

24.01.06.R1

Programs for Minors

Approved October 3, 2023

Revised August 18, 2025

Next Scheduled Review: August 18, 2030



Rule Summary

East Texas A&M University (University) 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*.

Procedures and Responsibilities

Refer to [the *Programs for Minors Handbook*](#) for detailed instructions on operating camps and programs for minors utilizing university facilities.

Refer to The Texas A&M University System (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 are sponsored and/or operated by the University where the full supervisory duties of the minor(s) are the university's responsibility.

1.1.2 The following are NOT Programs for Minors:

1.1.2.1 A program that is exclusively for university-enrolled student(s) or employee(s) under the age of 18;

1.1.2.2 Where fully supervisory duties of the minor(s) are the responsibility of the minor(s) parents, legal guardians, teachers, or official chaperones who are not member employees (examples: campus tours, school field trips, competitions sponsored by the University Interscholastic League);

1.1.2.3 or may have minor(s) involvement ancillary to the intended purpose of the activity.

- 1.1.3 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 the University. 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 System and provide evidence of a general liability insurance policy under which the University is listed as a “Certificate Holder.” The University will charge Third-Party Programs for Minors an amount equal to actual expenses plus administrative overhead for using university property. For 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 that 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 System [TrainTraq](#) website. Program staff or volunteers of third-party Programs for Minors using member facilities may substitute the system-approved training course with an approved course as listed by 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, a national criminal conviction and national 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. The director of Human Resources will review the background checks. Documentation that a search was conducted must be kept on file for two years.

- 2.2 Program for Minors sponsors ensure that each employee and volunteer receives training and background screening before starting 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 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 Staff of Programs for Minors, by the 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@etamu.edu as set forth by the Clery Act.
- 2.2.4 The Programs for Minors coordinator is responsible for notifying the Texas Department of State Health Services of applicable programs and verifying that all adult program staff 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 to review compliance with System policies, regulations and all university rules and procedures. The Programs for Minors Coordinator must certify this review before forwarding the application for final approval.
 - 3.1.1 All Programs for Minors must have a staff-to-participant ratio that meets or exceeds the minimum ratios established by the American Camps Association (see [the Programs for Minors Handbook](#)).
 - 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 that a higher number of staff is required.
- 3.2 Assignment of Director
 - 3.2.1 The program appoints a director 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 before 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 national criminal and national sex offender background checks and 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 old and trained in proper procedures for 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 a 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 program staff at program meetings.
- 3.3.2 Each program for minors participants and the parents/guardians of minors must complete a [Waiver, Indemnification, and Medical Treatment Authorization](#) form and return it to the program director in order to be covered by 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 the personal health information of a participant will be limited to those with an administrative need to know. Confidentiality and privacy must always be observed. Private personal health information will only be retained for the duration of the Program for Minors in accordance with the record retention procedure.
- 3.3.6 Participants needing special assistance must communicate their requests to the program director before starting the minors' program. Specific reasonable accommodations, depending on the program's activities, will be arranged as needed in accordance with the Americans with Disabilities Act, 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 Ten business days before the first day of the minors' program, the Program for Minors Coordinator must be provided with a detailed daily schedule and a complete description of the activities. The coordinator will retain job duty descriptions and published minor/counselor ratios.
- 3.3.9 University Programs for Minors are required to participate in an insurance policy to be secured by the University through the System Origami System. 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 Prior to approval of the minor's program, the risk manager will review and approve a risk assessment associated with the operation of each program for minors.
- 3.3.11 Records will be kept on file in the University Ethics and Compliance Office as indicated by the System retention schedule.

4 REPORTING OF INCIDENTS OR ACCIDENTS

Sponsors are responsible for submitting an incident report 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. The approved Incident/Injury Report Form should be used to report an incident or accident related to Programs for Minors.

Related Statutes, Policies, or Requirements

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

Americans with Disabilities Act

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

Appendix

[Camp Reservation Form](#)

[Programs for Minors Handbook](#)

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

[Incident/Injury Report Form](#)

Contact Office

University Ethics & Compliance Office

903.886.5998

camps@etamu.edu