



Standard Administrative Procedure (SAP)

24.01.06.L1.01 Camps and Programs for Minors (CPM)

First Approved: May 28, 2013
Revised: August 4, 2016
Next Scheduled Review: August 4, 2021

Procedure Statement and Reason for Procedure

The provisions of this procedure apply to programs for minors as defined in [System Regulation 24.01.06, Programs for Minors](#).

For the purpose of this procedure “University-Sponsored” shall be understood to mean the operation of a camp, program for minors, or enrichment program using the name, staff, affiliation, facilities, or other resources of Texas A&M International University (TAMIU).

Procedures and Responsibilities

1. PROGRAMS FOR MINORS

1.1 Programs for Minors:

1.1.1 Programs for minors, including camps, are those that are sponsored and operated by TAMIU or third parties using TAMIU property/facilities where full supervisory duties of the minor(s) are TAMIU’s or the third party’s responsibility and are held for more than two consecutive days with the same group of minors without an overnight stay or involving overnight stays with the same group of minors. Also included are programs that are not held on consecutive days but include the same group of minors and meet on a regular, recurring basis on non-consecutive days over the course of a period time such as a semester or several weeks. Full supervisory duties include providing supervision, instruction and/or recreation while the minors are apart from their parent(s)/legal guardian(s). Programs that are potentially high risk will be evaluated and approved on an individual basis by the Office of Continuing Education (OCE) regardless of the number of days. A program that may involve minor(s) ancillary to the intended purpose of the activity that is not specifically for minors does not fall under this rule.

- 1.1.2 All programs for minors must serve some aspect of the University's educational mission.
 - 1.1.3 All programs for minors must submit a [Program for Minors Application](#) for review of compliance and approval at least four (4) weeks prior to commencement of program.
- 1.2 Third Party Programs for Minors:
- 1.2.1 Third Party Programs for Minors are covered under this Standard Administrative Procedure if they meet the provision stated in Section 1.1.1. Except for the use of the University facilities, a Third Party Program for Minors is not otherwise affiliated with TAMIU. Third Party Programs for Minors must operate under the administrative purview of the OCE and the Office of Risk Management and are subject to the same approval, child protection training, background checks, including sex offender registry, and insurance coverage criteria as University Programs for minors. Third Party Programs for Minors are required to have general liability and accident medical coverage insurance through the System Risk Management insurance program or, are required to validate insurance provided by third-parties to meet the standards as set by Texas A&M University System (TAMUS) Risk Management. Third Party Program for Minors will make their own facilities arrangements through TAMIU Event Services.
 - 1.2.2 The University will charge Third Party Programs for Minors an amount equal to the actual expenses plus administrative overhead for use of university property. For purposes of this procedure, subsequent references to "program(s) for minors" shall be construed to include Third Party Programs for Minors.
 - 1.2.3 All registrations must be done through the OCE online registration system. All payments must be made in the OCE or by credit card through the online registration system. No program director/staff is authorized to handle registration payments. If on-site registration is offered, personnel from the OCE must be present to receive cash/check payments. The OCE must receive the request for on-site registration at least 10 working days before program begins. Request must be sent to ce@tamiu.edu.

2. CHILD PROTECTION TRAINING AND BACKGROUND SCREENING

- 2.1 Sponsors and program directors of programs for minors shall ensure required child protection training, campus security authority training, and background screenings, including national sex offender registry, are conducted for all directors, staff counselors, volunteers and other adults who will work with programs for minors. The required child protection and campus security authority trainings are available on the TAMUS system called TrainTraQ. Human Resources and the OCE will coordinate the background check screenings.
- 2.2 Sponsors and program directors are responsible for ensuring that training and background screening are done on each employee and volunteer prior to the start of program employment or volunteer services. Sponsors or program directors shall submit

to the OCE the names for background checks and the completion certificates for trainings, two (2) weeks before the program commences.

