

## 24.01.06.H1 Programs for Minors

Approved: June 2014  
Revised: June 2015  
Revised: August 2020  
Next Scheduled Review: August 2025



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### Rule Statement

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Programs for minors sponsored and operated by Texas A&M University-Texarkana (A&M-Texarkana) including third-party programs for minors using A&M-Texarkana facilities shall follow this rule.

This rule establishes guidelines and requirements for conducting programs for minors sponsored and operated by Texas A&M University-Texarkana and third-party programs for minors using Texas A&M University-Texarkana facilities.

This rule complies with the requirements of and must be reviewed in conjunction with [System Regulation 24.01.06, Programs for Minors](#).

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### Definitions

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All terms in this rule have the meaning assigned in System Regulation 24.01.06, *Programs for Minors*. The following are specific to this rule:

Programs for Minors Director: A dedicated program director must be appointed for each program for minors, whether the program for minors is sponsored by A&M-Texarkana or third-party program for minors using member facilities. The Programs for Minors Director must be an A&M-Texarkana full-time employee and is responsible for completing the Programs for Minors application. The Programs for Minors Director is the individual on-site in charge of the program operations, staff and/or volunteers. This individual represents the sponsoring department, college, student organization, or Third-Party charged with the direction or operation of the program for minors.

Programs for Minors Administrator: The Programs for Minors Administrator is the Director of Student Life, or their designee.

University Sponsored: The operation of a program for minors using the name, staff, affiliation, facilities, or other resources of A&M-Texarkana.

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### Procedures and Responsibilities

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## 1. GENERAL

- 1.1 All programs for minors held on Texas A&M University-Texarkana property or utilizing the University's name or resources in any way must operate under the administrative authority of a University department, college or recognized University organization.
  - 1.1.1 All programs for minors must appoint a Program for Minors Director.
- 1.2 All programs for minors must be approved annually by the Programs for Minors Administrator. Information about the application process and the necessary forms may be obtained from the Office of Student Life or on the Texas A&M University-Texarkana website.
  - 1.2.1 The Programs for Minors Administrator ensures programs for minors compliance with [System Regulation 24.01.06, Programs for Minors](#) and this rule.
- 1.3 Applications for programs for minors should be submitted at least four weeks prior to the start date of the program for minors. Applications shall be submitted to the Office of Student Life for processing.
- 1.4 Approval of a program for minors does not guarantee facility availability or usage. It is the responsibility of the Programs for Minors Director to research and arrange for booking of meeting rooms, housing accommodations, food service, etc. for desired dates. Information concerning the use of A&M – Texarkana facilities can be found in [University Procedure 41.99.99.H0.01, Rental of University Facilities by Non-University Groups](#) and [University Procedure 41.99.99.H0.02, Use of University Facilities by University Groups](#).
- 1.5 A risk assessment shall be performed by the Programs for Minors Director to review and mitigate risks associated with the operation of programs for minors. A&M-Texarkana will use the [Risk Assessment Matrix](#) provided by System Risk Management to identify, rate and mitigate risks involved with programs for minors. The risk assessment shall be reviewed by the Programs for Minors Administrator, Director of Risk Management, Environmental Health & Safety and the University Police Department (“UPD”).
- 1.6 All premises where Programs for Minors are held shall be designated as areas prohibited from carrying concealed handgun. The Programs for Minors Director is responsible for coordinating with the UPD. UPD shall be responsible for posting required notice pursuant to Section 30.06, Penal Code as detailed in [University Rule 34.06.02.H1, Carrying Concealed Handguns on Campus](#).

## 2. REPORTING NEGLECT OR ABUSE

- 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 to the University Police Department (UPD) which will in turn notify child protection services and other law enforcement agencies as appropriate. This legal requirement will be communicated by the university to all

individuals participating in the management/supervision of programs for minors or employees and volunteers of third-party programs for minors utilizing member facilities.

