UT DALLAS CAMP INSURANCE PROGRAM
ENROLLMENT INSTRUCTIONS

In accordance with the Camps & Clinics Involving Minors policy, all coordinators of camps and clinics, regardless of the nature (educational or sport), are required to purchase special risk insurance prior to the first day of the camp or clinic. The insurance is available at very affordable rates through an approved UT System Office of Risk Management vendor. The appropriate enrollment form should be completed and submitted at least 7 business days prior to the first camp day. A certificate of insurance will be forwarded within 3-4 business days.

To enroll in the Camp Insurance Program, the following steps must be completed:

1. Camp directors should complete the appropriate application based upon the type of camp to be held – Educational or Sports. Separate applications must be completed for each individual camp to be held.

   *In accordance with UT Dallas Handbook of Operating Procedures, any individual who has contact with minors on a regular basis is required to complete a criminal background check. Each person working with a camp/conference shall complete either a Criminal Background Check Form for Employees or a Criminal Background Check Form for Students, Volunteers, and Non-Employees who have contact with minors.

   **All camp applications must indicate coverage for a minimum of one staff/coach in order to receive the reduced rates. Exercise discretion in the total employed.

2. Completed applications (with signature of the camp director) should be sent to the UT System Office of Risk Management (ORM), Attn: Ruth Maldonado, via Email: rmaldonado@utsystem.edu or Fax: 512-499-4524, and cc: riskinsurance@utdallas.edu.

3. The submission is verification that the camp director would like to purchase the coverage. If there are any inaccuracies in the application (i.e. number of days is incorrect or premium does not calculate correctly), the ORM will follow up with the camp director for corrections.

4. Southwest Special Risk will send an electronic invoice for 50% of the quoted premium (based on anticipated number of participants), along with a certificate of insurance and claims procedures to the camp director.

   ***Timely payment is due directly to Southwest Special Risk. Failure to make timely payments may result in removal of coverage and future eligibility to participate in the Camp Insurance Program***

5. Camp is held.

6. Southwest Special Risk will contact the camp director at the end of each camp for the actual final number of campers and coaches/staff.

7. Southwest Special Risk will send a final electronic invoice for the remaining premium balance (based on the actual number of participants) to the camp director.

   ***Timely payment of any additional premium is due directly to Southwest Special Risk. Failure to make timely payments may result in removal of coverage and future eligibility to participate in the Camp Insurance Program***

Revised 4/27/2012