

24.01.06.C1

Youth Initiatives

Approved July 15, 2002

Revised July 7, 2003

Revised July 29, 2013

Revised July 10, 2015



Rule Statement

Youth initiatives sponsored and operated by Texas A&M University Corpus Christi (“TAMUCC” or “University”) or by third-party using university facilities, shall follow this rule to provide minors activities, camps, or programs in a safe, nurturing environment.

Reason for Rule

This rule outlines the required training for employees/volunteers of youth initiatives and establishes university-wide standards for such youth initiatives.

Procedures and Responsibilities

1. All youth initiatives, University-sponsored or third party, must coordinate their initiative through the Office of Community Outreach. Notification of youth initiatives (camps, clinics, and other youth programs that provide individualized service) must be submitted to the Office of Community Outreach at least 60 days prior to the start date of the activity. Unless otherwise designated by the Vice President of Research, Commercialization and Outreach, the Director of Community Outreach will be the administrator who has oversight responsibilities for youth initiatives that use University facilities.
2. A youth initiative is any University sponsored or third party activity, camp, or program that meets these criteria:
 - Involves children younger than 18 years of age
 - Held for more than one consecutive day without an overnight stay or,
 - That involves overnight stays where full supervision of the minor is the University’s or third party’s responsibility. This responsibility includes providing supervision, instruction and/or recreation where the children are apart from their parent(s)/legal guardian(s).
3. University Rule 33.04.99.C1, Use of University Facilities, provides general guidelines on the use of campus facilities and the procedures for scheduling events on campus.
4. Youth initiatives conducted by a unit of the University must comply with the processes of the Office of Human Resources, the Office of Financial Affairs, and other appropriate units. That is, such initiatives must comply with University hiring procedures, budgetary requirements, accounting practices, payroll procedures, and so forth. Additionally, these youth programs must meet all requirements in this rule.
5. Safety awareness training specific to the youth initiative must be provided to all initiative staff who will work directly with youth participants. Youth initiative sponsors/directors are responsible for certifying that all staff have attended training, including an appropriate number of staff with training in first aid and CPR where appropriate in order to be able to render

emergency assistance within a reasonable amount of time. Youth initiative sponsors are responsible for ensuring that the procedures outlined in the TAMUCC Youth Initiatives Manual regarding child protection training, criminal history checks, and child safety procedures are followed (see appendix).

6. Each youth participant must turn in a completed Texas A&M System Waiver of Liability/Consent to Treat and Medical Emergency Information. Forms used by third party youth programs for the purposes of consent to treat, medical emergencies, and liability waivers must be approved by the Office of Community Outreach. All third party waiver/consent forms must state procedure on the distribution and security of medicine and the retention of private personal health information. Parents/legal guardians must be asked to give permission for participants to be photographed; parents/legal guardians have the option to deny giving such permission.
7. All youth initiative staff with direct physical or other contact with, direct influence on, and/or the opportunity to be alone with youth participants fall under the classification of a security sensitive position. Security background checks will be performed for each of those staff members no less than annually and the results will be approved by the Director of Human Resources and the Chief of University Police. Requests for background checks must be submitted no later than three weeks before the beginning of any youth program and following the guidelines in Section XII, 2 of the TAMUCC Youth Initiatives Manual (attached). Annual criminal background checks are also required for staff of third party youth programs.

All individuals working with minors in youth initiatives must provide proof of completion of Child Protection Training prior to working or having contact with minors under the guidelines set forth in the TAMUCC Youth Initiatives Manual. All youth initiative staff who exercise direct supervision of youth participants must be at least 18 years of age and trained in proper procedures for supervising and relating to minor children.

8. Reporting Suspected or Reported Abuse

Members of the campus community should utilize reporting mechanisms that are in place to report any suspected instances of abuse, neglect or exploitation of children.

- a) For any cases of suspected, abuse, neglect or molestation, the University Police Department must be contacted.
- b) For emergencies, call, 361-825-4444, the University Police Department, and follow up by informing your supervisor.
- c) If it is disclosed that a minor has been abused by someone, do not investigate to determine if the reported abuse is true, ask leading questions, make promises, or notify the parents or caretaker. Ask only the following questions: “What happened?”, “Who did this to you?”, “When and where did this happen?” The person receiving the report must contact the University Police Department.
- d) Once the incident is reported to the University Police Department, notification must be given to the youth initiative director and the Director of Community Outreach.
- e) The University Police Department must file an online report with the Texas Department of Family & Protective Services at the following link:
<http://www.txabusehotline.org>.

It is important to maintain the highest level of confidentiality and professionalism

when reporting, and the report must be made within 48 hours of notification.

