

24.01.06.K1 Programs for Minors

Approved: November 11, 2019 (TAMUK) 69B7g] TJ ()Tj EMC /P <</MCID 3 >>BDC -11.77

g TAMUK facilities must follow this rule. This rule establishes

criteria to provide minors recreational, athletic or enrichment/educational activities in a safe, nurturing environment and complies with System Regulation 24.01.06, *Programs for Minors*.

Definitions

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Rule

1. GENERAL

- 1.1 All campus programs for minors (CPM) and outreach programs held on TAMUK property or utilizing the university's name or resources in any way must operate under the administrative purview of a university administrative unit, college, or recognized university organization.
- 1.2 For the purpose of this rule "university sponsored" shall be understood to mean the operation of a CPM using the name, staff, affiliation, facilities, or other resources of TAMUK.
- 1.3 All CPMs must be reviewed annually for compliance with the current laws and regulations. The following designees are authorized to review and approve CPM on behalf of TAMUK:
 - 1.3.1 CPM sponsored through a university academic college/department shall be approved by the college Dean.
 - 1.3.2 CPM sponsored through the University Intercollegiate Athletics and Campus Recreation Division shall be approved by the Executive Director of Intercollegiate Athletics and Campus Recreation.

- 1.3.3 CPM sponsored through a unit under the division of Academic Affairs which does not report through a college Dean shall be approved by the Associate Vice President for Academic Affairs.
- 1.3.4 CPM sponsored through a unit under the division of Student Affairs shall be approved by the Dean of Students Office.
- 1.3.5 CPM sponsored for the purpose of recruitment and/or admission shall be approved by the Executive Director of Admission.

Information about the application process may be obtained from the Enterprise Risk Management Office, Lewis Hall; Room 154. CPM applications must be submitted at least two weeks prior to the start date of the program. Applications shall be submitted electronically to the [Enterprise Risk Management](#) Office for processing. If you have any questions or concerns or become aware of concerns with your camp, please contact Enterprise Risk Management.

- 1.4 Approval of a CPM does not guarantee facility availability or usage. It is the responsibility of the program sponsor to arrange for the booking of meeting rooms, housing accommodations, food service, etc. for desired dates.

2. DEFINITION OF A CAMPUS PROGRAM FOR MINORS AND OUTREACH PROGRAMS

Activities described in Sections 2.1 through 2.4 are governed by this rule regardless of whether or not the program is a day camp/outreach program, one that includes an overnight stay, or whether the overnight stay is on or off campus.

2.1 Camps:

- (a) A university-sponsored activity that has a participant group made up in whole or part, of individuals under the age of eighteen (**K through 12th-grade groups visiting the**

2.3 Student Affairs Youth Outreach Programs

In addition to the following, the Board of Trustees shall also review and approve the following:

4.4 Insurance Requirements

- 4.4.1 As a condition of approval, each CPM is required to purchase general liability and accident medical insurance coverage, or purchase coverage through the System Risk Management insurance program. The cost of the required insurance coverage will be the responsibility of the CPM sponsor.
- 4.4.2 Third Party Camps must procure their own insurance coverage and coverage must be validated by Enterprise Risk Management as equivalent limits to the the System Risk Management insurance program. They are subject to the same approval and insurance coverage criteria as other university CPMs. Third Party Camps must provide evidence of a general liability insurance policy under which TAMUK is listed as “additional insured”.
- 4.4.3

- 4.5.5 All CPMs must obtain authorization to administer any medication to a child from the child's parent or guardian in a written, signed and dated format using a completed Authorization for Dispensing Medical Information Form. All medications must be maintained in a secure manner by the program director unless the participants are authorized to maintain the medications such as an inhaler or an auto-injector i.e., EpiPen. All medical information must be safeguarded against unauthorized disclosure through the use of controlled access.
 - 4.5.6 When notified that a minor with special needs will attend a CPM, the special needs will be accommodated whenever possible and in accordance with applicable federal and state laws, system regulations, and university rules and procedures.
- 4.6 University Branding
- 4.6.1 The university's licensing program sets standards for the commercial use of its logos, names, trademarks, slogans, and symbols. These are registered with the Secretary of State, and unauthorized use is prohibited. For more information on the registration and/or trademarking of the logo and other university icons, please contact the Office of Strategic Sourcing and General Services at (361) 593-3814 as well as reference <https://www.tamuk.edu/marcomm/branding.html>

- 6.2. Risk Management will research the concern to discuss with UPD and Director of Compliance and Risk Management (who will consult General Counsel, as necessary). If a decision recommendation can be made after these discussions, the appropriate Vice President or designee will be provided the recommendation and she/he will inform the camp/program director of the decision. The Chief of Staff and Marketing and Communication will be informed of the situation.
- 6.3. If a decision recommendation consensus cannot be achieved and further input/advise is required, ERM will contact System Risk Management. Based on this discussion the decision recommendation may need to be elevated to the Chief of Staff and President.
- 6.4. During emergencies and active police investigations, the University Police Department will have ultimate decision making authority in keeping with applicable state laws.
- 6.5. In all instances, the Chief of Staff and President will be informed of the concern, with

Contact Office

Enterprise Risk Management
(361) 593-2237