



Rule

24.01.06.L1 Camps and Programs for Minors

First Approved: August 15, 2016
Revised: April 1, 2020
Next Scheduled Review: April 1, 2025

Rule Statement and Reason for Rule

Texas A&M International University (TAMIU) is committed to providing a safe environment and meaningful experience to minors participating in recreational, athletic, enrichment, and educational camps and programs for minors (CPMs).

This rule establishes TAMIU-wide guidelines and standards for operating CPMs that are sponsored and operated by TAMIU and by third-parties using TAMIU facilities and resources. CPMs sponsored and operated by TAMIU and third-parties shall be administered in accordance with [System Regulation 24.01.06, Programs for Minors](#) and this rule. This rule requires child protection training for all employees/volunteers of CPMs.

For purposes of this rule, subsequent references to “CPMs” shall be construed to include both CPMs sponsored by TAMIU and CPMs sponsored by third-parties.

Procedures and Responsibilities

1. CPM REVIEW/APPROVAL PROCESS AND REQUIREMENTS

1.1 Review and Approval of CPMs:

- 1.1.1 The Director of Continuing Education, or designee, is authorized to review and approve all CPMs on behalf of TAMIU. All CPMs must be approved by Office of Continuing Education (OCE) **before** any activities occur. To request approval for a CPM, the following three (3) forms are required to be submitted to OCE by the Dedicated Program Director **two (2) months prior to the start of the CPM**. These

and other CPM forms are available on the [OCE webpage](#) under the “Camps and Programs for Minors” tab.

- (1) *CPM Application*
- (2) *Risk Assessment Form*
- (3) *Camp/Retreat/Field Trip/Event Application*

1.1.2 **Third-Party CPMs** – A CPM whose requestor is not affiliated with TAMIU will be designated as a third-party CPM. Third-party CPMs are required to complete the review and approval process addressed in Section 1.2.1 above. A third-party CPM must request to use and must establish a contractual relationship with TAMIU for the use of TAMIU facilities and/or resources through the Office of Community Relations and Special Events. Note that TAMIU space needs will take priority over third-party space needs.

1.1.3 Events deemed to be CPMs will be processed by OCE. Events not deemed to be CPMs will be referred by OCE as follows:

- a) To the Office of Community Relations and Special Events for use of TAMIU facilities and/or resources.
- b) To the Office of Environmental Health and Safety (EHS) for review to determine if any risks associated with the event exist and to provide recommendations, if any, to mitigate such risks.

1.2 **Designation and Responsibilities of Dedicated Program Directors:**

All CPMs, including third-party CPMs, must have a Dedicated Program Director and a secondary contact who will be responsible for ensuring that the CPM complies with all requirements in [System Regulation 24.01.06, Programs for Minors](#) and this rule. Failure to comply with the requirements in [System Regulation 24.01.06, Programs for Minors](#) and this rule may lead to disciplinary action and/or revocation of the opportunity to hold a future CPM. All Dedicated Program Directors are also responsible for the following requirements:

- 1.2.1 Must annually attend a CPM Training conducted by OCE.
- 1.2.2 Must submit all required forms to OCE by the timelines established in this rule.
- 1.2.3 Must ensure that at least one (1) staff member of the CPM who is over the age 18 is CPR/First Aid certified.
- 1.2.4 Must ensure effective supervision of CPM participants, employees, and volunteers involved in their CPM.

1.3 **Insurance:**

As a condition of approval, all CPMs are required to secure general liability and accident medical insurance. The cost of the required insurance coverage is the responsibility of the Dedicated Program Director. TAMIU CPMs must secure coverage through the Texas A&M University System (System) Risk Management Insurance Program. Third-party CPMs must secure and provide evidence of general liability and accident medical insurance that lists "Texas A&M International University" as an additional insured party and that is validated as equivalent in limits and coverage to that provided through the System Risk Management Insurance Program.

1.4 **Job Duty Descriptions:**

Dedicated Program Directors are required to create and provide to OCE job duty descriptions for each position involved in the operation of their CPM. CPM employees and volunteers may only perform job duties that are within the role and scope of their job duty description. OCE will retain the job descriptions in accordance with the System Records Retention Schedule.