### **3. OTHER REQUIREMENTS**

- 3.1 Communication, including by social media, between minors and counselors outside of official communications of the program for minors is prohibited. Communications between program for minors participants and Athletics Department representatives functioning as Program for Minors Directors for the purpose of recruiting is excluded from this prohibition in as much as the contact is within the guidelines of NAIA restrictions.
- 3.2 Each program participant (or parent/guardian if underage) shall complete a Waiver, Indemnification and Medical Treatment Authorization Form.
- 3.3 As part of the program registration process, the parents or guardians of the participants will be required to complete a Minors Medical Information & Release Form. A&M-Texarkana Programs for Minors will not receive, store, manage, or administer medication.
- 3.4 As part of the program file, medical information of the participant will be kept in a secure electronic location to be accessed only by the Programs for Minors Administrator and Programs for Minors Director. A confidentiality agreement, to protect the medical, health and welfare information of a participant, must be signed by all Programs for Minors Directors, supervisors and counselors. This agreement will be retained in the program file according to the records retention schedule.
- 3.5 The university will make a reasonable attempt to serve participants who require special attention or consideration. The Programs for Minors Director will evaluate program suitability, in consultation with the Associate VP of Student Affairs, for any requests to enroll a participant with special needs.
- 3.6 For university sponsored programs, the parents or guardians of the participant will be asked to complete a TAMUT Image Release Form. Refusal to do so will not prevent the participant from attending the Program.

### **4. STAFFING**

- 4.1 Job duties and descriptions will be required for each intended position assisting with the program for minors. Duties, education requirements, responsibilities and a summary of program for minors activities need to be included in the job description.
- 4.2 Programs for Minors Directors shall plan for and provide adequate staffing in accordance with the number of anticipated participants, age group, duration and types of activities.

- 4.3 Participant to Counselor Ratios: Each program for minors shall have at least one adult supervisor who is responsible for supervision of no more than ten minor participants in the program for minors for both day and overnight programs. The Programs for Minors Director shall not be included in the supervisor to participant ratio in programs serving over 50 participants at one time.
- 4.4 Safety awareness information, specific to programs for minors activities, shall be provided to all program for minors staff or volunteers. Where appropriate, safety awareness information may include training on First Aid and CPR.
- 4.5 All Program staff are to be eighteen years of age or older.

## **5. CRIMINAL CONVICTION & SEX OFFENDER BACKGROUND CHECKS**

- 5.1 Programs for Minors Directors shall conduct criminal conviction and sex offender background checks annually on all individuals involved a program for minors. The check must be performed on the individual's permanent address utilize a criminal history database and sex offender registration database (such as the TXDPS-Sex Offender Registry or other valid sex offender database) for each adult employee and volunteer's permanent address.
- 5.2 Documentation that a criminal conviction and sex offender background check was conducted must be maintained for a period of two (2) years.
- 5.3 A copy of the participant roster and employee/volunteer roster, including name and contact information, must be maintained for two (2) years.
- 5.4 The University Police Department will conduct background checks upon request for a fee and maintain documentation that a criminal conviction and sex offender background check was conducted. The program for minors shall bear this expense.
- 5.5 Programs for Minors Directors are responsible for ensuring that background screening is conducted prior to the start of employee or volunteer service and that appropriate documentation is maintained. Documentation of background screening must be forwarded to the Programs for Minors Administration at least 1 business day prior to the beginning of the program for confirmation. The Program for Minors Administrator has the authority to review and approve/disapprove employee or volunteer involvement with a program for minors based on the results of the required criminal conviction and sex offender background check.
- 5.6 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, will have completed background screenings, and certify in writing that they have conducted criminal background checks on all individuals' affiliated with the program for minors, and that they are clear. The process used for background screening by the Third Party Program for Minors must meet the criteria outlined in [System Regulation 24.01.06, Programs for Minors](#).

- 5.7 For information regarding criminal convictions/deferred adjudications that **automatically or may disqualify** a person from being a programs for minors employee or volunteer, see [System Regulation 24.01.06, Programs for Minors](#).

## 6. TRAINING AND EXAMINATION PROGRAM ON WARNING SIGNS OF SEXUAL ABUSE AND CHILD MOLESTATION

An individual that will have involvement with a program for minors (i.e. member employees, program counselors, or program volunteers) is required to complete training and examination on sexual abuse and child molestation meeting the following criteria.

- 6.1 Successful completion of the system-approved Child Protection Training course every two years with a passing score of 100%.
- 6.2 Employees or volunteers of University sponsored programs must complete the system-approved Child Protection Training
- 6.3 Training must be completed prior to the employees' or volunteers' interacting with minors; new employees hired specifically for a position involving contact with minors at programs for minors complete the training must be completed within the first 5 days of employment or 2 weeks prior to the beginning of the program, whichever is earlier. Proof of this training will be forwarded to the Program for Minors Administrator two weeks prior to beginning of the program for minor. Training must be complete and documented prior to the start of the program or the employee or volunteer may not interact with minors.
- 6.4 A certificate of completion shall be kept on file for two (2) years.
- 6.5 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 (DSHS).
- 6.6 When the program for minors is conducted for all or part of at least four days and has 20 or more participants, the program for minors must submit the training roster to the DSHS on the approved DSHS form. (See Appendix)

