

The University of Texas at Tyler

Youth Program Guidebook

Scheduling & Conference Services

University of Texas at Tyler

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SERVICE IN ACTION

Youth Programs are a fantastic way to highlight our facilities, faculty, and students at UT Tyler. Scheduling & Conference Services provides event coordination for both on-campus and community organizations that result in a successful event.

Why do we have a Youth Program Guidebook?

The manual outlines specific guidelines and procedures required for scheduling and holding a Youth Program on campus. You may view the Youth Protection Policy in the Handbook of Operating Procedures (<https://www.uttyler.edu/hop/>). Many of these items may mimic the Events Procedure Guide; however, special detail is provided for Youth Programs.

Who needs to be familiar with the Youth Program Guidebook?

Everyone who plans a program, activity, internship, mentoring or service opportunity for minors that involves the use of university space and/or services.

Where can I find a copy?

A copy of the Youth Program Guidebook can be found on the Event Management (www.uttyler.edu/event-management) and Youth Protection website (<https://www.uttyler.edu/camps/youth-protection>) . Or you can request a copy from yp@uttyler.edu.

How can I get specific questions answered?

Email yp@uttyler.edu

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STATEMENT OF PURPOSE

Scheduling & Conference Services strives to provide high-quality seamless event support to the university and community while providing professional, friendly, and efficient customer service that will result in a successful event.

Scheduling & Conference Services will:

- Consult with customer regarding their meeting/camp/conference/event/Youth Program.
- Create a use agreement, if necessary, and/or terms and conditions for signature.
- Schedule meeting locations.
- Coordinate
 - catering services for UT Tyler;
 - setups/teardowns with setup team to include layouts, if needed;
 - technology needs; and
 - door unlocks, reserved parking, shuttle bus reservations, approved CDL drivers, onsite police presence, etc.
- Work through event coordination with other University departments
- Create invoices and coordinate payment.

Support from all campus departments is essential in this effort.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION

In accordance with the Board of Regents' Rules and Regulations, Rule 10701, "To the extent provided by applicable law, no person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under, any program or activity sponsored or conducted by The University of Texas System or any of its institutions, on the basis of race, color, national origin, religion, sex, age, veteran status, or disability."

EVENT PROCEDURES MANUAL

Please review the [Events Procedure Manual](#) for the following information:

- How to request space
- Who can request space
- Scheduling Priority
- Proper use of campus facilities to include outdoor locations
- Scheduling a university-sponsored event and joint-sponsorship workflow
- Scheduling a non-university event
- Alcoholic beverages
- Audiovisual / Information Technology support
- Food Service – catering/food trucks/scenarios
- Decorations and equipment
- Grilling
- Event parking
- Political events
- On-Campus postings
- Security
- Crowd Manager
- Showing movies on-campus
- Support services

CRITERIA OF A YOUTH PROGRAM

A Youth Program is a camp, program, internship, mentorship, event, or activity held on UT owned or controlled premises, or sponsored or supported by a UT institution that offers recreational, athletic, religious, or educational activities to Youth Participants, including online programs. Youth Program also includes any “campus program for minors” as defined by [Section 51.976](#) of the Texas Education Code.

“Youth Program” as defined herein specifically includes external 3rd party Youth Programs that contract with UT institutions for the use of institutional facilities. All 3rd party Youth Programs must be Joint Sponsored unless approved by the President.

This definition does not include programs for UT enrolled students or employees under the age of 18, or programs where the custody, control, and care of a minor (under age 18) is not the responsibility of the institution but instead held by non-UT teachers, official chaperones, parents, or legal guardians (e.g., campus tours of prospective students’ families, visits by local school district classes).

Examples of Unofficial Youth Programs (*these programs still need to register*)

- Campus Tours of prospective students with their parents in attendance
- Programs for minors accepted to the University including University Academy students
- K-12 School Field Trips where custody is maintained by the minor’s school
- Events specific for minors and open to the public where registrations/check-in is not required, i.e., trunk or treat or athletic events

Examples of Official Youth Programs

- Programs where parents/guardians or other responsible entities will not have continuous line of sight on minor, i.e., events with breakout sessions
- Programs where the care, custody, and control of minors are the responsibility of UT Tyler employees or volunteers

A Youth Program is **university- or department-sponsored** if a budgeted office, department, or division of the UT System or any of the institutions is responsible for organizing the event, inviting attendees, and paying expenses related to the event, except that such an event is sponsored even if an outside entity pays for the food and beverages at the event.

