complete, with a final test at the end of the course. If you are an EAA staff member or a “Required” volunteer (See **Basic Requirements** above) you will also need to complete any orientation or annual or ongoing training that is required by any program or chapter where you work with youth.
- **Criminal History Background Check.** This is a confidential criminal history background check, and it requires acceptable results in EAA’s judgment. Certain results – listed under **Disqualifying Criteria** below – will automatically disqualify you from working with youth. We may only proceed with a background check if you give us permission through a release. The release we use complies with the high standards of the Federal Fair Credit Reporting Act (FCRA) and is designed to inform you of your rights, for your protection (however, please note that this is not a credit report – it is a criminal and employment history report). The background check will be conducted by our third-party background check provider, at our expense. Our policy is to update criminal history background checks for “Required” volunteers at least every three years. Your background check results will be evaluated by an EAA Vice President on a strictly confidential basis to determine whether you meet this requirement for service in the EAA-related youth service programs.
- **Disqualifying Criteria.** You will automatically be ineligible to work with youth in any EAA-related program if you:
 - Fail to complete the screening process or provide information required to conduct a criminal history background check or provide that information in a timely fashion if requested to do so.
 - Are or ever have been a Registered Sex Offender in any jurisdiction, regardless of the nature or date of the offense.
 - Have been convicted of any felony involving force or threat of force against a person, regardless of the date of conviction.
 - Have been convicted of any crime characterized as a “sex offense” including, but not limited to, child molestation, rape, sexual assault, sexual battery, prostitution, solicitation, indecent exposure, or possession or distribution of illegal pornography, regardless of the date of conviction.
 - Have been convicted of any crime involving cruelty to animals, regardless of the date of conviction.
 - Have been convicted of any crime involving contributing to the delinquency of a minor, regardless of the date of conviction.
 - Have been convicted of any crime involving controlled substances, within the previous five (5) years.

- Were previously terminated from a paid or volunteer position because of misconduct with a youth.
- Are under pending charges, incarceration, or allegations by law enforcement officials in any jurisdiction involving a sex offense as described above, force or threat of force against a person, cruelty to animals, contributing to the delinquency of a minor, controlled substances, or misconduct with a youth. The period of ineligibility will end if and when the relevant charges, incarceration or allegations are dropped or otherwise terminated by said law enforcement officials without a conviction.

All other criminal convictions will be discretionary disqualifiers, to be evaluated on a case-by-case basis with consideration of the completeness of information and nature and date of the offense.

- **Appeal Process.** If you are informed that you do not meet our background screening criteria for volunteer service with youth in any EAA-related program, you may do any of the following: Withdraw your application; Dispute the accuracy of the background screening report, subject to verification; or Request a waiver of disqualification.
- **Documentation.** We will confidentially document any decision regarding disqualification of a volunteer or employee applicant to work with youth. We will maintain a database, which will be accessible by members, that will include volunteers and staff who have qualified to work with youth in EAA-related programs. The database will not include applicants who have not qualified.

Supervision

We believe that effective supervision is a key to maintaining the highest youth safety standards in EAA-related programs. Our supervision requirements in this policy are designed specifically to protect youth, staff and volunteers.

- **Two-Deep Leadership.** This term means that at least two adults who have completed both the Training and Background Check described above will be in attendance on the ground as supervisors at all EAA-related youth activities. “Attendance as supervisors” requires that the person must be present and actively circulating through the areas in which services are being provided, in order to monitor all activities for appropriate behavior.
- **Open Door Policy.** Many claims of molestation or abuse arise from instances when adults are in isolated areas with youth. When using smaller rooms or enclosed areas for a youth activity, ensure that the doors are left open at all times, for the protection of the youth and yourself.

Parental and Guardian Involvement in EAA-Related Programs and Events. *All references to a “parent” in this Policy include a legal guardian where appropriate. See the Waiver & Permission Slip Details that are attached at the end of this policy for specific activity requirements.*

