

---

**RULE STATEMENT**

---

Texas A&M AgriLife Research (AgriLife Research) is committed to ensuring that camps and programs for minors—which are sponsored by or conducted under the direction of AgriLife Research—will provide activities in a safe, nurturing environment. AgriLife Research units that conduct camps and/or programs for minors will comply with The Texas A&M University System (A&M System) Regulations and these rules.

---

**REASON FOR RULE**

---

This rule is required by A&M System Regulation 24.01.06, *Camps and Programs for Minors*, and provides guidelines for AgriLife Research units conducting programs and/or camps for minors. These guidelines are necessary to ensure compliance with State and Federal laws and A&M System Policies and Regulations.

---

**PROCEDURES AND RESPONSIBILITIES**

---

- 1.0 All camps and programs for minors, including third-party camps and programs using AgriLife facilities, will be approved in writing by the Texas A&M AgriLife (AgriLife) Compliance Officer/designee. (Note: 4-H camps and programs using AgriLife Research facilities will be approved as set forth in Texas A&M AgriLife Extension Service (AgriLife Extension) Rule 24.01.06.X1, *Programs for Minors*.)
- 2.0 Criminal and sex offender background checks will be conducted annually on all employees and volunteers who will be involved in contact with the minors in accordance with A&M System Regulation 24.01.06, section 5. These checks will be reviewed by AgriLife Human Resources for current employees and AgriLife Risk and Compliance for volunteers. Determinations will be made to allow or disqualify the individual from participating in these camps/programs as specified in A&M System Regulation 24.01.06. The documentation will be retained in accordance with A&M System Regulation 24.01.06 and A&M System Records Retention Schedule. For volunteers, the documentation will be placed in Laserfiche section 7.21.5. (If a unit does not have access to Laserfiche, the documents will be retained in paper until Laserfiche access can be established.)
- 3.0 Except for parent-child relationships, communication, including by social media, between minors and counselors outside the official camp/program communications is prohibited.
- 4.0 During any camp/program for minors, digital devices (cameras, smart phones, phones, etc.) will not be taken into any restroom/shower area. If an adult/counselor suspects that a digital device has been used to photograph a minor in a restroom/shower area, the digital device will be confiscated and forwarded to the A&M System Office of General Counsel for inspection.
- 5.0 Bullying is not to be tolerated during any camp/program for minors. Adults/counselors need to be aware of the signs of bullying, and work to prevent/stop any actions or activity regarded as bullying. If bullying has occurred, the camp director will notify the parents/guardian of the minor(s) who was the target of bullying. The camp director will also notify the parents/guardian of the minor(s) who engaged in the bullying activity, and inform them of the unacceptable behavior(s) of the minor.
- 6.0 Anyone suspecting or having a cause to believe that a minor has been subjected to abuse, molestation, or neglect will immediately make a report to local law enforcement. The AgriLife Compliance Officer/designee will also be notified. All participating employees, volunteers, and third-party personnel will be informed of this

requirement prior to the start of the camp/program.