University Colleges/Departments

- You are a university or department sponsor if the following conditions by [Regents’ Rule 80105](#) are met:
 - your department, program, or registered student organization is directly involved with the planning and execution of the event and has a university representative (faculty/staff/club member) attend the event;
 - the program or activity is upon invitation by the university;
 - the program or activity directly supplements the educational purposes of the institution;
 - the program or activity is not a political or sectarian gathering;

- your department or program will be responsible for all details of the program or activity and have a university representative (faculty/staff/club member) attend the event;
 - the scheduled property or buildings for programs or activities of The University of Texas at Tyler will have priority over the scheduling of jointly sponsored programs or activities; and
 - the fee charged for the jointly sponsored program or activity at a minimum ensures recovery of the cost incurred by The University of Texas at Tyler.
- **You are not a university or department sponsor** if any of the above criteria are not met. A community business or organization that wishes to meet on campus must contact Scheduling & Conference Services (SCS) to discuss availability and rental fees.
 - A use agreement and liability insurance are mandatory. The sponsoring department's Dean/Vice President and Community Engagement are signers as well as the President's designee. Contact SCS for information.

Student Organizations

- Are not eligible to host a Youth Program, however, they may support a departmental or university Youth Program as staff or volunteers and assist with planning.

HOW TO PLAN ON-CAMPUS YOUTH PROGRAMS

Plan for your event early. Many events on the UT Tyler campus are held annually.

Review the Youth Program Guidebook

Review this guidebook. You may request copies of documents or more information from yp@uttyler.edu. Items to consider are minimum attendance requirements, housing options, catering needs, room locations, staffing needs, budgeting, etc.

Complete Online Event Request Form in Astra or ARMs (Program Registration)

Complete the appropriate Youth Program Event Request Form as soon as possible to confirm a date no more than one (1) year in advance. Even virtual programs should have an Astra reservation. Your event will be reviewed if minors are present on site to determine the level of your program (official or unofficial). Athletics Departments will submit their registration in ARMs. All programs on campus will need an Astra Reservation.

Event Management Coordination Form

For events (see description of an event below), an online questionnaire will need to be completed and approved by UT Tyler Police Department, Environmental Health & Safety, Facilities, and Scheduling & Conference Services before your program is scheduled. Your event request will be placed in a “pending” status to safeguard the space requested. Programs not in compliance with the Youth Protection Policy will be cancelled.

Your request is considered an event if it meets **one (1)** of the following criteria:

- More than 49 attendees
- Setup/Teardown is required
- Food/Beverages will be served
- Minors will be present

Based on the answers to the questions on the Event Management Coordination Form, you will receive an email of ACTION Items and NOTIFICATIONS to assist you with additional planning. Scheduling & Conference Services will help in the collaboration with other on-campus departments/partners to ensure events are of the highest quality.

Meet with Youth Protection Liaison to Review Requirements

All Youth Program Managers must take yearly training to host a Youth Program. Please schedule a meeting by emailing yp@uttyler.edu. A Youth Program Managers Checklist is available to assist in planning.

Complete Designated Individuals Form and Requirements

Any person involved in and assisting with a Youth Program, who has contact with a Youth Participant is a Designated Individual. Official programs must submit this information to the Youth Protection team. Please see Section 4 for more information.

Complete Insurance Request

Most programs must submit liability insurance information to Risk Management. Please see Section 9 for more information.

Complete Emergency Plan

Official Youth Programs are required to have an Emergency Plan on file with the Youth Protection team and Environmental Health & Safety. It is highly encouraged that all programs involving minors complete an emergency plan. Please see Section 11 for more information.

Complete Marketing Information

A marketing template has been created for Official Youth Programs to provide consistent branding. Please see Section 10 for more information.

Complete Terms and Conditions, Joint-Sponsorship Agreement, or Use Agreement

All Youth Programs must complete either Terms and Conditions agreeing to institutional policies or a Use Agreement depending on the event classification. Both documents are completed in DocuSign.

Complete Department of State Health and Safety Form

Programs who meet the criteria below must submit a Youth Program Information form to DSHS.

DESIGNATED INDIVIDUALS

Any person involved in and assisting with a Youth Program, who has contact with a Youth Participant is a Designated Individual. Examples of Designated Individuals can include University employees, affiliates, student workers, volunteers, contractors, and visitors who assist in Youth Programs. All Designated Individuals must be submitted to the Youth Protection team in the Designated Individual Form at a minimum, 30 days (about 4 and a half weeks) before the event.