- **Program Involvement.** When working with youth as volunteers, parents are subject to the same EAA Youth Service standards as other volunteers. We invite and encourage parents to be involved in or observe youth programs and activities if possible.
- **Waiver and Permission Slips.** When required under the Waiver & Permission Slip Details that are attached at the end of this policy (the Waiver and Permission Details) each parent must complete a waiver and permission slip that is specific to the activity in which their child is involved. The waiver and permission slips will include parent contact information and permission to seek emergency medical assistance, as well as relevant information about the activity.
- **Sign-in and Sign-out.** When required under the Waiver and Permission Details, do not release youth to anyone other than the youth’s own parent, as detailed in the permission slip, or an individual who has been specifically authorized by the parent in writing or verified by telephone. If the parent gives specific advance written permission, you may permit youth aged 15 and over to arrive and leave the program by themselves, and to sign themselves in and out of the program.
- **Communications.** When required under the Waiver and Permission Details, give parents written information about the program content and schedule, as well as an introduction to the program staff. Also, always give parents notice of this EAA Youth Protection Policy, and any information that will help them spot problems that could arise – and see our **Reporting** process below, which covers concerns about youth safety or potential abuse that must be reported. We encourage parents to talk with their children about their EAA-related activities.

Contact with Youth

We expect that you, as a volunteer or EAA employee, will have positive relationships with the youth you meet in any EAA-related program. However, in order to maximize youth safety, we must require the following common-sense restrictions in order to ensure that both the youth and you are protected outside of the program.

- **Outside Activities.** Do not initiate meetings or interactions with youth whom you have met in an EAA-related program, or extend your relationship to other activities (except for supervision in other sponsored and organized youth activities, including both EAA and non-EAA related activities).
- **Communications.** Do not communicate directly with any youth whom you have met in an EAA-related program, outside of EAA-related programs and events. Limit communication to sharing program information through the following:

- Telephone calls or texts to the parent’s telephone (not the youth’s mobile phone);
- E-mails addressed to both the youth and his or her parents; and
- Written information sent to the parents’ home.

Prohibited Activities. In all EAA-related programs and events:

- **Physical Force and Abuse.** For obvious reasons, the following are strictly prohibited:
 - **Physical force or violence.** Slapping, spanking, hitting, shoving, corporal punishment and similar behaviors, by staff or volunteers or by other youth.
 - **Sexual communication or contact.** Dating or other private contacts; discussing sexual subjects of any kind; and touching in an area typically covered by a bathing suit, by yourself or by other youth; any touching that might cause the youth to feel uncomfortable.
 - **Neglect.** Punishing a youth by withholding food, water, medical assistance, or other needs.
 - **Bullying.** Intentionally harmful behavior directed toward a specific youth or group of youths with the intent or effect of intimidating, causing emotional or psychological harm, or causing isolation or humiliation, by staff, volunteers, or other youth.
- **Use of Hazardous Materials or Dangerous Equipment.** Do not permit any youth to use hazardous chemicals or other materials, or power tools, such as table saws, radial arm saws, lathes and any similar equipment.
- **Overnight Trips or Activities.** We must prohibit any overnight activities or trips that are organized or overseen by a chapter.

Activities Requiring Special Approval or Consideration

- **Physical Contact.** We very strongly discourage demonstrations of affection and physical contact. These should only be given on rare occasions when clearly required to meet a youth’s specific needs, never to meet your needs or desires. Limit any touching to handshakes and brief cross-shoulder hugs, and never touch a youth in areas that are typically covered by a bathing suit. In some situations, you may need to assist the youth participant, such as by modeling or supporting their use of a hand tool during a building project. If possible, encourage the parent to be present and acknowledge that the touching might occur.
- **Photography.** Copies of all photographs of youth must be made available to parents upon request, and the right of parents to withhold consent for the use of their children’s photographs must always be respected. Parents wishing to withhold consent should

inform the person who is in charge of the activity. Don't give the last names of youth in connection with their photographs.

- **Hand Tool Safety.** Prior to youth participating in activities involving the use of tools, their parent must sign a waiver and permission slip. (See the Waiver and Permission Details attached at the end of this policy.) Youth participants must receive safety instruction guided by qualified staff or volunteers, and then they must pass a Tool Safety Quiz or other approved competence assessment.

Discipline

In order to maximize the safety and well-being of participants in EAA-related activities, all youth must exhibit proper behavior and self-control toward the environment, equipment and other activity participants. Misbehavior includes such conduct as fighting, yelling, verbal abuse, physical violence, disrespectful behaviors, foul language, unsportsmanlike conduct, lying, endangering oneself or another, stealing, and disobeying EAA staff or volunteers. In situations where a youth has acted inappropriately, depending on severity, the following actions may be taken:

- **First Offense**—the youth's parents will be notified of the behavior verbally and in writing. Depending on the severity of the misbehavior, the youth may be removed from the activity immediately, in the sole judgment of the volunteer or EAA staff supervisors.
- **Second Offense**—the youth will be removed from the EAA-related activity and disqualified from future participation.
- **Suspected Criminal Conduct**—any suspected criminal conduct during EAA-related activities will be reported to the appropriate authorities for investigation and disposition.

