Safety/Risk Management Insurance Procedures

As per System Regulation 24.01.06, all camps and programs for minors sponsored and operated by members of the Texas A&M University System and third-party camps and programs using Member facilities should have the proper insurance requirement and risk assessment.

In order to obtain insurance, the following must be completed and sent to the Office of Continuing Education prior to the beginning of the camps/programs.

1. Completed Texas A&M University System Camp/Retreat Application with camp/program itinerary and brochure attached.
2. Completed Risk Assessment Form.

*Each blank space on the waiver must be completed with your camp/program's information. The first two spaces should be filled in with your program name and Sponsoring Department. The third blank, under the Indemnity Clause, should be filled in with a brief list of potential risks that the program participants will be exposed to during program activities. Filling this blank with potential risks such as physical injury or death will not be sufficient; more specific risks need to be communicated in this space. It is also recommended that you think beyond just the physical risks. Consider including emotional risks that the participant may be exposed to or experience as well.

*IMPORTANT! Make sure the language that is bolded, underlined, and italicized remains that way in the releases distributed to your camp/program participants. Also, the font on the waiver should be at least 10-point font to be sufficient (even if the waiver is part of a brochure). Do not make changes to this form other than inserting the name of your camp/program where indicated.

This Waiver must be signed by each Camp/Program participant and his/her parent or guardian and returned to the camp/program staff BEFORE the camp begins. Other waivers will not be accepted as this waiver has been approved by the Office of the General Counsel.

After camps/programs are completed a final roster of the actual number of camp/program counselors, staff and participants MUST be submitted immediately following the last day of camp. Each respective camp will be billed on the actual number of people that participate in the camp/program and not on the estimated number as provided in the application.

Please report any accidents/incidents that occur during the camp/program to Safety/Risk Management AND Continuing Education within 24 hours or the next business day. Safety/Risk Management personnel will guide you through the claim process.

Complete Camp and Program First Aid Report when applicable.