GUIDELINES

Programs, Activities, Camps and Events (PACE) for Minors
PROGRAM ELIGIBILITY

The University of Texas at Dallas (the university) requires any Programs, Activities, Camps or Events (PACE) for minors that are sponsored or cosponsored and controlled by a university school, department or organization, on or off campus, to register with the PACE for Minors with the Programs for Minors Office, unless one of the exceptions listed in UTDSP5015 – Programs for Minors policy is met.

Student organizations may host a PACE for Minors only if the PACE for Minors is held on-campus, does not involve overnight accommodations, and if the university sponsor for the student organization who functions as the PACE director is present and actively involved during the entire PACE for Minors event.

PACE for Minors must register with the Programs for Minors office at least 30 days prior to the start of the program. The PACE for Minors program must be approved by the appropriate dean/director/department head for the sponsoring department prior to registering.

PROGRAM REGISTRATION

PACE directors/coordinators should complete the registration form found under the Faculty & Staff tab on the Programs for Minors website. The completed form should be submitted to the Programs for Minors office at pace@utdallas.edu. All PACE for Minors must be registered annually.

In addition to the registration form, the PACE director/coordinator must complete and submit operational, participant well-being and compliance plans to the Programs for Minors office for assessment:

- **Operational Plan:** The operational plan should be submitted to the Programs for Minors office at least 30 days prior to the event. The following requirements must be met:
  
  - **Location:** The specific location of where will the PACE for Minors be held, including building and room/field number must be listed.
  
  - **Supervision:** The PACE for Minors must be structured to observe the “rule of three” at all times. The “rule of three” calls for two designated individuals to be present at all times. At no time may any designated individual and minor be alone in a private area not readily observable by others before, during or after the program.

  Minors should never be unsupervised while participating in a university sponsored PACE for Minors. Each program must establish a plan for adequate supervision in light of the number and average age of campers, the program activity and whether overnight accommodations are involved. The plan must specify the ratio between designated individuals and participants for each age group. Each PACE for Minors session must include:

  - A minimum, two designated individuals present at all times. All designated individuals must be at least 18 years of age and at least one of the designated individuals for each session must be 21 years of age or older.
• Documented check-in and check-out procedures for campers, in regards to process, supervision and parent/guardian verification.

• Documented procedures for managing a situation in which a participant is absent or unaccounted for during a session.

• Documented procedures for contacting a minor participants’ parent/legal guardian in the event of an emergency.

The supervision plan for any overnight program must also specify curfews, rules pertaining to visitors, and limitation for use of free time. Minors must be supervised by designated individuals at all times including but not limited to accessing the Eugene McDermott Library, UT Dallas Student Union, Recreational Sports/Activity Center and other common use areas.

○ Communication: Each PACE for Minors must have established procedures to notify campers’ parents/legal guardians in the event of an emergency. Emergency contact information must be accessible to designated individuals for each session. The communication plan must also ensure that the parents/legal guardians of participants are provided with instructions for contacting participants while the program is in session.

○ Environmental Health and Safety: PACE for Minors directors/coordinators must contact the UT Dallas Office of Emergency Management to establish emergency procedures for fire safety, severe weather and handling of medical emergencies.

In addition, a reunification plan must be documented and provided to participants’ parents/legal guardians in the event buildings have to be evacuated.

■ Participant Well-Being Plan: The participant well-being plan should be submitted to the Programs for Minors office at least 30 days prior to the event. The following requirements must be met:

○ Medical Emergency: PACE for Minors directors/ coordinators must establish a plan to ensure each participants parents/legal guardians have submitted:

• Authorization to permit transportation of the camper to a local hospital as deemed necessary in an emergency.

• Authorization for emergency medical treatment in the event the parent/legal guardian or their designated emergency contact is not available.

• Disclosure of any allergies, other medical conditions, or physical limitations of a camper that may impact his/her participation in the program.

In addition, PACE directors/coordinators must ensure actions to be taken in the event of a medical emergency are well documented (including but not limited to who to notify and completion of on an Incident Report Form). The PACE for Minors must be structured in such a way to ensure a designated individual will remain with the participant until a parent/legal guardian arrives.

○ First Aid: PACE for Minors directors/coordinators must document who is authorized to administer first aid to participants, where first aid kits will be located
and any required first aid training for designated individuals. Programs for Minors office recommends that at least one director/coordinator/designated individual for any PACE for Minors program have first aid training.

