UT DALLAS PACE FOR MINORS INSURANCE PROGRAM
ENROLLMENT INSTRUCTIONS

In accordance with UTDSP5014 – Programs for Minors, all directors/coordinators of programs, activities, camps and events (PACE) for minors, regardless of the nature (educational or sport), are required to purchase special risk insurance prior to the first day of the PACE. 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 PACE 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. PACE directors should complete the appropriate application based upon the type of PACE to be held – Educational or Sports. Separate applications must be completed for each individual PACE to be held. Be sure to include any high-risk activities in the description of the PACE.

*In accordance with UTDBP3000 – Criminal Background Checks, any individual who has contact with minors on a regular basis is required to complete a criminal background check.

**All PACE 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 PACE director) should be sent to the UT System Office of Risk Management (ORM), Attn: Risk Finance Administrative Assistant, via Email: rmaldonado@utsystem.edu and cc: riskinsurance@utdallas.edu, or Fax: 512-499-4524.

3. To streamline the process, ORM is accepting the application as an order to bind coverage for the PACE. Once the application is received, coverage will be binding unless there are any inaccuracies in the application i.e. number of days is incorrect or premium does not calculate correctly. If inaccuracies are found, the PACE director will be contacted as soon as possible to get them corrected.

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 PACE 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 PACE Insurance Program***

5. PACE is held.

6. Southwest Special Risk will contact the PACE director at the end of each PACE for the actual final number of participants 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 PACE 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 PACE Insurance Program***