Requirements for Designated Individuals

Any University employees, affiliates, student workers, volunteers, contractors, and visitors (including third party programs) who serve as a Designated Individual in any Youth Program, must first meet the following requirements.

- 80 percent of a program's staff must be classified as adults, and 100 percent for programs primarily serving persons with special needs. Designated Individuals must be at least 16 years of age, at least two years older than the oldest Youth Participant and have parental approval.
- Designated Individuals must complete the Designated Individual Application through DocuSign.
- Designated Individuals who will interact with Youth Participants during the program must undergo a criminal background check every year, as required by state law.
- Designated Individuals must complete Sexual Abuse and Child Molestation Awareness training and examination every two years. This training must include information and examination concerning warning signs of sexual abuse and child molestation. Designated Individuals must achieve a score of 100% to satisfy this requirement. A Designated Individual will be allowed to repeat the course as needed to pass. The University of Texas System Youth Protection Training module is provided by the University at no cost to the individual.
- Designated Individuals must complete Campus Security Authority training and examination every year. Designated Individuals must achieve a score of 100% to satisfy this requirement. A Designated Individual will be allowed to repeat the course as needed to pass. The University of Texas System Campus Security Authority Training module is provided by the University at no cost to the individual.
- All Designated Individuals are mandated reporters and must comply with all state laws, reporting to Title IX and Clery offices on campus.
- Youth Protection team will keep track of requirement completion dates.

Prohibited Conduct for Designated Individuals

Designated Individuals working in Youth Programs must not engage in any behavior that could cause harm or be misinterpreted as possibly causing harm. Prohibited conduct for Designated Individuals includes, but is not limited to:

- No one-on-one contact with Youth Participants is permitted outside the presence of others.
- Do not meet with Youth Participants outside of established times for program activities.
- Do not touch Youth Participants in a manner that a reasonable person could interpret as inappropriate.
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a Youth Participant, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining.
- Do not shower, bathe, or undress with or in the presence of Youth Participants.
- Do not use, possess, or be under the influence of alcohol or illegal drugs while working a Youth Program. Do not be alone with a Youth Participant at any time.

- Do not have direct electronic contact with Youth Participants without another Designated Individual and the parent/guardian included in the communication.
 - This includes Facebook, Instagram, Linked In, Skype, online video games, community chat websites, etc.
- Do not make sexual materials (of any kind and in any form) available to Youth Participants participating in programs or assist them in gaining access to such materials.

EMPLOYEE PROCESS

Please contact Human Resources, HR@uttyler.edu, and your Department Administrator for more information and assistance with the employment process.

Hiring Non-UT Tyler Employees

Programs must submit employment forms through SharePoint for pay checks issued to Designated Individuals by the University before the start of the Youth Program.

Current UT Tyler Employees Receiving Additional Pay

Different or additional forms may be required to award stipends or additional payments to current UT Tyler employees.

VOLUNTEER PROCEDURES

For internal programs, Program Managers must verify that all volunteering Designated Individuals adhere to [UT Tyler HOP, 4.16.5 Volunteer Service](#).

Volunteer Participation

Anyone, including current employees, retirees, students, and alumni, may volunteer, with an approved application in accordance with the procedures outlined in the Procedure below, and under the following conditions:

- A non-University student, who is under 18, may only volunteer with parental consent. Volunteers must be 16 years of age or older unless there is a formal volunteer program approved. Anyone working with minor volunteers must complete Child Protection Training and may be subject to criminal background checks. Minors are also prohibited from working in research and clinical laboratories that work with BSL-2 agents, radioactive materials, acutely toxic agents, or chemicals deemed hazardous by Environmental Health and Safety (EHS).
- A foreign national employee must also receive clearance from the Office of Human Resources, and Immigration Services before volunteering.
- Clinical Research Volunteers should contact the Office of Clinical Research for further information and registration guidelines.

Volunteer Requirements

- Volunteers must satisfactorily complete all applicable forms, training and orientation prior to commencing activities.
- A volunteer's acceptance is subject to a satisfactory reference check by the Sponsoring Manager.
- Volunteers are subject to, and must abide by, all applicable UT Tyler policies, procedures, and rules, including but not limited to those relating to health and safety, confidentiality, intellectual property, protected health information, non-discrimination, computer use, ethics, conflicts of interest, criminal background checks, alcohol and drug free campus and non-violence policies.

