

# GUIDELINES

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



[pace@utdallas.edu](mailto: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 in-person, 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. All sponsored or joint-sponsored programs that interact with minors online must be registered and approved by the Programs for Minors Office.

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 require the following approvals:

1. The event must be approved by the appropriate director/department head and the dean/vice president over the sponsoring department using the PACE Request and Approval Form. Per UT System policy, all third-party events with minor participants must be joint-sponsored by a UT Dallas department or approved on a per-program basis by the president of the University. Joint sponsorships are required to be approved by the UT Dallas Vice President and Chief of Staff.
2. The role of the Programs for Minors office is to assess and approve the operational, participant well-being and compliance plans presented to ensure compliance requirements are met and best practices are in place to provide a safe environment while the minors are under our care. The operational, participant well-being and compliance plans must be documented and approved by the Programs for Minors office at least 30 days prior to the start of the program.

## PROGRAM REGISTRATION

UT Dallas requires all sponsored and joint-sponsored PACE for minors, including online programs and laboratory internships/mentorships, to be registered with the Programs for Minors Office using CircuiTree camp management software. To register a PACE for minors, the PACE director/coordinator must complete a Compliance Application in CircuiTree. All required forms for hosting a PACE for minors can be downloaded from CircuiTree. An approved PACE Request and Approval Form must be submitted to [pace@utdallas.edu](mailto:pace@utdallas.edu). Upon receipt the Programs for Minors Office will create a registration page for participants to register for the PACE. Please note that a non-refundable registration fee of \$4.15 will be charged per participant registration. The registration fee can be added to the tuition charged for the program or covered by the sponsoring department. All PACE for minors must be re-registered on an annual basis.

### **Operational Plan**

The operational plan for each PACE for minors is required to be documented in CircuiTree and approved by the Programs for Minors office at least two weeks prior to the event. The following requirements must be met:

#### **In-Person Sessions**

- **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 Plan:** 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 always present. 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 considering 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 of 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. Designated individuals must have a current cleared background check and be current on all required training modules.
- Documented check-in and check-out procedures for campers, in regard to process, supervision and parent/guardian verification. With parental permission on the Pick-Up Authorization, participants 16 years of age and older can check themselves in at the beginning of the program and out at the end of the program. Please note, participants may only be signed out of the program during lunch by a parent or legal guardian; participants may not sign themselves out for lunch.
- 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 limitations 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.

All PACE for minors must ensure the minimum adult supervision ratio requirements consistent with the American Camp Association staff ratio standards are met:

Age of Youth Participants	Number of Adult Staff	Overnight Youth Participants	Day Only Youth Participants
5 years or younger	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-17 years	1	10	12

- **Communication Plan:** 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.

PACE directors must ensure all designated individuals set their social media accounts to private throughout the program. Designated individuals and minor participants are not allowed to "friend" or "follow" one another during or after the PACE for minors. All communication (including texting or email) with minor participants must include another designated individual.

- **Emergency Management:** PACE for minors directors/coordinators must work with 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 participant's parents/legal guardians in the event buildings must be evacuated.

### **Online Sessions**

- **Location:** Online programs must identify the platform to be used, and all platforms must be supported by UT Dallas Office of Information Technology (OIT) and have a secure connection. All sessions are required to be recorded and stored in a secure manner. The Programs for Minors Office must be given access to monitor live sessions and review recorded sessions.

Designated individuals should also be aware of their physical backgrounds during online programming. Backgrounds must be free of offensive and/or inappropriate material.

- **Supervision Plan:** The supervision plan for online programming must ensure the "rule of three" is always adhered to. If there is only one participant, there must be two designated individuals included in all written and online interactions. In addition, the camp director must ensure all designated individuals understand appropriate dress is required during all online programs. At no time are pajamas or swimwear appropriate attire for online programming.

All online interaction with minor participants must be originated and moderated by approved designated individuals. Minors should never be unsupervised while participating in a university-sponsored virtual PACE for minors. When possible, for privacy reasons, only the participants first names and first initial of their last names should be viewable by others.

Designated Individuals are responsible for ensuring:

1. Chat, messaging and screen sharing functions between minor participants must be disabled prior to the start of the program. Group chat and screen sharing functions may be used. Group chat must be monitored by a designated individual to ensure content is applicable and appropriate.

