

## 24.01.06.R1 Programs for Minors

Approved October 3, 2023  
Next Scheduled Review: October 3, 2028



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### Rule Summary

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Texas A&M University-Commerce (A&M-Commerce) is dedicated to providing a safe and nurturing environment for minors participating in recreational, athletic or enrichment educational activities, camps, and programs.

This rule is required by and implements the requirement of System Regulation *24.01.06 Programs for Minors*.

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### Procedures and Responsibilities

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Refer to [\*Programs for Minors Handbook\*](#) for detailed instruction on the operation of camps and Programs for Minors sponsored and operated by A&M-Commerce and Third-Party Camps and Programs for Minors utilizing university facilities.

Refer to Texas A&M University System Regulation 24.01.06 for "[Definitions](#)".

#### 1 PROGRAMS FOR MINORS

##### 1.1 University Programs for Minors:

1.1.1 A university-sponsored activity that has a participant group made up, in whole or part, of individuals under the age of eighteen that uses university property/facilities or not, and is held for more than one consecutive day without an overnight stay, or involves overnight stays where full supervisory duties of the minor(s) is A&M-Commerce's responsibility. This responsibility includes providing supervision, instruction and/or recreation while the minors are apart from their parent(s)/legal guardian(s). A program that may have minor(s) involvement ancillary to the intended purpose of the activity and is not for minors does not fall under this rule.

1.1.2 University units/departments conducting Programs for Minors must comply with the processes of appropriate university offices including but not limited to Human Resources and Financial Aid and Scholarships. This includes but is not limited to complying with university hiring procedures, budgetary requirements, accounting practices, and payroll procedures.

## 1.2 Third-Party Programs for Minors:

Third-Party Programs for Minors are not affiliated with A&M-Commerce. Third-Party Programs for Minors must operate under the administrative purview of the Programs for Minors Coordinator and are subject to the same approval, child protection training, and background checks as University Programs for Minors. Third-Party Programs for Minors must meet the insurance requirements for the A&M System and provide evidence of a general liability insurance policy under which A&M-Commerce is listed as “Certificate Holder.” The university will charge Third-Party Programs for Minors an amount equal to actual expenses plus administrative overhead for use of university property. For purposes of this rule, subsequent references to “program(s) for minors” must be construed to include Third-Party Programs for Minors.

1.3 All Programs for Minors must be sponsored by a university department/unit.

## 2 CHILD PROTECTION TRAINING AND BACKGROUND SCREENING

2.1 Sponsors of programs for minors must ensure required child protection training and background screenings are conducted for all directors, staff, counselors, volunteers, and other adults who will have contact with minors.

2.1.1 The required child protection training is available on The Texas A&M University System [TrainTraj](#) website. Employees or volunteers of third-party Programs for Minors using member facilities may substitute the system-approved training course with an approved course as listed with the [Texas Department of State Health Services](#). A certificate of completion must be kept on file for two years. Child protection training is valid for two years.

2.1.2 Annually, both a criminal conviction and sex offender background check will be conducted on all individuals involved with a Program for Minors. All background screening will be coordinated through the Programs for Minors Coordinator. Results of the background checks will be reviewed by the Director of Human Resources. Documentation that a search was conducted must be kept on file for two years.

2.2 Program for Minors sponsors are responsible for ensuring that training and background screening are done for each employee and volunteer prior to the start of employment or volunteer service. A signed and dated sponsor certification, confirming the names for background checks and the completion certificates for training, is required before final program processing commences.

2.2.1 Third-Party Programs for Minors must provide either certification or documentation to the Programs for Minors Coordinator that training and background screenings have been completed before the program for minors begins.

- 2.2.2 Under penalty of law, suspected instances of abuse or neglect must immediately be reported by calling 911 or the University Police Department (UPD) at (903) 886-5868. State law requires any person who believes a child's physical or mental health or welfare has been adversely affected by abuse or neglect to immediately make a report to law enforcement, even if the belief is premised upon incomplete or dated information.
- 2.2.3 Employees and volunteers of Programs for Minors, by function of their job, are considered "campus security authorities" (CSA), and are therefore required by federal law to report crimes immediately to UPD 911 or UPD (903) 886-5868 and to the Clery Coordinator at [Clery@tamuc.edu](mailto:Clery@tamuc.edu) as set forth by the Clery Act.
- 2.2.4 It is the responsibility of the program director to provide notification to the Texas Department of State Health Services for applicable programs, verifying all adult employees/volunteers have received the required child protection training.

