



## 2021 REGISTRATION AND SAFETY FAQs FOR VIRTUAL ENGAGEMENT

### **Brave New Voices Registration FAQs**

Below are some Frequently Asked Questions concerning the safety and registration process for the Brave New Voices Festival. Please look through these if you have any questions about the process. If you do not see your question answered here, or if you have a question more specific to your team regarding registration, please email [festivaldirectors@youthspeaks.org](mailto:festivaldirectors@youthspeaks.org). Please be aware that this page will be updated frequently.

### **Where is the Brave New Voices Festival being held this year? When?**

The 2021 Brave New Voices Festival is happening from July 23–25, 2021 Virtually. Teams will be participating in Brave New Voices Competing Teams Networking Event on July 17th, and Semi Finals Events on July 23rd. Advancing Teams will be in Grand Slam Finals – July 24th, 2021 Online. All competing and non-competing teams will be invited to the Network and Slam Events, and the broadcasts will live on our YouTube Channel for your convenience.

### **What is the difference between the BNV Competing and Non-Competing Team Registration?**

Competing Teams take place in the Brave New Voices International Youth Poetry Slam from July 17th to July 24th, and are invited to attend all Public and private events of Brave New Voices and will perform their work in the semifinal bouts and be scored in the slam. Highest scoring teams will advance to the finals. Competing teams can have up to 6 participants in a bout.

Non-Competing Teams are invited to attend all Public and private events of Brave New Voices. These may include youth-only spaces, special events and

training/workshop sessions but will not perform their work and be scored in the slam. Non-Competing Teams are encouraged to serve as calibration poets over the course of the Slam. For more information please contact [slamcoordinator@youthspeaks.org](mailto:slamcoordinator@youthspeaks.org).

*The first step to participate in the Brave New Voices Festival is to apply as an organization to participate in the Festival as either a competing or a non-competing team. Once we receive your application, we will follow up with details and your organization will become a part of the BNV Network if you are not already. Once that is completed, all teams must complete **BNV Registration**.*

**Registration** consists of two parts: 1) payment and 2) forms.

While most of the festival costs are subsidized by Youth Speaks, every competing team attending Brave New Voices is usually required to pay a modest fee to help cover organizing. For the second year in a row, Brave New Voices is waiving most fees. Please see below for more information.

*•Note: Individuals can not register for Brave New Voices privatized space. Although you are able to view the Public Programs through our YouTube Channel, organizations who'd like to give their youth access to all BNV Events are encouraged to register as a Non-Competing Team.*

Once we receive your application and we confirm your participation, each team is required to fill out registration forms for each member who will attend. Below is the information you are expected to have when filling out the registration forms for each member of your team:

- **Personal/Individual Information** including basic demographic information, contact information, social media, and a photo for identification
- **Team Information** including names of coach/chaperone, including demographic information.
- **Medical Information** including emergency contact information, general medical history, allergies/dietary needs (if applicable for live interaction), and health insurance information (optional) and disability access information.
- Forms to be signed: Permission form (for youth under 18), Media Release form, BNV Standards and Behavior form, and Background check (any participant over 18 including chaperones and coaches).
- Please note that the Coaches Code of Conduct will be handed out at the mandatory Coaches Webinar, happening on a date TBD.
- **Also, all accepted team coaches and chaperones will be required to participate in a brief training required by Brave New Voices** for orientation on Slams, Festival Participation, and Mental Health and Safety.

**You will not be allowed to attend the festival if these forms are not filled out.** The forms are necessary for the general safety of participants during the festival.

**When is payment for BNV due? How much does it cost as a competing team? As a non-competing team?**

**\*\*Payment for BNV is due along with your registration forms.\*\*** Due to Covid and hardships that BNV Affiliate Organizations may be going through, we've reduced the fee for Competing Teams to \$125.00. These payments cover accommodations for up to **7 participants (Competing Teams)**. Please note that a competing team of 7 **MUST** include 2 adults, however, if you would like to include more youth from your organization to participate in all the other offerings of Brave New Voices, there is no additional cost. *Please note that we require a coach to youth ratio of 1 to 4.*

Fees for non-competing teams and entourage are **waived, including your adult chaperones**. Non-competing teams may bring up to 5 people. Non-competing teams must abide by the same 1 to 4 coach to youth ratio.

