

**UNIVERSITY PROCEDURES**  
**TEXAS A&M UNIVERSITY-CORPUS CHRISTI**

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**03.03.99.C1.01    Procedures for Youth Initiatives**

*Approved July 15, 2002*

*Revised July 7, 2003*

*Supplements University Rule 03.03.99.C1*

1. Safety awareness training specific to the youth initiative must be provided to all initiative staff who will work directly with youth participants. Youth initiative sponsors are responsible for certifying that all staff have attended training, including an appropriate number of staff with training in first aid and CPR where appropriate in order to be able to render emergency assistance within a reasonable amount of time.
2. Each youth participant must turn in a completed Waiver of Liability/Consent to Treat and Medical Emergency Information. Forms used by third party youth programs for the purposes of consent to treat, medical emergencies, and liability waivers must be approved by Community Outreach. Parents must be asked to give permission for participants to be photographed; parents have the option to deny giving such permission.
3. All youth initiative staff with direct physical or other contact with, direct influence on, and/or the opportunity to be alone with youth participants fall under the classification of a security sensitive position. Security background checks will be performed for each of those staff members by University Police or certified by another appropriate agency for third party youth initiatives. All youth initiative staff who exercise direct supervision of youth participants must be at least 18 years of age and trained in proper procedures for supervising and relating to minor children.
4. A copy of the budget for the youth initiative, a schedule of all activities, a discipline management plan, and a request for facilities will be completed by each youth initiative and returned to Community Outreach. All youth initiatives are required to show evidence of general liability and accident medical insurance coverage meeting University minimal standards or participate in a policy to be purchased by the University. The cost of the required insurance coverage will be the responsibility of the University sponsor or third party.
5. All incidents and accidents which occur in relation to a youth initiative must be reported using the supplied form and returned to University Police Department and Community Outreach within 72 hours of the incident. Sponsoring departments, divisions, and units are responsible for damages to physical facilities, furniture, equipment, and other physical resources caused by participants in youth initiatives. In the case of youth initiatives coordinated by third party organizations, these third parties assume responsibility for all damages.
6. In accordance with University Rule 33.04.99.C1, participants in youth initiatives must be supervised by adults at all times.

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7. Youth initiative coordinators of youth programs conducted by University units may schedule field trips and other activities off campus. When participants in youth initiatives are taken off campus, they will be driven in University-approved vehicles by University-authorized drivers. An itinerary using the appropriate forms will be filed with University Police and Community Outreach for each off-campus trip. Adult personnel on the trip will have appropriate communications devices to be used in cases of emergencies.
8. The following priorities will be observed when limitations of space, time, personnel, or other issues prevent all requests for youth initiatives from being granted as made. Youth initiative coordinators will maintain flexibility and work with Community Outreach to schedule and organize their events and activities in a manner that will capitalize on the use of facilities and services and increase the likelihood that all youth initiatives have fair and equitable access.

8.1 ***Youth Initiative Priorities:***

Priority will be given to the following three types of youth initiatives:

- Grant- and contract-related
- Academic program recruiting
- Intercollegiate athletics

Additionally if several youth programs request use of the same facilities or services, they normally will be assigned priority in the following order:

- Priority 1: University-conducted youth programs of an academic nature
- Priority 2: Other University-conducted youth programs related to the University mission
- Priority 3: Youth programs conducted by external organizations

- 8.2 New or expanded youth programs will not displace existing youth programs unless the Dean of Community Outreach determines that the new or expanded program is more suited to the mission of the University than the existing program. This situation could occur when two or more activities require the same facilities at the same time and such accommodation is not possible.

Contact for Interpretation: Dean, Community Outreach