

## 24.01.06.H1.01 University Sponsored Programs for Minors



Approved: 4/28/2025  
Next Scheduled Review: April 2030

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### Procedure Summary

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Programs for Minors sponsored and operated by Texas A&M University-Texarkana (A&M-Texarkana) offer the opportunity to share the university setting and experience with potential future students but also presents unique exposures that must be mitigated to protect both the safety and welfare of the minors in our care as well as the University.

This procedure establishes steps necessary to fulfill the requirements for conducting programs for minors sponsored and operated by Texas A&M University-Texarkana in compliance with [System Regulation 24.01.06, Programs for Minors](#) as well as University Rule 24.01.06.H1, *Programs for Minors*.

This Procedure only applies to Programs for Minors, as [defined](#) in System Regulation 24.01.06.

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### Definitions

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All terms in this rule have the meaning assigned in System Regulation 24.01.06, *Programs for Minors* [Definitions](#). The following are specific to this rule:

**Programs for Minors Director:** A dedicated program director must be appointed for each program for minors. The Programs for Minors Director for a University Sponsored program must be an A&M-Texarkana full-time employee and is responsible for completing the Programs for Minors application. The Programs for Minors Director is the individual on-site in charge of the program operations, staff and/or volunteers. This individual represents the sponsoring department, college, or student organization, charged with the direction or operation of the program for minors.

**Programs for Minors Administrator:** The Programs for Minors Administrator is the Director of Compliance and Risk Management, or their designee.

**University Sponsored:** The operation of a program for minors where the full supervisory duties of the minor(s) is the University's responsibility with any proceeds benefitting the University and not an individual or outside business. This is regardless of the location of the activity.

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## Procedures and Responsibilities

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### 1. GENERAL

- 1.1 All programs for minors held on Texas A&M University-Texarkana property or utilizing the University's name or resources in any way must operate under the administrative authority of a University department, college or recognized University organization.
- 1.2 All programs for minors must appoint a Program for Minors Director.
- 1.3 All programs for minors must be approved annually by the Programs for Minors Administrator. Information about the application process and the necessary forms may be obtained from the Office of Compliance and Risk Management.

The Programs for Minors Administrator ensures programs for minors compliance with [System Regulation 24.01.06, Programs for Minors](#) , [University Rule 24.01.06, Programs for Minors](#), and this procedure.

### 2. PRIOR TO ADVERTISING OF CAMP

Programs for Minors shall not be advertised, or registrations accepted, until the Camp Application and supporting documents in this section have been submitted and approved by the Program for Minors Administrator.

- 2.1 Applications for programs for minors should be submitted at least eight weeks prior to the start date of the program for minors. Applications shall be submitted to the Office of Compliance and Risk Management for processing. An example of a camp application can be found in the Appendix.

University sponsored programs for minors may be required to use Texas A&M System approved compliance software in the administration of their camps. The Programs for Minors Administrator can provide instruction. There may be a charge for this software. The Program for Minors may be required to carry some or all of the software expense for their program.

- 2.2 A full agenda/itinerary for the program must be attached to the Camp Application. Any activities with potential physical risk must be addressed on the Risk Assessment Matrix (see Section 2.3). Some activities cannot be readily insured by the required System insurance program and may require additional insurance costs.
- 2.3 A risk assessment shall be performed by the Programs for Minors Director to review and mitigate risks associated with the operation of programs for minors. A&M-Texarkana will use the [Risk Assessment Matrix](#) provided by System Risk

Management to identify, rate and mitigate risks involved with programs for minors. The Risk Assessment Matrix must be provided with the Camp Application.

The risk assessment will be reviewed by the Programs for Minors Administrator, Director of Risk Management, Environmental Health & Safety and the University Police Department (UPD).

The Matrix shall address, at a minimum, the traffic safety plan, a lost minor response plan, and any risks associated with physical activity.

2.4 Job duties and descriptions will be required for each intended position assisting with the program for minors. Duties, education requirements, responsibilities and a summary of Program for Minors activities need to be included in the job description. These must be provided by the Program for Minors Director with the Camp Application.

2.4.1 Programs for Minors Directors shall plan for and provide adequate staffing in accordance with the number of anticipated participants, age group, duration and types of activities.