**I don't have health insurance, do I need to fill out that form?**

Filling out the health insurance form is not mandatory, though please note that Youth Speaks is not responsible for any hospital fees you may incur. When filling out your forms, you may leave this section blank if you do not have insurance.

**Do I have to get a background check/fingerprinting?**

Our festival defines a youth as being between the ages of 13-19. However, if you are aged 18 and up, you are required to have a background check as you are considered an adult according to their policy. **Send all background checks to Youth Speaks' Administrative Manager, Dan Anthony Angeles at [dangeles@youthspeaks.org](mailto:dangeles@youthspeaks.org).**

Youth Speaks is not responsible for maintaining these records beyond the Festival. Teams and individuals are responsible for keeping a copy for their own records.

**Where do we get a background check?**

The process is different state-to-state but the general idea is finding either an independent contractor for the background check process or see if your state/Attorney General has a way to get background checks done. We recommend searching online for background check, fingerprinting, live scan services, etc near you for the most accurate local information. Sometimes you do have to pay to get this done. You may have local offices that can assist with this as well. In addition, School-approved letters work as well. (The head of an organization or group can send a letter clearing chaperones or coaches as long as that person works for the organization and has been cleared to work with youth through a fingerprinting/

background check process with that organization. Anyone else outside will need individual background checks submitted.)

### **Who needs to have fingerprinting or background checks?**

Anyone over 18 is required to be cleared in order to work with youth at the Brave New Voices Festival.

### **How long does it take to hear back from an agency about a background check?**

The wait times for background checks vary from state to state, so make sure to plan accordingly and do them as early as possible.

### **Where do we send background check information when we receive results?**

Please email all results to Dan Angeles at [dangeles@youthspeaks.org](mailto:dangeles@youthspeaks.org).

### **When is the registration due Date?**

The Registration due date for Competing and Non-Competing Teams is June 14th, 2021.

Please prepare to submit payment and forms. If there is anything you will need, we will let you know before the festival.

### **What if I Apply or Register Late?**

We cannot guarantee accommodating a late Competing Team Registrant, but we will do our best to place you in your Semi Final bout. If there is a last minute issue, Please contact [Festivaldirectors@youthspeaks.org](mailto:Festivaldirectors@youthspeaks.org), so that you can attend the mandatory training, as well as gather the paperwork required for your registration.

### **Suggestions for preparing for Brave New Voices?**

Beyond the Mandatory Trainings for Coaches and Chaperones, we encourage organizations to check in with their participants on an ongoing basis during the festival. It is the duty of Coaches and Chaperones to adequately prepare their youth to participate in the Festival as well as to set healthy boundaries with them. This may include, but is not limited to the following;

- If you're gathering youth in-person for any BNV related events, you're insuring you are following local Covid-Safety guidelines
- That spaces you gather in are ADA Compliant
- Time Zone adjustments - that you are encouraging a schedule of participation that builds in adequate rest and time for self-care. We will be making events re-streamable so that viewing is as accessible as possible.

- That you encourage youth to use the Mental Health professionals we've provided anytime during the Festival.

### **What are the slam rules?**

You can find the full breakdown of BNV slam rules at the Brave New Voices website. Any further questions regarding slam can be directed to the Slam Coordinator.

Slam Coordinator ([slamcoordinator@youthspeaks.org](mailto:slamcoordinator@youthspeaks.org))

### **What is the schedule for BNV?**

For information on the festival, you can generally go to the Brave New Voices website. Please note that it is not yet up to date, but that there will be an update within the next few weeks.

### **I am having trouble with the BNV registration form. Who do I contact?**

If you are having issues with logging into the BNV registration site, making your payment online, registering your participants, or any other problems with the website, please email [production@youthspeaks.org](mailto:production@youthspeaks.org)

### **Deadlines**

Application Opens - April 20, 2021 and have been extended to May 9, 2021 at 11:59pm.

Application for Competing Teams Closes on May 9, 2021 (Contact [Festivaldirectors@youthspeaks.org](mailto:Festivaldirectors@youthspeaks.org) if you have questions or a delay).