## 7. OTHER APPROVAL PROVISIONS

- 7.1 The Programs for Minors Director must have established a process for the proper receipt, deposit and handling of special activity fees and other funds collected pursuant to [System Regulation 21.01.02, Receipt, Custody and Deposit of Revenues](#) and University procedures.
- 7.2 The sponsoring department, college, or other unit of the University must have in place, or must establish an account(s), in accordance with [System Regulation 21.01.02, Receipt, Custody and Deposit of Revenues](#) and University Procedures, with the Business Office for the deposit of special activity fees or other funds collected. All invoices associated with the program for minors, such as food services, transportation, insurance, housing, etc., must be paid from this account. Support Service Fees, collected to reimburse the University for Non-

programmatic Overhead, will be assessed to programs for minors based on the number of programs for minors participants and the number of program days.

- 7.3 Copies of invoices generated by the program for minors to collect funds must be provided to the Business Office for close coordination of receivables which are outstanding or due.

## **8. INSURANCE REQUIREMENTS**

- 8.1 As a condition of approval, each program for minors is required to show evidence of general liability and accidental medical insurance coverage or participate in a policy to be purchased by A&M-Texarkana. The cost of the required insurance coverage will be the responsibility of the Programs for Minors Director.
- 8.2 University sponsored Programs for Minors shall secure insurance coverage through System Risk Management.
- 8.3 Third Party Programs for Minors must secure their own insurance coverage. They are subject to the same approval and insurance coverage criteria as A&M-Texarkana programs for minors. Third Party Programs for Minors must provide evidence of a general liability insurance policy under which Texas A&M University-Texarkana is listed as 'additional insured.'
- 8.4 All insurance coverage shall be approved by System Risk Management. System Risk Management will grant approval after a risk assessment has been completed to determine the necessity and type of coverage best suited to mitigate target risk.

## **9. REPORTING OF INCIDENTS OR ACCIDENTS**

- 9.1 Programs for Minors Directors are responsible for submitting an incident report in the event: a) participant(s) is/are involved in a physical altercation, b) participant is injured (whether taken for medical care or not), or c) police officials are summoned because of health or safety concerns.
- 9.1.1 Such event shall be reported on the Programs for Minors Incident Report Form.
- 9.1.1.1 The Form shall be submitted to the UPD, Programs for Minors Administrator, and Environmental Health and Safety Office as soon as possible.

## **10. MONITORING OF PROGRAMS FOR MINORS**

- 10.1 The Programs for Minors Administrator shall monitor the administration of these Programs for Minors' compliance with System Policy and Regulations and University Rules and Procedures.
- 10.2 The Programs for Minors Administrator will be expected to maintain documentation according to the records retention schedule.

- 10.3 Staff training and orientation materials will be submitted by the Programs for Minors Director to the Programs for Minors Administrator for documentation and review.
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## **Related Statutes, Policies, or Requirements**

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

[Texas Education Code §51.976](#)

[Texas Family Code Chapter 261, Subchapters. A and B](#)

[System Regulation 21.01.02. \*Receipt, Custody, and Deposit of Revenues\*](#)

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## **Appendix**

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[Risk Assessment Matrix for Use with Programs for Minors](#)

[Waiver, Indemnification and Medical Treatment Authorization Form](#)

[DSHS Training Roster Form](#)

[Minors Medical Information & Release Form](#)

[TAMUT Image Release](#)

[Third-Party Minor Camp or Program Contract Template](#)

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## **Contact Office**

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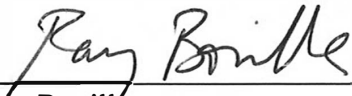
Office of Student Life  
(903) 223-3062

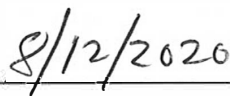
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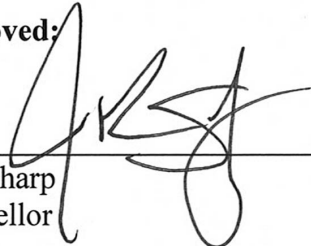
**System Approvals\***

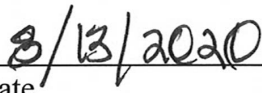
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**Approved for Legal Sufficiency:**

  
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Ray Bonilla  
General Counsel

  
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Date

**Approved:**  
  
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John Sharp  
Chancellor

  
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Date

**\*System approvals are contingent upon incorporation of any and all System-required changes in the rule's final posting.**