Procedure Statement

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

Reason for Procedure

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

Procedures and Responsibilities

Refer to Texas A&M University-Commerce Camp & Conference 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.

1 CAMPS AND PROGRAMS FOR MINORS

1.1 Sponsored Camps and 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 A&M-Commerce property/facilities 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).

1.1.2 Serves some aspect of the University’s educational mission.

1.2 Third Party Camps and Programs for Minors:

Third Party Camp and Program for Minors are not affiliated with A&M-Commerce.
Third Party Camps and Programs for Minors shall operate under the administrative purview of the Summer Camps Office and are subject to the same approval, child protection training, background checks, and insurance coverage criteria as University camps and programs for minors. Third Party Camps and Programs for Minors shall provide evidence of a general liability insurance policy under which A&M-Commerce is listed as “additional insured”. The University will charge Third Party Camps and Programs for Minors an amount equal to actual expenses plus administrative overhead for use of university property. For purposes of this procedure, subsequent references to “camp(s) and program(s) for minors” shall be construed to include Third Party Camps and Programs for Minors.

2 CHILD PROTECTION TRAINING AND BACKGROUND SCREENING

2.1 Camp and program for minors’ sponsors shall ensure required child protection training and background screenings are conducted for all directors, staff, counselors, volunteers and other adults who will work with camps and programs for minors. The required child protection training is available on The Texas A&M University System TrainTraq. Employees or volunteers of third-party camps using member facilities shall substitute the system-approved training course with an approved course as listed with the Texas Department of State Health Services. All background screening will be coordinated through the Human Resources Department.

2.1.1 Camp and program for minors’ sponsors are responsible for ensuring that training and background screening are done on 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, will be required before final program processing commences.

2.2 A certificate of completion will be kept on file for two years. Child protection training and background screenings are valid for two years.

2.2.1 Third Party Camps and Programs for Minors shall provide either certification or documentation to the Summer Camp Office that training and background screenings have been completed before the camp or program for minors begins. All forms and detailed instructions are available in the Summer Camp Office and on the Summer Camp webpage.

2.2.2 Under penalty of law, suspected instances of abuse or neglect shall be reported by calling 911, the University Police Department (903) 886-5868. State law requires any person that 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 camps and 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 the University Police Department (UPD) 911 or UPD (903) 886-5868 as set forth by the Clery Act.
2.2.4 It is the responsibility of the camp director to provide notification to the Texas Department of State Health Services for applicable camps verifying all adult employees/volunteers have received the required child protection training.

3 APPROVAL

3.1 All camps and programs offering minors shall be approved before camp activities occur. All camps and programs for minors shall complete and submit a Camp Reservation form to the Summer Camp Coordinator. Camp Reservation forms shall be submitted for approval to the Summer Camp Office for a review of compliance with A&M System policies, regulations, and all A&M-Commerce rules and procedures. The Summer Camp Office shall certify this review prior to forwarding the application for final approval. All camps and programs for minors shall have a staff to participant ratio of no less than one staff member to 10 participants (1:10).

3.2 Safety and Medical Care Provisions

3.2.1 Safety awareness information, specific to camp and program for minors activities, shall be provided to all staff and/or volunteers at camp and program meetings.

3.2.2 Each camp and program for minors’ participant and the parents of minors shall complete a Consent, Waiver and Release Agreement form and return it to the camp/program director in order to be covered on insurance and to participate in the camp.

3.2.3 Communication, including social media, between minors and camp staff or volunteers should be limited to only official business for the duration of the camp or program for minors.

3.2.4 For participants who require medication to be administered through the camp or program for minors, express written authorization shall be obtained from the parent or guardian. This authorization shall include specific dosage instructions. All prescription medications shall be secured by staff and in the original container, labeled with the participant’s full name.

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 will only be retained for the duration of the camp or program for minors, in accordance with record retention procedure.

3.2.6 Participants needing special assistance need to communicate requests to the camp/program director prior to the start of the camp or program for minors. Specific reasonable accommodations, depending on the activities of the camp or program for minors, will be arranged as needed and documentation may be requested.
3.2.7 University medical facilities are not available to participants covered under this procedure, except for where participants are also enrolled in the University.

3.2.8 A copy of the budget and a detailed daily schedule for the camp or program for minors and a complete description of the activities shall accompany the Camp Reservation form. Job duty descriptions and published minor/counselor ratios will be retained by the Summer Camp Office.

3.2.9 Sponsored Camps and 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 Camps and Programs for Minors shall secure their own insurance coverage.

3.2.10 All Camps and Programs for Minors are required to meet the requirements identified in Section 3(g) of System Regulation 24.01.06: The Department of Risk Management shall complete a risk assessment associated with the operation of each camp or program for minors prior to approval.

3.2.11 Camp and program for minors’ records will be kept on file in the Summer Camp Office as indicated by the TAMU System retention schedule.

4  REPORTING OR INCIDENTS OR ACCIDENTS

4.1 Sponsors are responsible for submitting an incident report in any case where a participant is involved in a physical altercation, when a camper is injured (whether taken for medical care or not), or where it is necessary to summon police officials. Incident Reports shall be submitted to the Camp Director and the Summer Camp Office as soon as possible following the incident. To report an incident or accident which occurs in relation to camps or programs for minors, the approved Texas A&M University-Commerce Incident/Injury Report Form should be used.

4.2 Questions regarding camps and programs for minors should be directed to the Summer Camp Office.

Related Statutes, Policies, or Requirements

System Regulation 24.01.06 Camps and Programs for Minors

Contact Office

Camps and Conference
903.468.3024