9. An Institutional Event Notification Form, Risk Assessment, Insurance Application, schedule of all activities, a list of staff and volunteers who will be working with minors and a participant roster must be completed by each youth initiative and returned to the Office of Community Outreach. All University sponsored youth initiatives must procure System approved Medical and Liability Insurance for youth initiatives, through the Office of Community Outreach. Third party youth initiatives are required to show evidence of general liability and accident medical insurance coverage meeting University minimal standards or participate in a policy to be purchased by the University. The cost of the required insurance coverage will be the responsibility of the University sponsor or third party.
10. All incidents and accidents which occur in relation to a youth initiative must be reported using the form provided in the Youth Initiatives Manual and returned to University Police Department and the Office of Community Outreach within 24 hours of the incident. Sponsoring departments, divisions, and units are responsible for damages to physical facilities, furniture, equipment, and other physical resources caused by participants in youth initiatives. In the case of youth initiatives coordinated by third party organizations, these third parties assume responsibility for all damages.
11. In accordance with University Rule 33.04.99.C1, participants in youth initiatives must be supervised by adults at all times.
 - a) All youth initiatives must maintain the appropriate ratio of staff to youth in accordance with the guidelines set forth in the TAMUCC Youth Initiatives Manual at all times.
 - b) Individual staff members must never be alone with individual youth.
 - c) Communication, including social media, between minors and counselors outside of official communications of the youth initiative is prohibited. If there is a legitimate reason for communication to occur with the minor after the camp is over, the employee/volunteer should seek approval to do so from the parent/guardian.
 - d) Youth Initiatives will not discriminate against youth based on disabilities. Every effort must be made to accommodate youth with special needs, within the context of the individual youth initiative.

12. Youth Initiative Staff Responsibilities

Directors:

- a) Hire, train and supervise staff according to requirements in Youth Initiatives Manual.
- b) Maintain required documentation.
- c) Oversee the collection and retention of Waivers of Liability, registration forms, emergency contact information, and other pertinent documentation.
- d) Set disciplinary guidelines and rules for safety.
- e) Ensure that proper emergency management practices are in place.
- f) Oversee distribution and security of medications (see Appendix: Youth Initiatives Manual Section XII, 3 for acceptable guidelines).

- g) Ensure retention and confidentiality of participants' private records, including personal health information as described in the Youth Initiatives Manual Section XII, 5.
- h) Submit a Criminal Background Authorization and complete Child Protection Training with a 100% passing rate.

Counselors:

- a) Provide safe and effective supervision for participants.
- b) Complete all required training.
- c) Maintain a safe environment at all times.
- d) Follow established schedules of activities.
- e) Follow University rules on youth initiatives.
- f) Submit a Criminal Background Authorization, and complete Child Protection Training with 100% passing rate.

The Director of Community Outreach is the University designee who is responsible to review and approve camps and programs for minors.

13. Youth initiative coordinators of youth programs conducted by university units may schedule field trips and other activities off campus. When participants in youth initiatives are taken off campus, they will be driven in university-approved vehicles by university-authorized drivers. An itinerary using the appropriate forms will be filed with University Police and Community Outreach for each off-campus trip. Adult personnel on the trip will have appropriate communications devices to be used in cases of emergencies.
14. Youth initiative sponsors/directors follow procedures outlined in System Regulation 24.01.06 Camps and Programs for Minors. For further guidelines, refer to Texas A&M University Corpus Christi Youth Initiatives Manual
15. The following priorities will be observed when limitations of space, time, personnel, or other issues prevent all requests for youth initiatives from being granted as made. Youth initiative coordinators will maintain flexibility and work with Community Outreach to schedule and organize their events and activities in a manner that will capitalize on the use of facilities and services and increase the likelihood that all youth initiatives have fair and equitable access.

15.1 ***Youth Initiative Priorities:***

Priority will be given to the following three types of youth initiatives:

- Grant and contract-related
- Academic program recruiting
- Intercollegiate athletics

Additionally if several youth initiatives request use of the same facilities or services, they normally will be assigned priority in the following order:

- Priority 1: University-conducted youth initiatives of an academic nature
- Priority 2: Other University-conducted youth initiatives related to the university mission
- Priority 3: Youth initiatives conducted by external organizations

- 15.2 New or expanded youth initiatives will not displace existing youth initiatives unless the Office of Community Outreach determines that the new or expanded initiative is more suited to the mission of the University than the existing initiative. This situation could occur when two or more activities require the same facilities at the same time and such accommodation is not possible.

Third party youth initiatives must also coordinate their initiatives through the Office of Community Outreach and must follow the same risk management procedures as University sponsored youth initiatives. Third party youth initiatives will not promote themselves as affiliated with or sanctioned by the University. Third party youth initiatives are prohibited from using University logos or the University name.

16. A third-party youth initiative is a youth initiative conducted by a non-university organization. A non-university organization is an organization that is not affiliated with Texas A&M University-Corpus Christi or The Texas A&M University System. Non-University organizations can arrange with Community Outreach to conduct youth initiatives using University facilities or services if certain conditions are met. These third-party youth initiatives must have a University department, division, or unit sponsor; and they must meet all requirements in University Procedure 03.03.99.C1.01, with the exception of providing program budgets and the field trip requirements.
17. The third-party youth initiative is responsible for hiring its own staff, providing for its own accounting requirements, purchasing insurance and registering the youth in the initiative. The third-party youth initiative assumes responsibility for any and all injuries or damages resulting from the youth initiative or related activities.
18. The third-party youth initiative shall be responsible for the overall operation of the youth initiative. This will include, but not be limited to, supervision of the participants, including disciplinary actions; child protection training and background checks for all personnel working with youth; verification that insurance has been obtained; verification that participants have turned in all required forms; proper use of facilities; adherence to contractual agreements; and timely payment of financial obligations.

Related Statutes, Policies, or Requirements

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

Appendix

TAMUCC Youth Initiatives Manual

Contact Office

Contact for Interpretation: Office of Community Outreach (361) 825-5967

Responsible University Official: Vice President for Research, Commercialization, and Outreach.