Sponsoring Department Responsibilities

- Maintain a database of all volunteers associated with their respective programs.
- Ensure personnel comply with the mandates specific to UT Tyler policy.
- Select individuals with experience and qualifications appropriate for the tasks they will be expected to perform.
- Ensure completion of the UT Tyler Designated Individual Application, and any other applicable liability waiver or form. Further, prior to the first day of volunteer service, Sponsoring Managers are also responsible for obtaining all proper clearances and approvals within their department and from any required external departments, such as the UT Tyler Environmental Health and Safety, and the Office of Human Resources.
- Conduct reference checks and verify that the individual successfully passed a background check before the start of service.
- Ensure the volunteer is trained in all applicable policies and practices such as IT security policies, applicable departmental policies and procedures, safety equipment practices, and ensure compliance with set applicable standards.

- Sponsoring faculty or staff are prohibited from providing volunteers with physical files or shared drive access to sensitive UT Tyler information through a sponsored guest account.
- Ensure that the volunteer's activities are always monitored, either by the sponsoring faculty or staff supervisor of record on the UT Tyler Volunteer Application, or an appropriate adult delegate.
- Inform the volunteer that he or she is responsible for providing their own insurance and that UT Tyler will not be providing them with insurance coverage.
- Ensure that adult volunteers who work with hazardous materials, as approved by EHS, attend the training applicable to their respective volunteer service activity. Ensure that volunteers are provided with the appropriate supervision while working with hazardous materials.
- Collect any UT Tyler property in the possession of the volunteer by the end of the last day of service.
- Request the activation and subsequent deactivation of any official volunteer UT Tyler-issued badge or identification card and any other UT Tyler access upon completion of activity.
- Retain all forms and documents for three years from the date the volunteer ends service.
- Reviewing this policy and all applicable policies and procedures specific to the service opportunity with the volunteer.
- Ensure that all extended volunteers apply for and obtain a Campus ID card applicable to their volunteer assignment and provide volunteers with a unique id for access to the appropriate training.

End of Service or Service Completion

- Volunteers must behave professionally. Volunteer service opportunities approved may be terminated at any time without cause or prior notice.
- Student volunteers may have unsatisfactory behavior or compliance failures reported to the Office of Student Conduct and added to their educational records.
- Email accounts, keys, ID badges and any other equipment issued to the volunteer remain the property of UT Tyler and must be returned at the end of service

FOOD SERVICE

For more specifics on food service, please refer to the [Events Procedure Manual](#).

On-Campus Dining: The Met

Sodexo is UT Tyler's contracted food service vendor and operates the Met cafeteria. A minimum of 100 guests must be present to open the Met in the summer. This minimum can be met with multiple programs. As such, the Scheduling and Conference Services office manages the Met dining schedule and monitors the guest count.

On-Campus Dining: Other Vendors and Catering

In the event guest minimums are not met for opening The Met, other on-campus vendors can be scheduled for the same price featuring a limited menu (for example: Chick-fil-A, Subway, Slice of Life, etc.). Another option would be to reserve catering through the online ordering system [Catertrax](#) for buffets, food stations, or boxed/plated meals.

Guaranteed Numbers

A prior arrival form will be sent to the Program Manager to verify a guaranteed guest count. This form is due no later than 30 days (about 4 and a half weeks) prior to the event. The program will be billed at a minimum for the guaranteed guest count.

HOUSING / RESIDENTIAL PROGRAMS

Housing for Youth Programs is limited to June–July and first come, first served. Each housing facility has specific rules and availability. To reserve space, please contact yp@uttyler.edu.

Available Facilities

Liberty Landing

Patriot Village

University Pines

Victory Village

Guaranteed Numbers

A prior arrival form will be sent to the Program Manager to verify a guaranteed guest count. This form is due no later than 30 days (about 4 and a half weeks) prior to the event. The program will be billed at a minimum for the guaranteed guest count.

Housing Roster

A housing roster will be sent to the Program Manager to assign participants into room locations. Finalized housing rosters are due 15 days prior to the program.

Housing & Residence Life Requirements

Housing & Residence Life requires youth programs to monitor their participants. Minimum supervision numbers must be present during the overnight program. Supervisors will be responsible for bed checks and nightly rounds. Specific facility rules will be sent when a facility is confirmed.

INSURANCE REQUIREMENTS

For specific questions, please contact Risk Management at safety@uttyler.edu.