### 3 APPROVAL

- 3.1 All Programs for Minors must be approved before program activities occur. All Programs for Minors must complete and submit a [Camp Reservation form](#) to the Programs for Minors Coordinator. *Camp Reservation* forms must be submitted for approval to the Programs for Minors Coordinator for a review of compliance with A&M System policies, regulations, and all A&M-Commerce rules and procedures. The Programs for Minors Coordinator must certify this review prior to forwarding the application for final approval.
  - 3.1.1 All Programs for Minors must have a staff-to-participant ratio of no less than one staff member to 15 participants (1:15).
  - 3.1.2 Whether Programs for Minors require additional staff members should be considered during all assessments for Programs for Minors. Special needs, age, type of event, and other factors may determine a higher number of staff is required.
- 3.2 Assignment of Director
  - 3.2.1 A Director must be appointed for each program for minors, whether the program is sponsored by the university or by a third-party.
  - 3.2.2 Director Responsibilities:
    - 3.2.2.1 Hire, train, and supervise staff; must create job descriptions for each position, and must ensure the staff's performance of the duties and responsibilities within the role and scope of their job description;
    - 3.2.2.2 Ensure facilities are inspected immediately prior to and after the program session;
    - 3.2.2.3 Oversee the collection and retention of all required forms;

- 3.2.2.4 Set disciplinary guidelines and rules for safety;
- 3.2.2.5 Ensure that proper emergency management practices are in place;
- 3.2.2.6 Coordinate support service with other university constituents such as, Residential Living & Learning, Campus Dining, Facilities Management, and others;
- 3.2.2.7 Oversee distribution and security of medicine;
- 3.2.2.8 Ensure retention and confidentiality of participants' private records, including personal health information;
- 3.2.2.9 Submit a Criminal Background Authorization and complete Child Protection Training with a 100% passing rate;
- 3.2.2.10 Ensure that no staff supervise minors unless they are cleared with both criminal background checks and Child Protection Training;
- 3.2.2.11 Provide notification to the Texas Department of State Health Services for applicable programs verifying all adult employees/volunteers have received the required Child protection Training.

### 3.2.3 Program for Minors' Staff Responsibilities:

All Programs for Minors staff who exercise direct supervision of program participants must be at least 18 years of age and trained in proper procedures of supervising and relating to minors.

- 3.2.3.1 Provide safe and effective supervision for participants;
- 3.2.3.2 Complete all required training;
- 3.2.3.3 Maintain a safe environment at all times;
- 3.2.3.4 Follow established schedules of activities;
- 3.2.3.5 Follow university requirements on Programs for Minors;
- 3.2.3.6 Submit a Criminal Background Authorization and complete Child Protection Training with 100% passing rate.

### 3.3 Safety and Medical Care Provisions

- 3.3.1 Safety awareness information, specific to Program for Minors activities, must be provided to all staff and/or volunteers at program meetings.

- 3.3.2 Each program for minors' participant and the parents/guardians of minors must complete a Consent, Waiver and Release Agreement form and return it to the program director in order to be covered on insurance and to participate in the program.
- 3.3.3 Communication, including social media, between minors and program staff or volunteers should be limited to only official business for the duration of the program for minors.
- 3.3.4 For participants who require medication to be administered through the program for minors, express written authorization must be obtained from the parent or guardian. This authorization must include specific dosage instructions. All prescription medications must be secured by staff and in the original container, labeled with the participant's full name.
- 3.3.5 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 will only be retained for the duration of the program for minors, in accordance with record retention procedure.
- 3.3.6 Participants needing special assistance must 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.
- 3.3.7 University medical facilities are not available to participants covered under this rule, except for where participants are also enrolled in the university.
- 3.3.8 A detailed daily schedule for the program for minors and a complete description of the activities must be provided 10 business days prior to the first day of the program for minors. Job duty descriptions and published minor/counselor ratios will be retained by the Program for Minors Coordinator.
- 3.3.9 Sponsored Programs for Minors are required to participate in an insurance policy to be purchased by the university. Payment for the required insurance coverage will be the responsibility of the sponsor. Third-Party Programs for Minors must secure their own insurance coverage.
- 3.3.10 The Risk Manager will complete a risk assessment associated with the operation of each program for minors prior to approval.
- 3.3.11 Records will be kept on file in the University Ethics and Compliance Office as indicated by the A&M System retention schedule.

#### 4 REPORTING OR INCIDENTS OR ACCIDENTS

Sponsors are responsible for submitting an incident report 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 must be submitted to the Programs for Minors Office as soon as possible following the incident, and no later than 48 hours after the injury or incident. To report an incident or accident which occurs in relation to Programs for Minors, the approved A&M-Commerce [Incident/Injury Report Form](#) should be used.

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

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

Suspends University Procedure *24.01.06.R0.01 Camps and Programs for Minors*

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#### **Contact Office**

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University Ethics & Compliance Office  
903.886.5998