2.4.2 All Program staff are to be eighteen years of age or older.

2.4.3 Participant to Counselor Ratios: Each program for minors shall have a participant to program staff ratio that meets or exceeds the minimum ratios established by the American Camps Association. The Programs for Minors Director shall not be included in the supervisor to participant ratio in programs serving over 50 participants at one time.

Minimum Ratios (as of December 2024)

Age	Day Program Ratio	Overnight Program Ratio
Age 5 and under	1 adult per 6 participants	1 adult per 5 participants
Ages 6-8	1:8	1:6
Ages 9-14	1:10	1:8
Ages 15-18	1:10	1:10

Note, if age groups of participants spans two or more age ranges above, the ratio must meet the requirement of the youngest participant in the group. For camps that have a range of ages, but the specific subgroups are kept separate, each subgroup must meet the ratio of the youngest participant in that subgroup.

Certain situations (such as more high risk activities) may warrant a minimum of 2 staff present, regardless of the number of participants, or the requirement of a same-sex staff member. Those situations should be addressed in the Risk Assessment Matrix.

2.4.4 A staffing plan and participant limit shall be provided with the Camp Application.

- 2.5 For overnight programs utilizing University Housing, the Program for Minors Director shall have a written confirmation with the Director of Residence Life confirming availability of the minimum number of rooms for the dates of the camp and any other requirements of Residence Life. The risks associated with overnight programs must be addressed and mitigated on the Risk Assessment Matrix. This confirmation shall be provided with the Camp Application. Any cost associated with the use of Residence Life facilities will be the responsibility of the program.
- 2.6 The Programs for Minors Directors must have established a process for the proper receipt, deposit and handling of special activity fees and other funds collected pursuant to [System Regulation 21.01.02, Receipt, Custody and Deposit of Revenues](#) and University procedures.
- 2.7 The sponsoring department, college, or other unit of the University must have in place, or must establish an account(s), in accordance with [System Regulation 21.01.02, Receipt, Custody and Deposit of Revenues](#) and University Procedures, with the Business Office for the deposit of special activity fees or other funds collected. All invoices associated with the program for minors, such as food services, transportation, insurance, housing, etc., should be paid from this account. Support Service Fees may collected to reimburse the University for Non-programmatic Overhead, may be assessed to programs for minors based on the number of programs for minors participants and the number of program days. This account number must be provided with the Camp Application. The Program for Minors Director will be responsible for payment of invoices, but the University may charge the identified account if charges remain outstanding.
- 2.8 Any Program for Minors that includes an organized water activity in which a participant will enter or travel on a body of water as part of the activity shall require additional review. Many aquatic activities cannot be readily insured by the required System insurance program and may require additional insurance costs. The risks associated with aquatic activities must be addressed and mitigated on the Risk Assessment Matrix and must fulfill the requirements of [Texas Health and Safety Code §341.0646](#).
- 2.9 Any Program for Minors that includes activities in a laboratory setting must adhere to [System Regulation 24.01.08, Minors in Labs](#).
- 2.10 A proof of all intended advertising, fliers, or brochures must be provided with the Camp Application.

### **3. PRIOR TO CAMP**

#### **3.1 Staff Preparation**

- 3.1.1 The Program for Minor Director shall arrange for both a national criminal conviction and national sex offender background check (background check) for all staff who will have any contact or interaction with participants. This check shall be completed and all staff members approved at least 3 days prior to the beginning of the camp. Program for Minors Directors are advised to

arrange for the background check with Human Resources well in advance of this deadline.

3.1.1.1 For University sponsored Programs for Minors, these background checks must be completed by A&M-Texarkana Human Resources.

3.1.1.2 These checks must be completed annually.

Note: The original hire background checks for current university employees does not meet the requirement of a Program for Minors background check.

3.1.1.3 The Program for Minors Director shall provide Human Resources with the list of individuals to be checked using the attached form. The check must be performed on the individual's permanent address.

3.1.1.4 Human Resources staff will review all background checks for compliance with the requirements in [System Regulation 24.01.06](#), [Program for Minors](#) and indicate clearance or automatic or potential disqualifications.

3.1.1.5 Details for any potential disqualifications, as defined in the Regulation, shall be reviewed by the Program for Minors Administrator and final determination of involvement with the Program for Minors be made in consultation with the Office of General Counsel.