Per [UTS 192](#) insurance coverage is **required** for all Official Youth Programs with minor children equal to the UT System Camp Policy. The policy is needed **per session**. If you have the same type of program multiple times with different registrants and/or different dates, each session needs its own application. If you have multiple camps on the same day, they need their own insurance. The UT System Camp program provides Excess Accident and General Liability coverage to participants and staff for enrolled, UT-owned camps and clinics held throughout the year, including joint-sponsored events. Coverage is available for online, sport- and academic-focused events. More information can be found on [UT System's Risk Management Systemwide Insurance Programs](#) webpage.

How to Request Coverage CAMP Program Insurance

The Camp Program provides Excess Accident and General Liability coverage to participants and staff of enrolled, UT-owned and operated camps held throughout the year. The Camp Program provides insurance coverage in accordance with UTS 192 Youth Protection Policy (Section 4.6).

Please use the ORM Camp Portal link <https://apps.utsystem.edu/ormcamps/camplst> to access the applications by using your institution's credentials

Apply at least 7 business days before your camp starts if you want to enroll in the Camp Program. It will take at least 5 business days to process. Please do not send applications to Southwest Special Risk Insurance (SWSR).

1. Submit Application – Complete the appropriate application based upon the type of camp to be held by selecting one of the following: sports, educational (non-sports) or online. Note the form will not be submitted without answering all questions. - Once submitted ORM Camp Policy Administrator (Ruth Maldonado) and Submitter will receive a pdf copy of your application from ORMinfo@utsystem.edu
2. Proof of Coverage - Southwest Special Risk will email proof of coverage certificate of insurance (Acord Form) and claims form to the Contact Name listed on application from [Tammy Westbrook@outlook.com](mailto:Tammy_Westbrook@outlook.com).
3. Update or Cancel - ORM will accept all applications as an order to bind coverage. You will be able to update or cancel your application by logging back into the Camp portal and selecting from the list of camps you have submitted. The last time to edit an application is midnight, the night before the coverage start date. Contact Ruth Maldonado at rmaldonado@utsystem.edu if you have any questions.
4. Audit - An email notification from the ORM portal will be sent to the Contact Name 72 hours (about 3 days) after the last day of the program (expiration date of coverage) for the actual final number of campers and staff/coaches. Complete the audit form within 72 hours (about 3 days) of email notification. The audit form will be in the ORM portal.
5. Invoice - An invoice for the premium (based on the Audit) will be sent to the designated Contact Name from [Tammy Westbrook@outlook.com](mailto:Tammy_Westbrook@outlook.com).
 - a. Note: If the audit form is not completed in a timely manner SWSR will invoice from the initial application.

Helpful Information

- Please be aware that an application is needed per session. If you have the same type of program multiple times with different registrants and/or different dates, each session needs its own application.
- Please make sure to include any volunteers running/assisting with your program into the staff section of the application.
- You may use estimates when submitting your initial application. You may edit the form later.
- THE LAST DAY TO EDIT THE APPLICATION IS MIDNIGHT BEFORE YOUR PROGRAM START DATE.
- An audit form will be available in the ORM portal after the program concludes for your actual attendance numbers.
- You will receive an email from the ORM portal 72 hours (about 3 days) after your program as a reminder to complete your form.
- You will have 72 hours (about 3 days) after that to complete the form.
- If you do not return the audit form you will be billed based on the original submission.
- If your program cancels, you must also cancel your insurance in the ORM portal before the proposed start date. Failure to do so will result in payment for coverage.
- Failure to provide prompt payment can result in removal from the insurance program – this means you will no longer be able to host youth programs. This may also impact the institution.
- Failure to obtain insurance coverage will result in the cancellation of your program at the department's expense.
- Insurance forms will be required before a Youth Program is moved from pending to scheduled in Astra.
- If there is an incident during your program, you must complete your part of the claim form and give instructions to the parent on how to complete the form with the deadline for submission.

To obtain a TULIP quote for your event, please email eventmgmt@uttyler.edu.
To obtain a UT System Camp Policy quote for your event, please email yp@uttyler.edu.

MARKETING & COMMUNICATIONS

Print and Digital Marketing Materials

To maintain compliance with the graphic and editorial guidelines, Official Youth Program marketing materials including the design and production of brochures, posters and various other publications and printed materials used by departments for recruitment or general awareness of the university will be coordinated with Scheduling & Conference Services and Marketing and Communications (M&C). Templates are available for Program Managers to choose from. All printing costs will be handled at the expense of the department hosting the Youth Program. Please request the Marketing Request Form from the Youth Protection team.

