



Safety & Training Plan

Background Checks

All Press Play employees and contractors working with or around minors at events are required to complete a comprehensive background check before being hired or contracted. The national background check covers a SSN trace, US Criminal check, and National Sex Offender Registry search. Anyone who does not pass the background check will not be permitted to work at our events, without exception.

Training

- **SafeSport Core Training**

Based on best practices in abuse prevention education and the SafeSport Code, this course is used by coaches and officials across all Olympic and Paralympic sports. While dance is not yet an Olympic discipline, we believe the principles and scenarios covered are highly relevant to our industry. *(Required for all Press Play resident artists, staff, pro assistants, crew and any positions working with or around minors)*

- **Red Cross Adult & Pediatric First Aid / CPR / AED Certification**

This training covers first aid, breathing, and cardiac emergencies for adults, children, and infants. Includes a practical, in-person skills session to ensure leadership is equipped to manage emergencies and safety procedures. *(Required for all Press Play department heads as well as select registration staff)*

- **ALICE Training (Active Shooter Response & De-escalation)**

ALICE (Alert, Lockdown, Inform, Counter, Evacuate) is the leading civilian active shooter response training program, delivered with a trauma-informed approach and lifelike scenarios. *(Required for all Press Play resident artists, emcees and department heads)*

Safety Rules

Press Play has adopted the following safety rules and regulations. For reporting of inappropriate conduct, Press Play will have a designated staff member (the Event Safety Officer) at each convention weekend to receive reports. Reports can also be emailed to the Event Safety Officer at safety@pressplay.com.

PRESS PLAY DANCE CONVENTION, LLC

Rules for Employees, Contractors, and Volunteers

Failure to abide by these rules may result in termination of your employment or contract with Press Play and a ban on any future employment or contract with Press Play. Conduct considered to constitute inappropriate behavior with minors will be reported to law enforcement.

1. Conduct with Participants

Participants in Press Play events cannot consent to a relationship with a staff member.

Even participants who are over the age of 18 cannot freely consent to the power imbalance between staff and participants.

- a. You are prohibited from engaging in any romantic or sexual relationship with participants. This includes pro assistants and other non-employee participants.
- b. You must follow the Minor Participants Code of Conduct contained in the Employee Handbook at all times.
- c. You may never be alone with a participant in an area where you cannot be observed by others. Should you find yourself alone with a participant, you must immediately move to an area where you can be observed by others or another adult should be brought into the area.
- d. You should never be with a participant in areas that are not publicly accessible. For example, participants (whether alone or in a group) should never be in your home or hotel room or with you in an inaccessible area of a building.
- e. You should never transport a participant, either alone or in a group, in your vehicle.
- f. You should not initiate contact with participants outside Press Play events without prior approval of Press Play. This includes connecting with participants on social media, contacting the participant via phone, mail, email, or other means, attending other events or activities of the participants, and other types of contact. If you are involved in other professional activities with a participant outside of Press Play, you must disclose those activities and receive approval from Press Play.
- g. You should not give gifts to participants without prior approval of Press Play.
- h. Any pre-existing relationships- personal or professional- between staff and a participant must be immediately disclosed to Press Play management. Press Play will assess the situation to determine if a conflict of interest exists and take appropriate action.
- i. Any allegations, charges, or convictions relating to mistreatment or abuse of minors or harassment, stalking, assault, battery, other violent or sexual crimes, or other felonies of any nature must be immediately reported to Press Play management. Any convictions of any nature must be immediately reported to Press Play management.

2. Conduct with Parents/Guardians of Participants

- a. You are prohibited from engaging in any romantic or sexual relationship with a parent or guardian of a participant in a Press Play event. This includes, but is not

limited to, dating, intimate relationships, and other personal relationships that may create a conflict of interest, the appearance of a conflict of interest, or compromise your objectivity and professional judgment.

- b. If there is a pre-existing consensual relationship with a parent or guardian of a participant in a Press Play event, it must be reported to Press Play management immediately. Press Play will assess the situation to determine if a conflict of interest exists and take appropriate action.

3. Conduct with Studios

- a. You are prohibited from engaging in any romantic or sexual relationship with an owner, manager, or employee of a studio participating in a Press Play event. This includes, but is not limited to, dating, intimate relationships, and other personal relationships that may create a conflict of interest, the appearance of a conflict of interest, or compromise your objectivity and professional judgment.
- b. If there is a pre-existing consensual relationship with an owner, manager, or employee of a studio participating in a Press Play event, it must be reported to Press Play management immediately. Press Play will assess the situation to determine if a conflict of interest exists and take appropriate action.

4. Conduct with Vendors

- a. You are prohibited from engaging in any romantic or sexual relationship with an owner, manager, or employee of an exhibiting vendor participating in a Press Play event. This includes, but is not limited to, dating, intimate relationships, and other personal relationships that may create a conflict of interest, the appearance of a conflict of interest, or compromise your objectivity and professional judgment.
- b. If there is a pre-existing consensual relationship with an owner, manager, or employee of an exhibiting vendor participating in a Press Play event, it must be reported to Press Play management immediately. Press Play will assess the situation to determine if a conflict of interest exists and take appropriate action.