2. Participants are respectful to designated individuals and all other participants.
  3. Both designated individuals and participants are appropriately dressed (use public school dress codes as a guideline; no pajamas or swimwear are permitted at any time).
  4. Both designated individuals and participants have screen backgrounds free of offensive and/or inappropriate material. Virtual or “blurred” backgrounds are encouraged for privacy reasons.
  5. Knowledge of suspected child abuse or neglect is reported to the [Department of Family and Protective Services \(DFPS\)](#) or to protective services for the state where the participant resides, if from out of state.
- **Communication Plan:** For online programming, the 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. In addition, the communication plan must also ensure that the parents/legal guardians of participants are provided with instructions for contacting the camp director.

PACE directors must ensure all designated individuals set their social media accounts to private throughout the program. Designated individuals and minor participants are not allowed to “friend” or “follow” one another during or after the PACE for minors. All communication (including texting or email) with minor participants must include another designated individual.

**Prohibited Conduct of Designated Individuals is Applicable to Both In-Person and Online Sessions.** Designated individuals must not engage in any behavior that could cause harm or be misinterpreted as possibly causing harm to participants. Prohibited conduct for designated individuals includes, but is not limited to:

1. No one-on-one contact with minor participants is permitted outside the presence of another designated individual.
2. Do not meet with minor participants outside of established times for PACE for minors activities.
3. Do not touch minor participants in a manner that a reasonable person could interpret as inappropriate.
4. Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor participant, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking or restraining.
5. Do not shower, bathe or undress with or in the presence of minor participants.
6. Do not use, possess or be under the influence of alcohol or illegal drugs while working a PACE for minors.
7. Do not be alone in a vehicle with a minor participant at any time.
8. Do not have direct electronic contact with minor participants without another designated individual included in the communication.

9. Do not make sexual materials in any form available to minor participants participating in a PACE for minors or assist them in any way in gaining access to such materials.

### **Participant Well-Being Plan**

A Participant Well-Being Plan is required to be documented in CircuiTree and submitted for approval to the Programs for Minors Office at least 30 days prior to the event. The following requirements must be met:

#### **In-Person Sessions**

- **Medical Emergency:** PACE for minors directors/coordinators must establish a plan to ensure each participant's parent/legal guardian has submitted medical information and signed the Medical Information and Release Form in CircuiTree, including:
  - 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 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. The Programs for Minors Office recommends that at least one director/coordinator/designated individual for any PACE for minors program have first aid certification.
- **Medication:** Camp directors have the option to allow medication or not (except for rescue inhalers and EpiPens) at day programs that are sponsored or joint-sponsored by UT Dallas.

If medication is not allowed (except for rescue inhalers and EpiPens), this must be communicated to parents/legal guardians and participants (18 and older) before they arrive at camp.

Day and residential programs allowing participants to bring medication(s) must adhere to the following guidelines for dispensing and storing medication(s). The medication guidelines below must be communicated to parents/legal guardians and participants (18 and older) before they arrive at camp.

- The participant must be able to self-administer the required medication(s) or have a parent/legal guardian or licensed healthcare professional come

to camp to administer the medication. **Camp staff (unless a licensed healthcare professional) may only dispense, not administer, medication to minor participants.**

- Parents/legal guardians of participants or participants (18 and older) requiring medication must list all medication(s) (prescription and over the counter) in CircuiTree on the Participant Registration Form. Registration forms can be updated as needed by a parent/legal guardian.
  - All medications are required to be turned in to the camp director or coordinator at check-in (except for rescue inhalers and EpiPens). All medication(s) must be in the original container from the pharmacy or manufacturer if over the counter. All medication(s) must be presented to the camp director or coordinator in a clear, closable plastic storage bag clearly labeled with the participant's name and date of birth.
  - The camp director must document in the Participant Well-Being Plan the names of two designated individuals who will be responsible for dispensing medication to participants and maintaining the medication logs in CircuiTree. **All medication (including that of designated individuals) must be securely stored and locked up with limited access at all times.**
  - The participants are responsible for requesting medication(s). Upon request, the appointed designated individual will ask the participant's name and date of birth before handing the participant the sealed storage bag. The participant is responsible for opening and taking the medication as directed on the container. If the participant has any questions about the medication(s) (purpose, dosage amount, etc.), the participant must call a parent/legal guardian.
- **Food and Allergies:** Directors/coordinators must document the process for ensuring participants with food restrictions or allergies 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 participant's name badge.
  - **Heat Exhaustion:** If applicable, designated individuals must be provided with information about the recognition and treatment of heatstroke for strenuous activities. Directors/coordinators must document measures that will be taken to prevent heat exhaustion or heatstroke.
  - **Participant Conduct:** Directors/coordinators must document when and how participants will be briefed about conduct and safety expectations during the program.

