

## 24.01.06.H1.02 Third Party 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 operated by a third-party using Texas A&M University-Texarkana facilities 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 Third Party Sponsored program represents the individual or organization 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.

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

Third-party Programs – programs of an individual or entity not affiliated with the university, or under the university's administrative control, that utilize university property or facilities.

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 facilities operated by a third party individual or organization must comply with this procedure.
- 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 Inquiries for third party programs for minors should be submitted at least four months prior to the start date of the program for minors. Inquiries 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.
- 2.2 All third-party programs for minors must complete a TAMUS Third Party for Minors Agreement signed and in place.
- 2.3 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 2.4). Some activities cannot be readily insured by the required System insurance program and may require additional insurance costs.
- 2.4 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.

2.5 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.

2.5.1 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.

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

2.5.3 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.

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

- 2.6 For overnight programs utilizing University Housing, the Program for Minors Director shall have 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.
- 2.7 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](#).
- 2.8 Any Program for Minors that includes activities in a laboratory setting must adhere to [System Regulation 24.01.08, \*Minors in Labs\*](#).
- 2.9 A proof of all intended advertising, fliers, or brochures must be provided with the Camp Application. Third party Programs for Minors may not use Texas A&M University – Texarkana logos or in any way that A&M-Texarkana endorses the program. Use of logos requires a licensing agreement with the Department of Marketing.
- 2.10 Once the application and supporting documents are approved by the Program for Minors Administrator, the Third party must enter into a facilities use agreement with the University to cover all spaces and equipment being utilized

### **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.
    - 3.1.1.1 For Third Party Programs for Minors, these checks must comply with the requirements as outlined in [System Regulation 24.01.06, \*Programs for Minors\*](#).
    - 3.1.1.2 These checks must be completed annually.
    - 3.1.1.3 The Program for Minors Director shall document the checks 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 The Program for Minors Director will review all background checks for compliance with the requirements in System Regulation 24.01.06.H1,

Program for Minors and indicate clearance or automatic or potential disqualifications.

- 3.1.1.5 The Program for Minors Director shall provide full details of any potential disqualification, as defined in the Regulation. These potential disqualifications 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 Texas A&M System Office of General Counsel.
- 3.1.1.6 The Program for Minors Administrator may request full details of the checks for any third-party program staff as a spot check for compliance.
- 3.1.1.7 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 A Texas Department of State Health Services (DSHS) approved course.
    - 3.1.2.1.2 Successful completion of the Texas A&M System approved Child Protection Training course every two years with a passing score of 100%. (TrainTraq 2111652 or equivalent)
    - 3.1.2.2 The Program Director for a third party program is required review the written Clery Campus Security Authority (CSA) Training and provide written confirmation to the Program for Minors Administrator and Clery Coordinator prior to the beginning of the program. The Director is responsible for ensuring their staff is aware of the requirement to report all incidents and possible Clery Crimes.
    - 3.1.2.3 Proof of this training must 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.
    - 3.1.2.4 All training certificates of completion shall be kept on file for two (2) years.
    - 3.1.2.5 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.

- 3.1.2.5.1 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.
- 3.1.2.5.2 Communication, including by social media, between minors and counselors outside of official communications of the program is prohibited. Communications between program participants and third-party programs that employee A&M-Texarkana 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.
- 3.1.2.5.3 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.
  - 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 2.7.
- 3.2.4 It is recommended that third party programs for minors request the parents or guardians of the participant to complete an Image Release Form. Photos of participants of third party programs for minors cannot be shared on any A&M-Texarkana social media.
- 3.2.5 The third party program should make a reasonable attempt to serve participants who require special attention or consideration 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 Third party programs must provide validation that insurance is equivalent or greater in limits and coverage provided through System Risk Management. A&M-Texarkana must be listed as an insured party on the Certificate of Insurance.

### 3.4 Facilities

- 3.4.1 The Program for Minors Director is responsible for ensuring all spaces on campus to be used for the program are in a Facilities Use Agreement. The contracts must be reviewed and approved according to [University Rule 25.07.99.H1, Contract Administration](#).
- 3.4.2 The spaces reserved should be reviewed to ensure activities are not going to be disruptive to any academic or administrative activities in the areas adjacent to requested space.
- 3.4.3 The Program for Minors Director is responsible for working with the Facilities contact to ensure 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.
- 3.4.4 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 At least two members of the third party program staff must be registered to the campus emergency notification system. The Program for Minors Administrator can facilitate this.
- 4.4 All premises where Programs for Minors are held shall be designated as areas prohibited from carrying concealed handgun. 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](#).
- 4.5 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.
  - 4.5.1 Such incident shall be reported on the Programs for Minors Incident Report Form.

4.5.1.1 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.

4.5.1.2 The Programs for Minors Administrator or the Environmental Health and Safety Office is responsible for logging all incidents through Origami within 2 business days.

4.5.2 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.

4.6 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 25.07.99.H1, \*Contract Administration\*](#).

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



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## Appendix

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[Camp Application](#)

[TAMUS Third Party for Minors Agreement](#) (download example document – contact TAMUT for fillable document)

[Third Party Personnel Roster / Background Check Form](#)

[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](#)

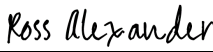
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## Contact Office

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Office of Risk Management  
(903) 334-6675

**Approved:**

Signed by:  
  
B0C484E0F8634C6...  
**Ross C. Alexander, Ph.D.**  
**President, Texas A&M University-**  
**Texarkana**

4/28/2025

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**Date**