If photographs are needed, please complete the online Images Request form found at <https://request.uttyler.edu/>.

UT Tyler Logos and Registered Trademarks

The official logos and the name of The University of Texas at Tyler are trademarked, and each use **must** be approved to ensure compliance with UT System and university policies.

Video Recording and Photography on Campus

Several state laws, Regents' Rules, and The University of Texas at Tyler policies govern photography or filming on campus, including a Regents' Rule that provides requirements for filming television productions on campus (Rule 80107). For more specific information on television productions, see the *Lights, Camera, Action, Lawyer!* article at [Lights, camera, action... scripting internal audit for a ... - UT System](#).

There may be a requirement to

- obtain a permit for filming or photography,
- obtain insurance, and
- obtain releases from persons who may appear in the photograph or film.

Some campus images, such as the Riter Millennium Carillon Bell Tower and the Turtle (East Texas Watch Dog), are iconic images and permission must be obtained from Marketing & Communications (M&C) if to be used professionally.

No photography or filming for a political advertisement can occur on campus, nor does the use of any institutional logos or trademarks in political advertisements. If unsure about the intended use of the photograph or film, ask for clarification from the candidate or officeholder.

Please do not use personal cell phones to capture or record minors in any capacity.

Promotion of Your Event

Marketing & Communications (M&C) provides promotional support for upcoming events. News releases, newspaper advertising, and the use of The University of Texas at Tyler's name and logo must be approved by M&C. The university website and university social media are also available for promotion of your event through M&C.

Online Promotion of Your Event

There are online public calendars available to share event information if they meet the guidelines set forth by M&C. See below for examples.

https://www.east-texas.com/east-texas-event-calendar.htm
https://www.easttexasmatters.com/calendar#/
https://www.theeasttexasweekend.com/
https://www.tylertexasonline.com/tyler-texas-events.htm
https://eguidemagazine.com/calendar/
https://kvne.com/events/category/events-calendar/
http://mix931fm.com/a-guide-to-east-texas-fall-festivals-2018/
https://www.tourtexas.com/all-events
http://www.tylertexas.com/events
https://visittyler.com/calendar/
http://www.countylinemagazine.com/Things-To-Do-In-The-Upper-East-Side-Of-Texas/
http://www.ktre.com/community/calendar/?/
https://www.longviewtexas.gov/Calendar.aspx?EID=3741
https://www.eventbrite.com/d/tx--tyler/events/

Helpful Information

According to American Camp Association, it is best to start marketing your camp at least 8 weeks (about 2 months) prior to any deadlines. For example: Your event starts June 1, but the housing deadline is May 1, which means you start marketing by March 1.

EMERGENCY PLAN

During events accidents, injuries, or serious illnesses can occur. In the event of any accident, injury, or serious illness involving anyone on campus during an event, the University Police Department should be immediately notified at 903.566.7300; and an officer will respond to assess the situation and notify emergency services. If the situation is life-threatening, dial 911; they will dispatch University Police and other emergency services.

Youth Programs must create and follow a Youth Protection Emergency Plan specific to their program. Plans must be submitted to the Youth Protection team at least 30 days (about 4 and a half weeks) before the Youth Program starts. Plans are subject to approval. Plans are broken down into four sections: communication, medical emergency, supervision, and transportation.

Once the situation is under control, paperwork will have to be completed to document the incident and begin a cause investigation.

- For injuries involving a student or visitor on campus, complete the “Student and Visitor Report of Injury Form.” Contact safety@uttyler.edu.
- For injuries involving an employee performing duties related to their job during an event on campus, complete the “Employee Report of Injury” and “Supervisors First Report of Injury” forms. Contact safety@uttyler.edu.
- For Youth Programs, complete an incident report on DocuSign. Contact the yp@uttyler.edu.
 - All incidents must be reported to the Youth Protection Office
 - Serious injuries must be reported immediately to the Youth Protection Office by phone, after EMS is notified
- You may need to submit multiple reports.

Section 11A: Communication Plan

A communication plan provides camp staff with pre-determined dialogue to be spoken or sent during emergencies. There should be a section for each type of person involved with camp. The Program Manager is also responsible for upholding a code of conduct, identifying evacuation meeting locations, shelter in place locations, nearby fire exits, and creating a reunification plan in case of an emergency where normal pick up is unavailable as part of their communication plan as vital information provided to Designated Individuals and Parents/Guardians/Emergency Contacts.