- 2.3 Contracts with Third Party Programs for Minors shall include, as a provision of the contract, the requirement that individuals affiliated with the program for minors, as staff or volunteers, have completed the required child protection training and background screening, including sex offender registry. The third party must provide either certification or documentation to the OCE that training and background screenings have been completed before the program for minors begins.
- 2.4 **Any person having cause to believe a child's physical or mental health or welfare has been adversely affected by abuse or neglect shall immediately make a report to local law enforcement by calling 911, University Police Department (956) 326-2911, or Laredo Police Department at (956) 795-2800.**

3. APPROVAL OF PROGRAMS

- 3.1 All programs for minors must be approved by the OCE before program activities begin. Application forms must be submitted to the OCE for review of compliance with TAMUS policies, regulations, and all TAMIU rules and procedures and final approval. The Director of Continuing Education shall certify this review. A Program Approval and Facilities Request Form and a Risk Assessment Form should be submitted at least six (6) weeks prior to start of the program. The Risk Assessment Form shall be submitted to the OCE. All Directors/Sponsors of program for minors must attend the workshop conducted by the OCE annually.
- 3.2 Safety and Medical Care Provisions
- 3.2.1 Safety awareness information, specific to program for minors activities, shall be provided to all staff and/or volunteers at program meetings by the program director. Official records of programs for minors are subject to the TAMUS Record Retention Schedule for retention and removal and shall be maintained by the OCE.
- 3.2.2 The parents of participants for each minors' program must complete a Consent Waiver, and Release Agreement form and ensure it is submitted to the OCE in order to be covered on insurance and to participate in the program for minors.
- 3.2.3. Communications, including electronic and social media, between minors and any adult (age 18 and over) program employee or volunteer is prohibited. Official program communications may be communicated through "group pages" on Facebook or other designated public forums.
- 3.2.4 Parents or guardian will be required to administer medication for those participants who require medication to be administered during the program for minors.
- 3.2.5 Access to personal health information of a participant will be limited to those with an administrative need to know. Confidentiality and privacy are to be observed

at all times. Private personal health information must be secured by the department sponsor and program director. This information will be retained in accordance with the TAMUS Record Retention Schedule for retention and removal within the OCE.

- 3.2.6 Participants needing special assistance need to communicate requests to the program director prior to the start of the program for minors. Specific reasonable accommodations, depending on the activities of the program for minors, will be arranged as needed and documentation may be requested by the designated program director.
- 3.2.7 The University Health Center is not available to program participants unless the participant is also enrolled as a TAMIU student.
- 3.2.8 All program directors and 1 adult program employee must have current training in Heartsaver Pediatric First Aid CPR and AED Course.
- 3.3 A copy of the budget for the program for minors and a complete description of the activities must accompany the Program Approval and Facilities Request Form. Job duty descriptions will be retained with the OCE. All programs for minors are required to participate and purchase general liability and accident medical coverage insurance through the TAMUS Risk Management insurance program. Payment for the required insurance coverage will be the responsibility of the sponsor. Third Party Programs for Minors must secure their own insurance coverage.
- 3.4 The sponsoring department, college, or other unit of the University must have in place, or must establish, an account (accounts) with the Business Office for the deposit of fees and other funds collected. TAMIU fiscal procedures must be followed when collecting these fees. All invoices associated with the program for minors, such as food services, transportation, insurance, housing, etc., will be paid from this account. Indirect cost, collected to reimburse the University for Non-Programmatic Overhead, will be assessed to programs for minors.
- 3.5 Camps and programs are required to report the Counselor to Minor ratio on the Camp Description Form for all day and overnight programs. Minors must be supervised by a 1:10 counselor to student ratio if students are 10 years of age and younger and by a 1:15 counselor to student ratio if students are 11 years of age and older. Modifications to ratios may be approved by the OCE (i.e., if students are in a classroom setting). Supervision staff must be at least 18 years of age and employed by TAMIU or a third party. A staff member must avoid being left alone with one participant in a classroom or similar settings. All programs shall ensure there are at least two adults (age 18 or over) assigned to work or volunteer for a program.

4. REPORTING OR INCIDENTS OR ACCIDENTS

Program Director/Sponsor is responsible for submitting an incident report in triplicate in any case where a participant is involved in a physical altercation, when a participant is injured (whether taken for medical care or not), or where it is necessary to summon police officials. Incident reports shall be submitted to Program Director, the OCE, and the Office of Risk Management as soon as

possible following the incident. To report an incident, accident or injury which occurs in relation to a program for minors, call UPD (2911) or (956) 326-2911 and use the approved TAMIU Incident/Injury Report Form.

Related Statutes, Policies, Regulations, or Rules

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

[TAMIU Rule 24.01.06.L1, Programs for Minors](#)

Contact Office

Office of Continuing Education, 956-326-3068