



# GUIDELINES

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



[pace@utdallas.edu](http://pace@utdallas.edu)  
[utdallas.edu/pfm](http://utdallas.edu/pfm)

## PROGRAM ELIGIBILITY

The University of Texas at Dallas (the university) requires any programs, activities, camps or events (PACE) for minors that are sponsored or joint-sponsored by a university school, division, center or organization, taking place either on or off campus, to register 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 will be 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.

All PACE for minors must register with the Programs for Minors office at least 30 days prior to the start of the program. Prior to registering, the PACE director must have the PACE for minors approved by both, the appropriate director/department head and the dean/vice president over the sponsoring department.

## PROGRAM REGISTRATION

Directors/coordinators for a PACE for minors should log into the Youth Conferences Registration System to register. A link to the registration system and a guide for navigating the registration system are both available under the Faculty & Staff tab on the Programs for Minors website. All PACE for minors must be re-registered annually.

As part of the registration process, the PACE director/coordinator is required to provide information about the operational, participant well-being and compliance plans. The Programs for Minors office does not approve the event itself however, the Programs for Minors office does assess the plans to ensure compliance requirements are met and best practices are in place to provide a safe environment while the minors are on campus.

- **Operational Plan:** The operational plan is required to be documented in the Youth Conferences Registration Software and submitted for approval to the Programs for Minors office at least 30 days prior to the event. The following requirements must be met:
  - **Location:** The specific location, on or off campus, where the PACE for minors will 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 when 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 is required to be documented in the Youth Conferences Registration Software and submitted for approval 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:** The director/coordinator for a PACE for minors 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:** The director/coordinator for a PACE for minors must obtain authorization from the parent or 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 on the Faculty and Staff tab on the Programs for Minors website to obtain parents/legal guardians authorization for medications to be administered. A PACE for minors designated individuals must administer the medication unless parental authorization is on file for the participant to 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 by the designated individuals 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 parents/legal guardians to authorize administration of over-the-counter medications. The Over-the-Counter Medication Authorization form is available under the Faculty and Staff tab on the Programs for Minors website.

- **Food & Allergies:** Directors/coordinators must document the process for ensuring food restrictions are appropriately identified during the PACE for minors. One suggestion for ensuring minors with food allergies are properly identified is to apply color-coded stickers to the participants name badge.
  - **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 must ensure each designated individuals has completed

the online Designated Individual Training module which provides guidance on the responsibilities and expectations of designated individuals. A hardcopy of the Designated Individual Guidebook is located under the Faculty and Staff tab on the Programs for Minors website.

- **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 UTDAAlert System to receive emergency text notifications. Designated individuals and parents who are not already enrolled to receive UTDAALERT notifications can enroll by texting “UTDAALERT” to 888-777. To discontinue receiving notifications from the alert system is as simple as texting “STOP” to 888-777.
- **Background Checks:** Directors/coordinators for PACE for minors 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. Directors/coordinators for PACE for minors 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. The same training module is available to non-affiliated individuals via CourseSites. Instructions for accessing both trainings are available under the Faculty and Staff tab on the Programs for Minors website.
- **Designated Individual Training:** All designated individuals must complete Designated Individual Training on an annual basis. This training is UT Dallas specific and covers designated individual responsibilities and expectations. Anyone with a UT Dallas NetID can access a state approved training via eLearning. The same training module is available to non-affiliated individuals via CourseSites. Instructions for accessing both training sites are available under the Faculty and Staff tab on the Programs for Minors website.
- **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 the UT System Office. The insurance application must be submitted to UT System Office of Risk Management via email at least seven business days prior to the first day of camp with the estimated number of participants and designated individuals. Departments are not typically billed for the insurance until after the camp has ended and the exact number of participants and designated individuals are reported. The applications and instructions for submitting can be found under the Faculty and Staff tab on the Programs for Minors website.

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 director/coordinator for the PACE for minors to make necessary adjustments to the documented plans. The Programs for Minors office must officially approve the PACE for minors in the Youth Conferences Registration System before the start the PACE.

The Programs for Minors office reserves the right to conduct periodic inspections of PACE for minors while in progress 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)