Never use physical force on a youth except to temporarily restrain for his or her safety or the safety of surrounding people. In such a case, give prompt notice to the Chapter President or other person in charge of the activity, and to the parents of the youth involved. Remove the youth from the activity if the offense is serious or causes disruption to the activity or the enjoyment of other participants.

All parents will have access to this Policy through EAA's website www.eaa.org, and understand and accept that, by signing a waiver and/or permission slip, they confirm their agreement to its terms.

Reporting

You must promptly report all suspected or known child abuse and accidental injury, as described below. During any EAA-related program or activity:

- **Definitions.**
 - “**Child abuse**” means any intentional action, inaction, or event that endangers or injures the physical, psychological, or emotional well-being of a youth.
 - “**Accidental injury**” means a physical, psychological or emotional injury to a youth that does not arise directly or indirectly from the intentional act or inaction of another person.
- **Accidental Injury, or Suspected or Known Child Abuse.** You must report every suspected or known child abuse and accidental injury as follows:
 - First, call 911 immediately, for any child abuse or accidental injury to a youth that requires any attention beyond simple first aid that is fully within the skill of a responsible person on the scene.
 - Next, contact the youth’s parent immediately, for any known or suspected child abuse, or any injury that required a call to 911.
 - Next, contact appropriate law enforcement officials immediately, in the event of known or suspected child abuse.
 - Within 24 hours, give an oral report to the Chapter President or other program or event operator and EAA’s Director of Risk Management: (o) 920-426-4822; (c) 920-379-4822).
- **Violations of Safety Rules.** If you know of any serious safety rules violations in an EAA-related youth program, report the matter to EAA’s Director of Risk Management.
- **Further Steps.**
 - Any alleged perpetrator of child abuse or misconduct will immediately be placed on leave from EAA-related programs and events pending completion of an internal investigation.
 - If outside authorities undertake an investigation, we will cooperate fully with any investigation.

We will review all reported suspicions, incidents or suspected rule infractions, even if deemed to be minor, to determine whether further action is needed, and whether we must revise current policies and procedures to prevent similar future occurrences.

Recordkeeping

It is extremely important for your protection that EAA chapters and other operators of EAA-related youth activities maintain orderly and accessible records for each youth participant in these activities. Maintain these records in a secure place for at least three (3) years. See the

Waiver & Permission Slip Details that are attached at the end of this policy. These records include:

- Parent contact information and other emergency contact information.
- Acknowledgement of receipt of policies on discipline, prohibited activities, and sign-in/sign-out procedures.
- Activity-specific permission slips, dated and signed.
- Attendance record of the dates on which the youth participated in EAA-related programs and events.
- Conduct and behavior issues and resolutions.
- Incident reports.

Any medical, confidential or personally identifiable information regarding a youth participant must always be kept in strict confidence.

Thank you for your support of EAA-related youth programs! Without your participation they would not be possible.

We sincerely appreciate your taking the time to read and understand this policy. We have read and listened to hundreds of member comments, and we believe that every provision in the current policy is valuable and necessary, but we always welcome your feedback.

EAA

**EAA Youth Protection Policy
Waiver & Permission Slip Details**

Program	Waiver & Slip Required - If Parent is Present	Waiver & Slip Required - If Parent is Not Present	How Long to Keep Waiver
Model Aircraft Builds	No	Yes	At least Three (3) years*
Flight Simulator Activities	No	Yes	At least Three (3) years*
Aviation Day Camps	Yes	Yes	At least Three (3) years**
Introduction to Aviation Groups	Yes	Yes	At least Three (3) years*
Merit Badge Activities (Boy/Girl Scouts)	No	No	N/A
Ground Schools	No	Yes	At least Three (3) years*
Aircraft Build / Restoration Projects	Yes	Yes	At least Three (3) years*
RC Aircraft Build and Fly	Yes	Yes	At least Three (3) years*

* Keep longer if required by your State's Statute of Limitations

Experimental Aircraft Association, Inc. ("EAA") reserves the right to revise this policy in any manner and to be effective at any time, in EAA's sole discretion.