Applications for Non-Competing Teams Closes on May 16th (Contact [Festivaldirectors@youthspeaks.org](mailto:Festivaldirectors@youthspeaks.org) if you have questions or a delay).

Competing Teams accepted May 17th

Registration closes - June 14th, 2021

General Public - Public Events Access we will provide links.

### **Staff Contacts**

**Festival Co-Directors:** Cydney Edwards and Darius Parker  
([festivaldirectors@youthspeaks.org](mailto:festivaldirectors@youthspeaks.org))

**Slam Coordinator:** [slamcoordinator@youthspeaks.org](mailto:slamcoordinator@youthspeaks.org)

**Mental Health Coordinator :** [mentalhealth@youthspeaks.org](mailto:mentalhealth@youthspeaks.org)

**Google Form Submissions:** [production@youthspeaks.org](mailto:production@youthspeaks.org)

**Technical support & Production:** [josato@youthspeaks.org](mailto:josato@youthspeaks.org)

**Web:** [njames@youthspeaks.org](mailto:njames@youthspeaks.org)

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## **Brave New Voices Safety FAQs**

Youth Speaks (YS) is committed to making continuous improvements over the long-term to ensure the safety, wellness and joy of our BNV festival participants.

- I. Our plan is to provide for the mental health, physical well-being and the safety of participating youth in the Virtual Festival. How is YS prepared to hold safe(r) space for youth who may get triggered during the festival?
  - A. This is core to our commitment to our young people/festival participants
  - B. Our strategies have shifted because this year we are doing a virtual event. A National Safety & Accessibility Steering Committee, consisting of members of the BNV Network and Health Experts has informed these guidelines. Many of the members and personnel have carried over to FY22 to provide grounding, assessment and continuity to our planning for the future.
  - C. The Youth Speaks Board of Directors ultimately oversees safety + health and ensures we have a plan in place that holds us accountable;
    1. Planners are moving forward without board input to address accessibility issues, ableism, mental health although the Board has been informed of all steps in our process.
  - D. What are the committees working on/discussing?**
    1. There are 30 organizations on the National Steering Committees
      - a) Although Youth Speaks cannot be responsible for participants' physical safety during this virtual event, we can support information and distribute resources about best practices, social distancing, safe gathering, and tools. These include but are not limited to;
        - (1) Ensuring the review and endorsement of shared responsibility by Participating Organizations to ensure the safety of youth participants affiliated with their organization

- (2) Sharing resources for suicide prevention, crisis response hotline, mental health services, hospitals, community based organizations, mental health professionals, etc. for event participants (Both Nationally and Internally for Staff Training)
  - b) Who is responsible for gathering this? We are calling upon local Participating organizations to collect a few resources for their youth. This is part of our recommendations and will be required as part of participation.
  - c) This is where YS is creating a boundary in what we can do within the virtual festival and how organizations can support their youth participants to participate safely
- 2. Virtual safety: the registration process is designed to vet attendees/participants who will gain access to the festival's non-public spaces.
- 3. Organizational registration is designed to 1) privatize spaces and 2) validate who will be in each virtual room
  - a) As part of registration we ask organizations if they've identified 3 resources to support their youth's participation in the festival locally.
  - b) There will be youth only spaces that will be monitored by a BNV Festival Staff member
  - c) Will have monitored chat and participation features enabled
  - d) Code of conduct will be included in the festival materials
    - (1) Includes welcome letter
    - (2) Mandatory webinar for organizations to attend
    - (3) Youth participants will be oriented by organizations
    - (4) Programming at the start of our Virtual Festival to orient youth as well
    - (5) We purposely decided not to open up the SLAM Competition to individuals outside of the network affiliates because of the cultural aspect and pedagogy of BNV, and to insure that Teams have the organizational infrastructure to support youth participants
- 4. Public performances will be structured so that general audience members can watch, but comments/chat ability to engage with performers or each other will be disabled.
- 5. We will be orienting the remainder of the participants that are unaffiliated and for whom this will be their first time attending.
- 6. Coaches and designated Organizational Leaders are partners in ensuring young people are safe and share resources with their youth, and are directly responsible for their youth/teams