- The Youth Protection Team has created a standard Code of Conduct that can be shared with Program Managers. Please email yp@uttyler.edu for a copy. This is also added to the ARMs registration portal if a program uses that for registration.
- Parent/Guardian/Emergency Contact Communication should state how parents can contact camp, as well as how they will be contacted during an emergency and the dialogue used. This can be sent via email before the event or be posted on the program website.
- Staff Communication should explain how you will notify staff of emergencies (cell phone, walkie talkies, fire alarm sounds, etc.) and how they will communicate with their participants.
- Participant Communication should describe how the participants will be made aware of emergency situations, i.e., fire alarm sounds, who they should follow in emergency situations, and the dialogue used to communicate with them.

- Evacuation Meeting Location: If a building needs to be evacuated (fire, bomb threat, etc.), programs must have a primary meeting location and a secondary meeting location in case the primary is inaccessible. Meeting locations should be specific areas where people can gather, i.e., Parking Lot 2, Patriot Plaza, Harvey Deck, etc.
- Shelter in Place Location: In the event of a shelter in place emergency, for example a tornado or active shooter, programs must have a primary and secondary location specified.
- Fire Exits: In case of a fire emergency, programs must specify a primary (nearest) fire exit and secondary (next closest) fire exit in case of inaccessibility.
- Reunification Plans: If a normal dismissal process is prevented due to an emergency, programs must have a reunification plan to safely reunite minor participants with a parent/guardian/emergency contact. This must include three separate locations. Location 1, Parent/Guardian Check-In, will be where the adults meet for check-in with valid ID and to verify which student they are picking up. Location 2, Student Supervision, is where the minors will be located with staff supervision. Location 3, Family Waiting, is where parents go to be reunited with their student. Both parties need to be supervised by a staff member and identities need to be verified, and signed off on, before releasing the student.

Section 11B: Medical Emergency Plan

The Program Manager must have at least one Designated Individual certified in CPR, First Aid, and AED available and on staff during program operating hours. [Environmental Health and Safety](#) can assist with training at no cost for UT Tyler employees. The Program Manager must also obtain from each Youth Participant’s parent/legal guardian the following, which can be collected during registration and check-in:

1. Authorization to permit transportation of the Youth Participant to University Health Services or a local hospital as deemed necessary in an emergency.
2. Authorization for emergency medical treatment if the parent/legal guardian or their designated emergency contact is unavailable.
3. Signed liability and indemnification agreement to participate in the event. This is included in ARMs if the program uses it for registration.
4. Disclosure of any allergies, other medical conditions, or physical limitations of a Youth Participant that may impact his or her participation in the program.
5. Any prescription medication the Youth Participant needs during the program in the original container with dosage instructions.
 - a. Prescriptions must be kept in a secure location.
 - b. A Designated Individual should supervise the administration of medication to a Youth Participant and record the individual, time, dosage, and medication taken in a medication log.

Section 11C: Supervision Plan

Each official Youth Program must establish a plan for adequate supervision considering the number and average age of Youth Participants, the program activity, and whether overnight accommodations are involved. Programs are not permitted to have any unsupervised free time. Unofficial programs are encouraged to meet these guidelines as well.

1. The supervision plan must specify the person having responsibility over all Designated Individuals serving in the program, the proposed ratio of Youth Participants to Designated Individuals and provide a proposed breakdown of Designated Individuals by category of employees, students, and volunteers.
2. Each program must have a minimum Designated Individual to Youth Participant (minor) ratio of the following:

Average Age of Minors	Number of Staff	Overnight Minors	Day Only Minors
5 years and younger	1	5	6
6-8 years	1	6	8
9-14 years	1	8	10
15-18 years	1	10	12