- **Medicine Distribution and Storage**: PACE for Minors directors/coordinators must obtain authorization from parent/legal guardian before administering any medication. It should be documented who is authorized to administer medication to participants and where and how medications will be securely stored.

Directors/Coordinators must use the Medication Authorization form available under Tools for Faculty and Staff on the Programs for Minors website to obtain parents/legal guardians authorization for medications to be administered. Medication may be administered by the PACE for Minors designated individuals or if authorized by the parent/legal guardian can be self-administered by the participant. With parent/legal guardian authorization participants may self-administer medication under the condition that the participant can self-manage care and will be the only one who receives the medication. Programs may choose not to administer any medication however; if no medication will be administered during the PACE for Minors, parents/legal guardians must be notified prior to the participant’s enrollment in the program.

Directors/Coordinators also have the option to allow for parents/legal guardians to authorize administration of over-the-counter medications. The Over-the-Counter Medication Authorization form is available under Tools for Faculty and Staff on the Programs for Minors website.

- **Food & Allergies**: Directors/coordinators must document the process for ensuring food restrictions are appropriately applied during the PACE for Minors.

- **Heat Exhaustion**: If applicable, designated individuals must be provided with information on recognition and treatment of heat stroke for strenuous outside activities. Directors/coordinators must document measures that will be taken to prevent heat exhaustion or heat stroke.

- **Participant Conduct**: Directors/coordinators must document when and how participants will be briefed on conduct and safety expectations.

**Compliance Plan**: The compliance plan should be submitted to the Programs for Minors office at least 15 days prior to the event. The following requirements must be met:

- **Designated Individuals**: PACE director/coordinators must document the process for identifying and selecting designated individuals for the PACE for Minors program. In addition, they should establish how and when designated individuals will receive training about responsibilities outlined in the Designated Individual Guidebook should be documented.

- **Participant Forms**: The PACE director must maintain the signed Release and Indemnification Agreement Form and Medical Information and Release Form for participants in accordance with the UT Dallas Records Retention Schedule.

- **UTD Alert System Registration**: At least two individuals who will be present during all program activities must be enrolled in the UTDAlert System to receive emergency text notifications.
- **Background Checks**: PACE for Minors directors/coordinators must ensure all designated individuals have completed and cleared a criminal background screening (in accordance with requirements listed in UTS 124, Criminal Background Checks) within 365 days of the start of the program. The director of the PACE for Minors is required to retain these records in a secure location for a minimum of three years following the completion of the program.

- **Child Protection Training**: Texas law requires anyone working with minors to complete a state-approved child protection training course. PACE for Minors directors/coordinators must ensure all designated individuals have completed and successfully passed a state-approved training course. Anyone with a UT Dallas NetID can access a state-approved training via eLearning. Please contact the Programs for Minors office for instructions to access an approved training course for non-UT Dallas volunteers and program staff.

- **Camp Insurance** – UT Dallas policy (UTDBP3012 – Risk Insurance for Camps and Clinics Involving Minors) requires PACE for Minors to purchase special camp insurance offered through UT System Office of Risk Management. The insurance application must be submitted to UT System at least seven business days prior to the first day of camp.

The Programs for Minors office will assess the plans submitted for the PACE for Minors to ensure all of the required elements have been met. The director of Programs for Minors will work with the PACE for Minors director/coordinator to make necessary adjustments to the documented plans. Prior to the start of the PACE for Minors program the Programs for Minors office will make a recommendation to the responsible dean/director/department head to either continue with the PACE for Minors as planned or that the program should be enhanced prior to the start.

The Programs for Minors Official reserves the right to conduct periodic inspections of PACE for Minors to ensure compliance with regulations and that stated operational and participant well-being plans are in place.

**Related Policy Links:**
- UT Dallas Policy UTDSP5015 Programs for Minors
- UT System Policy UTS124 Criminal Background Checks
- UT Dallas Policy UTDBP3000 Criminal Background Checks
- UT Dallas Policy UTDBP3012 Risk Insurance for Camps and Clinics Involving Minors
- UT Dallas Policy UTDXXXXXX Minors in Laboratories (coming soon)
- UT Dallas Policy UTDXXXXXX Volunteers (in process)