

1. GENERAL

- 1.1. The provisions of this Rule apply to camps that have a participant group made up, in whole or part, of individuals under the age of eighteen. All camps held on West Texas A&M University property, or utilizing the University's name or resources in any way must operate under the administrative purview of a University department, college, or registered University organization. All camps must be approved annually. (See Standard Administrative Procedure 11.99.99.M1.01: Camp Procedures.)
- 1.2. As a condition of approval, each camp is required to maintain adequate general liability and accident medical insurance coverage. A background screen must be conducted on employees or volunteers who will work with a camp or an orientation camp when any of the orientation participants are under the age of 18. In addition, an overhead fee will be assessed to camps to reimburse the University for non-programmatic overhead. The overhead fee will be set annually by the President, based upon a recommendation of the Vice President for Business and Finance.
- 1.3. Except for programs where campers are also enrolled at the University, Student Medical Services and Student Counseling Services are not available to participants covered under this rule. Camp sponsors should formally arrange for referral for emergency medical services prior to the start of the camp or program. All camps must provide documentation as a part of the application process to confirm that arrangements for emergency medical care have been made.

2. APPROVAL

- 2.1. All camps must be approved before camp activities occur. Applications for camp approval shall be forwarded to the Department of Continuing Education for a review of compliance with the provisions of University rules, and as necessary, the procurement of required insurance coverage. The Director of Continuing Education shall certify this review prior to forwarding the application for final approval. The President has delegated authority for the approval of camps as designated below:
 - 2.1.1. Camps sponsored through a University academic college shall be approved by the college dean.
 - 2.1.2. Camps sponsored through the University Athletics Department shall be approved by the University Athletics Director.
 - 2.1.3. Camps sponsored through a unit under the Division of Academic Affairs which does not report through a dean shall be approved by the Provost.

2.1.4. Camps sponsored through a unit of the Division of Student Affairs shall be approved by the Vice President of Student Affairs.

2.1.4.1. Applications for camps sponsored by a University registered student organization shall be submitted for approval by both the advisor of the student organization and the organization's chief student officer. These applications must be submitted for review to the Director of the Jack B. Kelley Student Center. The Director of the Jack B. Kelley Student Center shall forward the application for approval by the Vice President for Student Affairs.

2.2. Applications for camp approval shall follow the provisions of Standard Administrative Procedure 11.99.99.M1.01: Camp Procedures.

3. REPORTING OF INCIDENTS OR ACCIDENTS

All camp sponsors shall submit a report to the Department of Continuing Education in the event of an incident or accident involving camp participants. Incidents to be reported need not necessarily result in physical injury to a participant. (Refer to Standard Administrative Procedure 11.99.99.M1.01: Camp Procedures.) In addition, a copy of the incident report shall be sent to the University administrator who approved the camp application as indicated in Sections 2.1.1 through 2.1.4 of this rule.

CONTACT FOR INTERPRETATION: Department of Continuing Education

APPROVAL:

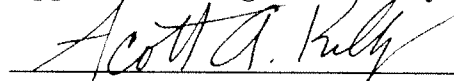


President/CEO

December 10, 2008
Date

System Approvals

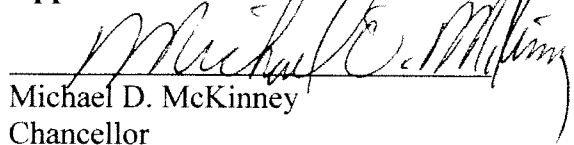
Approved for Legal Sufficiency:



Scott A. Kelly
Interim General Counsel

1/14/09
Date

Approved:



Michael D. McKinney
Chancellor

1/21/09
Date