3.1.1.6 Documentation that a criminal conviction and sex offender background check was conducted must be maintained for a period of two (2) years.

3.1.2 Staff members of Programs for Minors must complete required training prior to the employees' or volunteers' interacting with minors.

3.1.2.1 All staff of a program for minors (i.e. program directors, member employees, program counselors, or program volunteers) is required to complete training and examination on sexual abuse and child molestation meeting the following criteria.

3.1.2.1.1 Successful completion of the system-approved Child Protection Training course every two years with a passing score of 100%. Employees or volunteers of university sponsored programs must complete the system-approved Child Protection Training. (TrainTraq 2111652 or equivalent)

3.1.2.2 Program for Minors staff that are working at programs that have an element of potential physical risk (athletics, swimming, 'field day' type activities, etc) must complete the university provided Bloodborne Pathogen Training. (TrainTraq 2111525 or equivalent).

3.1.2.3 All staff of a program for minors is required to review the written Clery Campus Security Authority (CSA) Training and provide written confirmation to the Program for Minors Director. The Director must forward a copy of the completed forms to the Program for Minors

Administrator and the Clery Coordinator prior to the beginning of the program.

3.1.2.4 Proof of this training should be forwarded to the Program for Minors Administrator at least one week prior to beginning of the program for minor. Training must be complete and documented prior to the start of the program, or the employee or volunteer may not interact with minors.

3.1.2.5 All training certificates of completion shall be kept on file for two (2) years.

3.1.2.6 Each staff member of the program shall complete a Personnel Child Welfare/Communication/Confidentiality Agreement. This agreement will be retained in the program file according to the records retention schedule.

3.1.2.6.1 A person having cause to believe that a minor's physical or mental health or welfare has been adversely affected by abuse, neglect, or molestation by any person must immediately make a report to the University Police Department (UPD) which will in turn notify child protection services and other law enforcement agencies as appropriate.

3.1.2.6.2 Communication, including by social media, between minors and counselors outside of official communications of the program is prohibited. Communications between program participants and Athletics Department representatives functioning as program staff for the purposes of recruiting is excluded from this prohibition in as much as the contact is within the guidelines of NAIA and/or NCAA restrictions, as applicable.

3.1.2.6.3 Program registration documentation includes information about the participants' private and personal health information. Staff must agree to protect this information and only release it with a medical or educational need to know exists.

## 3.2 Participant Registration and Preparation

3.2.1 Each program participant parent/guardian if underage must complete a Waiver, Indemnification and Medical Treatment Authorization Form.

3.2.2 As part of the program registration process, the parents or guardians of the participants will be required to complete a Minors Medical Information & Release Form. Any program that intends to receive, store, or administer medication must include their medication security plan as part of their Risk Assessment Matrix.

3.2.2.1 As part of the program file, medical information of the participant will be kept in a secure location, which may or may not be electronic, to be accessed only by the Programs for Minors Administrator and Programs for Minors Director.

- 3.2.3 Programs with aquatic activities requiring compliance shall require the participant's parent or guardian to indicate in writing whether the child is able to swim or is at risk of injury or death when swimming or otherwise accessing a body of water. See Section 2.8
- 3.2.4 For university sponsored programs, the parents or guardians of the participant will be asked to complete a TAMUT Image Release Form. Refusal to do so will not prevent the participant from attending the Program.
- 3.2.5 The university will make a reasonable attempt to serve participants who require special attention or consideration. The Programs for Minors Director will evaluate program suitability, in consultation with the VP of Student Life and the Director of Compliance and Risk Management, for any requests to enroll a participant with special needs in accordance with the Americans with Disabilities Act.

### 3.3 Insurance

- 3.3.1 As a condition of approval, each program for minors is required to show evidence of general liability and accident medical insurance coverage.
- 3.3.2 University sponsored Programs for Minors must secure insurance coverage through System Risk Management. The university sponsored Programs for Minors shall bear this expense. Assistance in enrolling in this coverage is available with the university's Director of Risk Management.