- 7.0 Distribution of required medication works best when managed by the parent/guardian of the minor. The parent/guardian will be responsible for distribution of medication to the minor unless prior arrangements have been made with the camp nurse/first aid person and/or the camp coordinator. If these prior arrangements are made, the medications may be turned over to a program staff employee/volunteer, who will be responsible for providing these medications to the minor as required. If the medication is to be distributed by a program staff employee/volunteer, written authorization from the parent/guardian should be obtained using the “Authorization for Dispensing Medication” form or equivalent.
- 8.0 For overnight camps, day camps that are more than two days in duration, and day programs for which we have been given the care and custody of a minor and a parent is not with the minor, a Waiver, Indemnification, and Medical Treatment form, AG-909, will be completed, and provided to the camp/program staff. This document will be filed in Laserfiche section 7.21.3, if access is available, or in paper form, and retained in accordance with the A&M System Records Retention Schedule. A copy in paper form will be available to the camp director/sponsor during the camp. These documents will be considered Health Insurance Portability and Accountability Act (HIPAA) documents, and access to them strictly controlled. (Note: All persons with access to these forms will be required to remain current on their Youth Protection Training.)
- 9.0 During the planning phase for all camps/programs, a Risk Assessment will be conducted by the camp director/sponsor or designee to mitigate risks associated with the activities of the event. This Risk Assessment will be conducted using the A&M System [Risk Assessment Matrix](#), and will include, but not be limited to, the following:
- A. A review of any and all activities associated with the event.
  - B. An inspection of the facility to ensure it meets health and safety standards. For overnight camps, are housing facilities (including toilet/bathing areas) adequate and do they meet the required standards.
  - C. Review plans for providing food to ensure adequacy and safety. Consider the possibility of any special needs or requirements for allergen-free food.
  - D. Identification of first-aid/health care providers for the camp/program.
  - E. If transportation is to be provided, identify potential safety issues including, but not limited to drivers, types of vehicles, need for driver certifications (i.e. 15-passenger vans, etc.), distance of travel, etc.
  - F. Personal protective equipment which may be required.
  - G. Issues relating to dispensing medications, if any.
- File the risk assessment in the unit folder in Laserfiche section 7.21.2 in a camp/program folder and retain in accordance with the Records retention Schedule.
- 10.0 Job duties for each person involved in the operation of camps/programs, which identify the specific duties related to the camp/program, will be placed in a unit folder in Laserfiche section 7.21.4. in a camp/program folder. If an employee’s job description in GreatJobs contains the job duties for the camp/program, they will be retained in the GreatJobs system. Retain the job descriptions in accordance with the A&M System Records retention Schedule.
- 11.0 For camps and programs, the minor/counselor ratio will be 8:1 or less, with no fewer than 2 adult counselors at any time. There will be no one-on-one contact with an adult/counselor and a minor unless in full view of other participants/counselors of the camp/program. The adult/counselor and youth may move out of earshot of the group, but must remain in full view. If interacting with a minor in an office/room, the adult/counselor will ensure that at least two adults are present or that the door is open, and the interaction is in full view of others.
- 12.0 A dedicated camp/program director will be appointed in writing for each camp/program for minors, including third-party camps/programs using AgriLife Research/Extension facilities. A copy of these documents will be placed in the employee’s personnel file, and a copy placed in the camp/program file in Laserfiche section 7.21.1.

- 13.0 When notified that a minor with special needs will attend a camp/program, the special needs will be accommodated whenever possible, and in accordance with applicable federal and state laws, A&M System regulations, and agency rules and procedures.
- 14.0 All units sponsoring camps, including third-party camps, will purchase general liability and accidental medical insurance through the A&M System Risk Management Camp Insurance Program, as identified in A&M System Regulation 24.01.06. If a third-party camp has insurance from another source that meets A&M System Risk Management standards, and has been validated that it is equivalent in limits and coverage to the program provided through A&M System Risk Management, the unit will not be required to purchase additional insurance through the A&M System.
- 15.0 All AgriLife Research employee and volunteer positions involving contact with minors at a camp/program for minors will be required to complete training as required in A&M System Regulation 24.01.06 every two years. This training may be the A&M System Child Protection Training, or one approved as designated in A&M System Regulation 21.01.06. For any personnel hired specifically for a position involving contact with minors at camps/programs, the training must be completed within the first five days of hire, and be prior to any contact with minors. Certificates will be retained in TrainTraq, in the personnel file (if a non-A&M System training is used), or for volunteers using non-A&M System training, in a folder in the camp/program folder in Laserfiche section 7.21.6 file and retained as required by A&M System Regulation 24.01.06 and the Records Retention Schedule.
- 16.0 The unit holding/sponsoring the camp/program for minors will be required to submit the Texas Department of State Health Services (TDSHS) ["Campus Program for Minors" form](#) for each camp/program within five days of the start of the camp if the camp/program for minors meets the following criteria:
- A. Has more than 20 campers who are not enrolled at the institution.
  - B. Not a licensed day or youth camp.
  - C. Campers attend or temporarily reside at the camp for all or part of at least four days.
- The form will be submitted via e-mail/mail to TDSHS at the appropriate address as listed on the form, and a copy should be retained in the unit files.
- 17.0 A copy of the participant roster and employee/volunteer roster will be maintained for two years in accordance with A&M System Regulation 21.01.06. These will be placed in Laserfiche section 7.21.7.

---

#### **RELATED STATUTES, POLICIES, OR REQUIREMENTS**

---

[A&M System Regulation 24.01.06, Camps and Programs for Minors](#)

[AgriLife Extension Service Rule 24.06.01.X1, Camps and Programs for Minors](#)

[Campus Program for Minors Information Form](#)

[Risk Assessment Matrix](#)

[Authorization for Dispensing Medication \(form 7238\)](#)

---

#### **CONTACT OFFICE**

---

For additional questions, contact AgriLife Risk and Compliance at 979-845-7879.