#### **Online Sessions**

- **Medical Emergencies:** Two emergency contacts must be identified for each online participant. In the event the participant becomes non-responsive during a session, or the participant does not login for a session, the camp director or their

designee must contact one of the emergency contacts for the participant. Parents/legal guardians must contact the camp director if the participant cannot attend an online session.

## **Compliance Plan**

The compliance plan requirements are the same for both in-person and online PACE for minors. The compliance plan is required to be documented in CircuiTree and submitted for approval to the Programs for Minors Office at least 30 days prior to the event. The following requirements must be met:

### **In-Person and Online**

- **Designated Individuals:** PACE director/coordinators must document the process for identifying and selecting designated individuals for the PACE for minors program. All designated individuals are required to attend an orientation lead by the PACE director, have a current background check and be current on both required trainings.
- **Participant Forms:** All required participant forms will be signed by parents/legal guardians and maintained in CircuiTree. It is the camp director's responsibility to ensure all required forms have been agreed to by parents/legal guardians prior to the start of the event. The Release and Indemnification Agreement Form and Medical Information and Release Form for participants will be retained in accordance with the UT Dallas Records Retention Schedule.
- **UTD Alert System Registration:** All designated individuals must be enrolled in the UTDAAlert System to receive emergency text notifications. Designated individuals and parents who are not already enrolled to receive UTDALERT notifications can enroll by texting "UTDALERT" to 888-777. To discontinue receiving notifications from the alert system, text "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 in UT Dallas eLearning for external organizations. 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 provides guidance about designated individual responsibilities and expectations. Anyone with a UT Dallas NetID can access the state-approved training via eLearning. The same training module is available to non-affiliated



individuals in UT Dallas eLearning for external organizations. Instructions for accessing both training sites are available under the Faculty and Staff tab on the Programs for Minors website. A printable copy of the Designated Individual Guidebook is located under the Faculty and Staff tab on the Programs for Minors webpage.

- **Camp Insurance:** All PACE for minors are required to purchase special camp insurance offered through UT System. For in-person programs, the camp director can select either the Academic or the Athletic application. The application for online programs requires the camp director to identify specific times and days the participants will participate.

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. However, depending on the size of the PACE for minors, a 50 percent deposit of estimated attendance may be required. Timely payment of the premium billed is required. Failure to make timely payments may result in removal of coverage and impact future eligibility to participate in the Camp Insurance Program.

All three types of camp insurance applications and instructions for submitting can be found under the [Faculty and Staff](#) tab on the Programs for Minors webpage.

Conditions for online insurance coverage are as follows:

- Coverage for online camps is not automatic. The carrier must affirmatively agree to bind coverage. Once ORM receives the online camp application, they will submit it to the carrier for review and approval. The policy is bound when you receive a certificate from the carrier.
- All questions on the application must be answered and are a condition of coverage.
- All written communications must be done in group messages. No private messaging between the instructor and campers and no private messaging is allowed between campers. The policy does not respond if/when these terms are violated.
- Each camp must indicate start time and end time on the application. The policy does not respond to incidents that occur outside of the stated start and end times.
- Format and description of activities must be provided on the application.
- Live stream origination (i.e.: institution, instructor's home, etc.) must be provided on the application.
- Live stream service venue must be provided on the application.

- Coverage territory is limited to the United States of America, including its territories and possessions; Puerto Rico; and Canada.

The Programs for Minors Office will assess the plans documented in CircuiTree for the PACE for minors to ensure all the required elements have been met. The director of the Programs for Minors Office 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 CircuiTree before the start of 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 ensure that stated operational and participant well-being plans are in place.

- **Pre-PACE Meeting:** PACE for minors directors/coordinators are required to meet with the Programs for Minors Office prior to the start of the program. During this meeting, documented plans will be reviewed and the program itinerary will be discussed.
- **Post-PACE Meeting:** PACE for minors directors/coordinators are required to meet with the Programs for Minors Office during the program if deficiencies are identified or after the program has concluded. During this meeting, the sign-in/sign-out logs will be reviewed. This will also be an opportunity for the directors/coordinators to provide feedback to the Programs for Minors Office about ways to enhance the program.

**Related Policy Links:**

[UT Dallas Policy UTDSP5015 Programs for Minors](#)

[UT System Policy UTS192 Youth Protection Policy](#)

[UT System Policy UTS124 Criminal Background Checks](#)

[UT Dallas Policy UTDBP3000 Criminal Background Checks](#)