### 3.4 Facilities

- 3.4.1 The Program for Minors Director is responsible for ensuring all spaces on campus are reserved for use. The Director should ensure that activities are not going to be disruptive to any academic or administrative activities in the areas adjacent to the requested space.
- 3.4.2 The Program for Minors Director is responsible for ensuring that any SSC work orders are entered into their system in a timely manner to ensure that service can be provided. The program is responsible for any charges due to these services.
- 3.4.3 The Program for Minors Director is responsible for notifying and establishing a service agreement with Chartwells if on-campus food service is needed. This notification should be made in a timely manner to ensure that service can be provided. The program is responsible for any charges due to these services.

## 4. DURING PROGRAM ACTIVITIES

- 4.1 All participants must be checked in and out each day on a written or electronic roster.
- 4.2 All staff attendance must be documented daily on a written or electronic roster.
- 4.3 All premises where Programs for Minors are held shall be designated as areas prohibited from carrying concealed handguns. The Programs for Minors Director is responsible for coordinating with the UPD. UPD shall be responsible for

posting required notice pursuant to [Section 30.06, Penal Code](#) as detailed in [University Rule 34.06.02.H1, \*Carrying Concealed Handguns on Campus\*](#).

- 4.4 Programs for Minors Directors are responsible for submitting an incident report in the event: a) participant(s) is/are involved in a physical altercation, b) participant is injured (whether taken for medical care or not), or c) police officials are summoned because of health or safety concerns.
  - 4.4.1 Such incidents shall be reported on the Programs for Minors Incident Report Form.
    - 4.4.1.1 The Form shall be submitted to the UPD, Programs for Minors Administrator, and Environmental Health and Safety Office as soon as possible, within the same day.
    - 4.4.1.2 The Programs for Minors Administrator or the Environmental Health and Safety Office is responsible for logging all incidents through Origami within 2 business days.
  - 4.4.2 Any incident that may result in an insurance claim must be reported to the Director of Risk Management within the same day to initiate the claim process.
- 4.5 When the program for minors is conducted for all or part of at least four days and has 20 or more participants, the program for minors must submit the training roster to the DSHS on the approved DSHS form. (See Appendix)

## **5. AFTER CAMP CONCLUSION**

- 5.1 The Program for Minors Director is responsible for forwarding all daily participant and staff rosters to the Program for Minors Administrator within 3 business days of the conclusion of the camp.
  - 5.1.1 The Program for Minors Administrator shall use the participant rosters to adjust the insurance request to ensure accurate coverage and billing.
- 5.2 The Program for Minors Director is responsible for ensuring copies of all other documentation is forwarded to the Program for Minors Administrator for audit purposes. The Director is responsible for ensuring appropriate retention, per the university's records retention schedule or other noted retention requirements in this document.
- 5.3 The Program for Minors Director is responsible for ensuring proper payment of any charges or invoices generated by the program and reconciling all finances.

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## **Related Statutes, Policies, or Requirements**

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[System Regulation 24.01.06, \*Programs for Minors\*](#)

[System Regulation 24.01.08, \*Minors in Labs\*](#)

[Texas Education Code §51.976](#)



[Texas Family Code Chapter 261, Subchapters. A and B](#)

[Texas Penal Code § 30.06](#)

[System Regulation 21.01.02, Receipt, Custody, and Deposit of Revenues](#)

[Texas Health and Safety Code §341.0646](#)

[University Rule 24.01.06, Programs for Minors](#)

[University Rule 34.06.02.H1, Carrying Concealed Handguns on Campus.](#)

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## Appendix

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[Camp Application](#)

[Personnel Roster / Background Request Form \(download\)](#)

[Risk Assessment Matrix for Use with Programs for Minors](#)

[Personnel Child Welfare/Communication/Confidentiality Agreement](#)

[Example Staff Roster](#)

[Example Participant Attendance Roster](#)

[CSA Training Acknowledgement](#)

[Waiver, Indemnification and Medical Treatment Authorization Form](#)

[DSHS Training Roster Form](#)

[Minors Medical Information & Release Form](#)

[TAMUT Image Release](#)

[Incident Reporting Form](#)

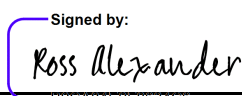
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## Contact Office

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Office of Risk Management  
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**Approved:**

Signed by:  


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**Ross C. Alexander, Ph.D.**  
**President, Texas A&M University-**  
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4/28/2025

**Date**