- a) There are mandatory trainings for Competing Team Coaches on June 26th; and Mandatory Webinars on Tech and Safety for all participating organizations on July 10th
  - b) We'll Review schedule, competing teams, expectations of the coaches/organizations to maintain safety of their youth and go over best practices in terms of their relationships and interactions with their youth
  - c) We will train Organizations to institute better mental health practices;
  - d) Code of Conduct will be signed by Organizations by July 1st, 2021
  - e) Respond to young people in your organization having difficulty to ensure that youth are held after the festival hours
  - f) Is there a plan, or check in with your youth to decompress or wind down the end of the day?
- E. Anticipating and Responding to Mental health triggers:
- 1. Webinars for coaches + participating teams to provide for the mental health-wellbeing
  - 2. Tutorials + one pagers to distribute best practices, recommendations and low-cost technology
  - 3. Decompression rooms are available for any young person during the hours of Festival Operation, and on call during live festival;
    - a) Virtual: in the 10 - 12 hours of programming we will provide privatized decompression rooms and mental health professionals will be on duty
    - b) Will always be available for consultation at [MentalHealth@youthspeaks.org](mailto:MentalHealth@youthspeaks.org)
- F. There is a committee dedicated to the safety of festival participants. They will share updates regarding the COVID-19 response and safety and will have a designated Mental Health Coordinator.
- II. **Accessibility:** What can we share about the planning process this year that ensures that we are creating an inclusive festival?
- A. We have analyzed and determined the scale of need to inform response, e.g., purchasing technology for multiple participants, and providing a list of free apps that youth can use for translation and closed captioning
  - B. Low-cost technology solutions for SLAM and non-SLAM events such as: Identifying ADA compliant Covid-safe venues to watch and/or participation in the festival for folks who don't have access to Wifi
  - C. Recommend best practices through organizations engaging youth (masks, hand sanitizer, hand washing, danger of food sharing, cleaning surfaces - with supply list). The recommendations are included in **Section B.**

- D. Other-abled folk: ASL interpreters for signature events, potentially SLAMS if we can get that large of a volunteer crew for as many things as we can; closed captioning technology in-kind
  - 1. Check in with organizations about accessibility needs before the festival
  - 2. Addressing “ableism” of years past, we’ve cut down the operating hours of the Festival to address participant fatigue and our commitment to wellness in a virtual or live setting. We’re also hosting most events on our YouTube Channel. Participants may view events they’ve missed, due to time zones, or to due to rest and self-care. We also want to set expectations about safe gatherings in the time of Covid for activities where in-person participation may be open.
  - 3. If Organizations are gathering youth in person—we’ll go over best practices, and check ADA Compliance of their venues and spaces. For more information please see [ADA Venue](#)
  - 4. [Service Animals](#)
- E. Deaf community:
  - 1. ASL interpreters would do simultaneous signing during performance
  - 2. Closed captioning, hearing impaired for broadcast
  - 3. User-based Apps with assistive technology, e.g., closed captioning during live performance through audio
  - 4. Vocal interpreter of ASL may be needed on occasion; tracking their participation

## **SECTION B: In Person Safety for Brave New Voices Production Best Practices for Organizations gathering Young People**

Please refer to the local guidelines for Covid Safety in your State and City to use as a reference.

The [CDC site](#) on Coronavirus response

[San Francisco Informational Site](#)

[San Francisco Guidelines and Checklist](#)

### **HSP**

Health and Safety Plan

### **Health Officer Directive No. 2020-18 (Exhibit B) Health and Safety Plan (issued 6/13/2020)**

Each Office Facility must complete, post onsite, and follow this Health and Safety Plan.

Check off all items below that apply and list other required information.

*Business/Entity name: Contact name:*

*Facility Address: Contact telephone:*

*(You may contact the person listed above with any questions or comments about this plan.)*

### **Covid Testing for Onsite SF Production work**

For anyone working onsite with other members of production or Youth Speaks staff, everyone will be expected to get tested 3-5 days prior to In Person work as well as be fully vaccinated.

### **Guide for getting tested in the Bay Area**

Currently, testing appointments in the Bay area are accessible the same day or a couple days out.

**SF Link:** <https://home.color.com/covid/sign-up/start?partner=sfdph>

**West Oakland Link:** <https://home.color.com/covid/sign-up/start?partner=wohc>

**Vaccinations:** <https://covid19.ca.gov/vaccines/>