

Requirements for Members Interacting with Minors on Behalf of TAAA

Tucson Amateur Astronomy Association • September 2026

Member commitment: As a TAAA member working with minors, I agree to the following:

- 1. Comply with TAAA requirements.** Meet all qualifications, behavior, and training requirements for the activity before participating.
- 2. Represent TAAA only at approved events.** Work with minors on behalf of TAAA only at sanctioned/approved TAAA events.
- 3. Avoid one-on-one interactions.** Interactions with minors must occur in the presence of other adults, including TAAA members who meet the applicable requirements.
- 4. Respond to suspected abuse or neglect.** Immediately ensure the minor is safe and report the information to the most competent authority at the event. Notify the TAAA supervisor and/or a Board member during or immediately after the event. Within 24 hours, complete the Incident Information Form (Appendix N) and submit it to the TAAA Board of Directors (taaabod@tucsonastronomy.org) and the appropriate leader.
- 5. Do not assume transportation responsibility.** Minors who are not relatives of TAAA members should be transported by parents, guardians, or legally responsible agencies (such as schools). TAAA assumes no responsibility for transporting minors.
- 6. Follow image/recording requirements.** Photograph, videotape, digitally record, or capture a minor's voice/visual image only when the child is a TAAA member's relative, when signed parent/guardian permission is provided for a specific TAAA purpose (including stated future use/distribution/storage), or when the child's face is not identifiable.
- 7. Follow communication procedures.** Normally communicate with parents/guardians or responsible organizations. Direct phone, email, text, social-media, or other electronic communication with minors requires parent/guardian and TAAA knowledge and permission. Copy the parent/guardian or sponsoring school advisor, preserve copies, and maintain a communication log available to a TAAA Board member.
- 8. Communicate medical policies.** Parents/guardians/agencies are responsible for a minor's medical care and special needs. TAAA members and facilities are not equipped for medical care; call 911 for emergencies. Responsible adults accompanying a child must be able to meet the child's needs. Notify TAAA in advance for overnight stays involving needed accommodations, when facilities are available.
- 9. Avoid physical contact.** Plan telescope and science activities so physical contact is unnecessary. Ask accompanying adults to provide assistance and redesign activities to prevent the need. Physical contact is permitted only to address an urgent safety issue (such as preventing a fall), followed by steps to prevent recurrence.
- 10. Protect privacy.** Use restroom arrangements that maximize separation and privacy between adults and minors. Changing clothes/dressing or undressing must be completely separated. Sleeping/tent areas must have clearly defined boundaries by gender/gender identity and between minors and adults.
- 11. Dress appropriately and safely.** Wear appropriate clothing and shoes for the activity, location, weather, and hazards. Males and females must wear shirts; youth and adults should not wear only swimwear unless appropriate to the event location.
- 12. Log interactions and participation.** For large events, record interaction counts, dates/times, and accompanying TAAA observers. For more intensive programs, record schedules, dates/times, participants, and accompanying observers. TAAA supervisors maintain the records and arrange timely storage in TAAA files.
- 13. Archive relevant records.** TAAA may archive records, permissions, documentation, and actual pictures/electronic or digital items obtained while working with minors.
- 14. Prohibited substances/materials.** While representing TAAA and working with minors, do not possess, distribute, consume, or use alcohol, marijuana or illegal substances; firearms, fireworks or explosives; or pornography/offensive materials.

Requirements for MEMBERS Interacting with Minors on Behalf of TAAA (September 2026)

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- 15. Prohibit unlawful or harmful conduct.** Do not engage in illegal activities or activities involving/promoting bullying, hazing, harassment, or unlawful discrimination.
- 16. Limit non-present communication.** For email, text, or letters, include the parent and another TAAA member. For phone calls, tell the minor the call is on speaker and identify who is listening. Do not use personal/private social-media accounts or one-on-one messaging. Preserve communications and log the date, time, method, participants/copied recipients, content/recollection, and purpose. Inform minors and parents of these rules and limit unnecessary non-present communication. Share records with a TAAA supervisor and store them in TAAA archives.
- 17. Support minor TAAA members.** Ensure minor members have full access to TAAA membership benefits while following youth policies. Up to two minor children may be included in a family membership; minors may also join individually with written parent/guardian permission. Identify when a minor is a TAAA member. Only Board service is restricted to age 18 or older by the Constitution and Bylaws.

Please sign the member training acknowledgement on page 3 and return the form to TAAA.



I have been through the TAAA Working with Minors member training on _____ and read and acknowledge my pledge to adhere the:

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Member Acknowledgment

Member name (printed): _____

Member signature: _____

Date signed: _____

(Must be signed upon training completion.)