1.5 **Risk Assessment:**

Dedicated Program Directors are required to complete and submit to OCE a *Risk Assessment Form* **two (2) months prior to the start of the CPM**. The *Risk Assessment Form* will be relayed to EHS for review to determine if any risks associated with the CPM exist and to provide recommendations, if any, to mitigate such risks.

1.6 **CPM Rosters:**

1.6.1 Participant Roster - Dedicated Program Directors are required to complete and submit to OCE a *CPM Participant Roster* **on the first day of the CPM, then again on the final day of the CPM**. The final roster will be submitted by OCE to EHS for insurance assessment. OCE will retain rosters in accordance with the System Records Retentions Schedule.

1.6.2 Employee/Volunteer Roster - Dedicated Program Directors are required to complete and submit to OCE an *Employee/Volunteer Roster* **three (3) weeks prior to the start of the CPM**. OCE will retain rosters in accordance with the System Records Retentions Schedule.

1.7 **Employees and Volunteers:**

1.7.1 Anyone seeking TAMIU employment with a CPM must communicate with the Dedicated Program Director and follow employment procedures in the Office of Human Resources.

1.7.2 Anyone seeking to serve as a volunteer for a CPM must communicate with the Dedicated Program Director and follow procedures and complete required forms available on the [OCE webpage](#) under the "Camps and Programs for Minors" tab.

1.8 **Records Retention:**

OCE shall maintain official records of CPMs in accordance with the System Record Retention Schedule.

2. REPORTING ABUSE OR NEGLECT

2.1 A person having cause to believe that a minor's physical or mental health or welfare has been adversely affected by abuse or neglect by any person **must immediately make a report by calling 911, the University Police Department at (956) 326-2911, or the Laredo Police Department at (956) 795-2800.**

2.2 The aforementioned legal requirement to report will be communicated by OCE to Dedicated Program Directors during CPM Training and, in turn, communicated by Dedicated Program Directors to CPM employees and volunteers during respective CPM orientation meetings.

3. SAFETY AND MEDICAL CARE PROVISIONS

3.1 **Safety Awareness Information:**

Safety awareness information, specific to CPM activities, shall be provided by the Dedicated Program Director to all CPM employees and volunteers prior to the start of the CPM.

3.2 **Waiver, Indemnification, and Medical Treatment Authorization Form:**

At the time of registration, the parent/legal guardian of each CPM participant must complete and sign a *Waiver, Indemnification, and Medical Treatment Authorization Form* for the participant via the online registration system. CPM participants may not engage in any CPM activities without this form being completed, signed, and submitted to OCE.

3.3 **Communication/Contact with Minors Prohibition:**

CPM employees and volunteers are prohibited from having communication or contact with minors participating in CPMs outside of official communication and contact within the domain of CPM activities, including via electronic/social media, telephone, and in person.

3.4 **Administering Medication:**

Dedicated Program Directors shall inform parent/legal guardians that CPMs will not administer medication.

3.5 Security/Confidentiality/Retention of Medical Information:

Access to health information of a CPM participant will be limited to those with an administrative need to know. Confidentiality and privacy is to be observed at all times. Health information must be secured and retained by OCE, in accordance with the System Records Retention Schedule.

3.6 Participants with Special Needs:

The parent/legal guardian must communicate any accommodation needs of a CPM participant with special needs to the Dedicated Program Director **prior to the start of the CPM**. Documentation from the medical provider may be requested by the Dedicated Program Director, and depending on the CPM activities, reasonable accommodations will be arranged as needed.

3.7 Emergency/Medical Services:

Services by the TAMIU Office of Student Health Services are not available to CPM participants unless the CPM participant is a currently-enrolled TAMIU student. At the time of registration, the parent/legal guardian of each CPM participant must complete and sign a *Medical Information & Release Form* for the participant via the online registration system.

