

**11.99.99.K1**

**Camps and Youth Outreach Programs**

Approved: September 2, 2009

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**Rule Statement**

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All camps and youth outreach programs held on Texas A&M University-Kingsville (TAMUK) property or utilizing the University's name or resources in any way must operate under the administrative purview of the University.

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**Reason for Rule**

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This rule establishes principles and guidelines to be followed regarding camps and youth outreach programs held in conjunction with TAMUK.

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**Procedures and Responsibilities**

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**1. GENERAL**

- 1.1 The provisions of this Rule apply to camps and youth outreach programs that have a participant group made up in whole or part, of individuals under the age of eighteen and to University orientation camps. All camps and youth 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 department, college or recognized University organization. All camps and youth outreach programs must be approved annually.
- 1.2 As a condition of approval, each camp or youth outreach program is required to maintain adequate general liability and accident medical insurance coverage. A background screen check must be conducted on all employees or volunteers who will work with a camp or youth outreach program where any of the participants are under the age of eighteen. In addition, Support Services Fees will be assessed to camps to reimburse the University for non-programmatic overhead.

- 1.3 Except for orientation camps or youth outreach programs where campers are also enrolled at the University, healthcare services from Life Services and Wellness are not available to participants covered under this rule. Camp and youth outreach program sponsors should formally arrange for referral for emergency medical services prior to the start of the camp. Documentation to confirm this arrangement must be provided as part of the application process.

## **2. APPROVAL**

- 2.1 All camp and youth outreach programs must be approved before camp activities occur. The *Application* accompanied by a *Planning & Risk Assessment Form* should be forwarded to the Event Planning Coordinator, for a review of compliance with the provisions of System Policy and Regulations and University rules and the procurement of required insurance coverage. The Camps and Youth Outreach Programs Review Committee shall meet to certify this review prior to forwarding the application for final approval. The President has delegated authority for approval of camps and youth outreach programs as designated below:
  - 2.1.1 Camps or academic youth outreach programs sponsored through a University academic college/department shall be approved by the college dean.
  - 2.1.2 Camps sponsored through the University Athletics Department shall be approved by the Director of Athletics.
  - 2.1.3 Camps or academic youth outreach programs 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.
  - 2.1.4 Camps or academic youth outreach programs sponsored through a unit under the Division of Student Affairs shall be approved by the Dean of Students Office or an Assistant Vice President for Student Affairs.
- 2.2 Applications for camp or youth outreach program approval shall follow the provisions of Standard Administrative Procedure 11.99.99.K1.01: Camp and Youth Enrichment Program Procedures.

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

All camp and youth outreach program sponsors shall submit an incident report to the Dean of Students Office and Environmental Health and Safety Office in the event of an incident or accident involving camp or youth outreach program participants, or where it is necessary to summon police officials because of health and safety concerns. Incidents to be reported need not necessarily result in

physical injury to a participant. (Refer to Standard Administrative Procedure 11.99.99.K1.01: Camp and Youth Enrichment Program Procedures). In addition, a copy of the incident report shall be sent to the administrator who approved the camp application (refer to sections 2.1.1 through 2.1.4 of this rule for appropriate administrator).

#### **4. MONITORING OF CAMPS/YOUTH OUTREACH PROGRAMS**

The Dean of Students Office and Environmental Health and Safety Office shall monitor that the administration of these camps/programs are in compliance with System Policy and Regulations and University rules and procedures.

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#### **Appendix**

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To download camp approval forms: <http://osa.tamuk.edu/camps/>

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#### **Contact Office**

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TAMUK Office of the Vice President for Student Affairs, (361) 593-3612

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#### **System Approvals**

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