5. Conduct with other Employees

- a. You are expected to conduct yourself in a professional manner at all times. Workplace dating or romantic relationships are discouraged. Any romantic relationships or other outside relationships between staff of Press Play must not interfere with your professionalism, including treating others with respect and refraining from behavior that may make others feel uncomfortable (for example, overt physical displays of affection and using sexual language).
- b. In particular, management personnel are expected to set a high standard of professional conduct both at work and in any social setting at events sponsored by Press Play. You are prohibited from social interaction with subordinates that is or might be perceived as inappropriate (for example, flirting, touching, or other behavior that may be regarded as sexual harassment).
- c. Sexual harassment, bullying, or mistreatment of any type between employees is strictly prohibited. Nonconsensual romantic or sexual contact is prohibited.

- d. All consensual relationships between employees of Press Play must be reported to Press Play management immediately. Press Play will assess the situation to determine appropriate action.

6. Reporting of Inappropriate Conduct

- a. Press Play is committed to the safety and well-being of participants while participating in Press Play events.
- b. All staff are required to report inappropriate conduct. All staff are required to report any known abuse, neglect, or exploitation of minors to law enforcement and Press Play management.
- c. All staff are required to cooperate with and to provide truthful information during any investigation into reports of inappropriate conduct by Press Play management.
- d. There will be no retaliation against you for a good faith report of inappropriate conduct. All staff are prohibited from retaliating against any person in any way for reporting conduct or participating in an investigation into a report.
- e. The Safety and Legal Departments of Press Play receive a copy of each report.
- f. Each report will be reviewed to determine what investigation and action is appropriate.
- g. The individual submitting a report will be given the opportunity to receive follow-up on their concern including, where appropriate: acknowledgement that the report was received; report when initial inquiries have been made; report whether further investigations will follow, and if not, why not; and report on general resolution.
- h. The amount of contact between the individual submitting a report and the personnel investigating the report will depend on the nature of the issue. Further information may be sought from the reporter. Due to the confidential nature of investigations, the reporter may not be aware of all aspects of an investigation, specifics of an investigation, or specific actions taken. At the discretion of Press Play and subject to legal and other constraints, the reporter may or may not receive information about the outcome of an investigation.

Emergency Response Procedures

1. All department managers and select registration staff are required to complete basic first aid training. Injuries or illnesses should be immediately reported to 911, if appropriate, and the Event Safety Officer.
2. All faculty, department heads and emcees are required to complete Active Shooter Training. All concerns should be immediately reported to 911 and the Event Safety Officer.
3. All staff are required to report any other events affecting the health, safety, and well-being of participants, staff, or others to 911, if appropriate, and to the Event Safety Officer.

Lost Child / Reunification Procedures

Procedure for Lost Dancers:

1. **Immediate Notification:**
 - Any staff member who discovers a lost dancer must notify the Event Safety Officer and event management immediately.
2. **Designated Safe Zone:**
 - A secure, supervised location will be designated as the **Lost Dancer Reunification Area**.
3. **Verification of Identity:**
 - Dancer will not be released to anyone without verification of parental/guardian identity through matching ID and registration records.
4. **Communication:**
 - Announcements will **not** be made over public systems to avoid drawing attention or causing distress.
 - Staff will communicate discreetly via radios and text to coordinate reunification.
5. **Documentation:**
 - An incident report will be completed detailing the timeline, who was notified, and resolution.

Participant Safety Guidelines

- 1) As a participant in a Press Play event you cannot consent to a relationship with a staff member.
- 2) If you are a minor, you are required to be accompanied and supervised by a parent or guardian, or an adult designated by your parent or guardian, at all times while participating in Press Play events.
- 3) Staff members are prohibited from engaging in any romantic or sexual relationship with you as a participant.
- 4) You may never be alone with a staff member in an area where you cannot be observed by others. Should you find yourself alone with a staff member, you must immediately move to an area where you can be observed by others or another adult should be brought into the area.
- 5) You should never be with a staff member in areas that are not publicly accessible. For example, you should never (whether alone or in a group) be in the home or hotel room of a staff member or with a staff member in an inaccessible area of a building.
- 6) You should never be transported by a staff member, either alone or in a group, in the staff member's vehicle.

- 7) Staff members should not communicate with you outside of Press Play events without prior approval of Press Play. This includes connecting on social media, contacting you via phone, mail, email, or other means, and other types of contact.
- 8) You should not accept gifts from staff members without prior approval of Press Play.
- 9) Any pre-existing relationships- personal or professional- between you and a staff member must be immediately disclosed to Press Play.
- 10) Participants are highly encouraged to be cautious and safety aware in relationships with other participants.

Reporting of Inappropriate Conduct

- 1) Press Play is committed to the safety and well-being of participants while participating in Press Play events.
- 2) You are highly encouraged to assist in maintaining that environment of safety and well-being by reporting any concerns that you have. Please report any concerns or violations of these outlined policies directly to the Event Safety Officer or by emailing safety@pressplay.com.
- 3) There will be no retaliation against you for a report of inappropriate conduct by a staff member. You will not be penalized in any way for reporting inappropriate conduct. All staff are prohibited from retaliating against any person for reporting conduct or participating in an investigation into a report.
- 4) The Safety and Legal Departments of Press Play receive a copy of each report.
- 5) Each report will be reviewed to determine what investigation and action is appropriate.
- 6) The individual submitting a report will be given the opportunity to receive follow-up on their concern including, where appropriate: acknowledgement that the report was received; report when initial inquiries have been made; report whether further investigations will follow, and if not, why not; and report on general resolution.
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