3.8 Reporting Incidents and Accidents:

The Dedicated Program Director is responsible for submitting an *Incident/Injury Report Form* to OCE **within 24 hours of any incident or accident**.

3.9 Staff to Minor Supervisory Ratio:

CPMs are required to maintain the following staff to minor supervisory ratios at all times. For overnight CPMs, assigned CPM staff must reside in the housing unit with the participants.

Participant Age	Supervisory Ratio for Day CPMs	Supervisory Ratio for Overnight CPMs
5 years of age and younger	1:6	1:5
6 – 8 years of age	1:8	1:6
9 – 14 years of age	1:10	1:8
15 – 17 years of age	1:12	1:10

3.10 Minors in Labs:

Any activity, whether it falls under the definition of a CPM or not, that includes minors accessing laboratory facilities must adhere to requirements detailed in [System Regulation 24.01.08, Minors in Labs](#).

4. MONITORING OF CPM'S

OCE shall monitor that the administration of CPMs is in compliance with System policies/regulations and TAMIU rules/procedures.

Dedicated Program Directors are expected to make available all documentation, including training and orientation materials, required to support the monitoring of compliance with System policies/regulations and TAMIU rules/procedures.

5. TRAINING AND EXAMINATION ON WARNING SIGNS FOR SEXUAL ABUSE AND CHILD MOLESTATION

All individuals hired as an employee or assigned as a volunteer for a CPM, including Dedicated Program Directors, are required to complete training and examination on the warning signs for sexual abuse and child molestation **prior to any interaction with minors** and in adherence with the criteria listed below. For CPMs with over 20 participants and conducted over 4 days, OCE will submit to the Texas Department of State Health Services (DSHS) the DSHS-approved training roster.

- 5.1 The System-approved training called "Child Protection Training" must be successfully completed every two (2) years with a passing score of 100%. Third-party employees or volunteers may substitute the System-approved training with a training approved by the Texas DSHS and listed in the [DSHS Approved Training and Education Programs](#).
- 5.2 The training must be completed successfully **prior to any interaction with minors**.
- 5.3 A certificate of completion must be submitted to OCE **at least three (3) weeks prior to the start of the CPM**. The certificate will be maintained in OCE for two (2) years.

6. CRIMINAL CONVICTION AND SEX OFFENDER BACKGROUND CHECKS

- 6.1 In accordance with [System Regulation 24.01.06, Programs for Minors](#), **both** a criminal conviction and sex offender background check will be conducted annually on all individuals hired or assigned to employee or volunteer positions for a CPM. The checks will utilize a criminal history database and sex offender registration database. Documentation that a search was conducted will be maintained in OCE for two (2) years.
- 6.2 The Office of Human Resources is designated to review criminal conviction and sex offender background checks and approve/disapprove employee or volunteer involvement with a CPM based on the results of the check, consistent with [System Policy 33.99.14, Criminal History Record Information – Employees and Applicants](#). Processes for initiating and conducting criminal conviction and sex offender background checks via a third-party vendor are in place in HR, consistent with [TAMIU Rule 33.99.14.L1, Criminal History Record Information- Employees and Applicants](#). Every offer of employment or volunteer services for a CPM will be conditioned on receipt of an acceptable criminal conviction and sex offender background check. No employee or volunteer may begin work or volunteer for a CPM until the appropriate criminal conviction and sex offender background check has been cleared by the Office of Human Resources and System Office of General Counsel, as necessary.

Related Statutes, Policies, Regulations, or SAP's

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

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

[System Regulation 33.99.14, Criminal History Record Information – Employees and Applicants](#)

[TAMIU Rule, 33.99.14.L1, Criminal History Record Information – Employees and Applicants](#)

[Texas Education Code, Section 51.976](#)

[Texas Family Code, Chapter 261, Sub-Chapters A and B](#)

[Texas Department of State Health Services \(DSHS\) Approved Training and Education Programs](#)

Definitions

All terms used in this rule have the meaning assigned in [System Regulation 24.01.06, Programs for Minors](#).

Contact Office

Office of Continuing Education, 956-326-3068