3. Supervision plan must include a way to identify Youth Participant and the program they are attending, i.e., nametags, t-shirts, bags, etc.
4. Plans must have a Code of Conduct and review appropriate and inappropriate behaviors with Youth Participants. Examples:
 - a. appropriate attire for in-person events or in videos and backgrounds.
 - b. bullying, including cyber bullying, during or outside of a session is not appropriate.
 - c. behavior during events or in screenshots or recordings.
 - d. issues and consequences of behaviors should be discussed with the parent and Youth Participant and can result in temporary or permanent removal from the program (without a refund).
5. The supervision plan for any overnight program must also
 - a. specify curfews, and
 - b. no visitors are permitted.
6. The supervision plan for any online program must
 - a. Have a secure network to use video with a password or unique link to join where only registered participants and approved staff or volunteers can participate.
 - b. Have two staff members in each online access point, or breakout room.
 - c. Notify students before screenshots or recordings are taken. Youth Participants may turn off their screen and microphone if they wish to not be recorded. Leaving either of those on is implied consent.
7. No Unsupervised Access. Any individual not considered a Designated Individual (e.g., parent/guardian) must not have unsupervised access to a Youth Participant during Youth Program operating hours.
8. Program Managers will be responsible for collecting, completing, and storing incident reports involving Designated Individuals and/or Youth Participants due to behavior, medical, abuse, or neglect issues after the incident has been resolved. Incident Report Forms can be requested from yp@uttyler.edu.

Section 11D: Transportation Plan

Each program must establish a procedure for the pick-up and drop-off of Youth Participants, specifying times and locations, and assure that no Youth Participant is released to any person other than their parent/legal guardian without specific written authorization.

Section 11E: Travel and Off-Campus Activities

The University of Texas at Tyler sponsors numerous off-campus activities involving travel. The liability risk to the university for such activities is significant. To effectively manage these activities, the Office of Student Success has developed guidelines that can be viewed in [Chapter 13](#) of the Manual of Policies and Procedures for Student Affairs (MOPP). Required forms that must be completed prior to travel can also be found in Chapter 13 or DocuSign. Please be aware all Designated Individual Conduct and Supervision Plan items must be adhered to during travel.

SECTION 12

PROGRAM WEBSITE

Internal or Joint-Sponsored Programs that will take payment for attendance may use the ARMS Software system utilized by Athletics and Scheduling and Conference Services.

This platform hosts individualized registration sites to collect data and payment information from registrants. There is a \$5 per person fee due to Scheduling and Conference Services for managing these registration sites.

Please email yp@uttyler.edu for more information or to request a website creation form.

For more information on how payments are processed, please see section 13.

PAYMENTS & REFUNDS**Joint-Sponsored Program Payments**

Payment information will be listed in the Joint-Sponsor Use Agreement and must be paid promptly. Failure to provide timely payment may result in payment in full before the first day of future reservations, or suspension from future reservations.

Joint-Sponsored Programs that use the UT System CAMP Insurance will pay that directly to Southwest Risk Insurance as mentioned in section 9.

ARMs Registration Payments & Refunds

Payments made through the ARMs registration software are deposited to the University monthly. For example: April registrations are deposited at the beginning of May. Scheduling and Conference Services will receive their \$5 fee from these deposits. Reports will be emailed to department administrators for reconciliation purposes.

Athletic program refunds are available 14 days (about 2 weeks) prior to the event, less a processing and administration fee.

Academic program refunds are available 30 days (about 4 and a half weeks) prior to the event, less a processing and administration fee. Any refunds after that time frame must be approved by the program host.

Refunds can be requested by email to the program host, yp@uttyler.edu, or eventmgmt@uttyler.edu. A DocuSign form is then sent to start the official process. Any approved refund will be processed by paper check. No refunds will be issued to credit cards.

SITE VISITS

The Youth Protection team will schedule a site visit to review the program for compliance with the Youth Protection Policy. Site visits are scheduled prior to and take place during the event. Notes will be taken, and feedback will be given to the Program Manager to make any adjustments for compliance purposes. Serious infractions will need immediate resolutions to prevent event termination, while others may need adjustments moving forward. Continual infractions may result in a probationary period for a program. If the program cannot meet the requirements of their probationary period, those programs may result in a dismissal from campus.

NON-COMPLIANCE

Programs found in non-compliance will receive follow-ups based on the severity of the protocol breach.

Minor issues will receive a write-up on their site visit form and will be reported to the Office of Risk Management and Compliance. They will receive a verbal and written warning. Repeated minor issues may result in a probationary period.

Moderate issues will receive a write-up on their site visit form and will be reported to the Office of Risk Management and Compliance. They will receive a verbal and written warning and monitored for future compliance at unannounced times during their programming as part of their probationary period.

Severe issues will receive a verbal warning and change to programming effective immediately. If programming cannot be changed to immediately address the issue, the participants will be asked to leave the program until a resolution can be made at the expense of the program. The program will also receive a write-up on their site visit form and will be reported to the Office of Risk Management and Compliance. Programming the following year will remain under probation with additional requirements to prevent non-compliance and will continue to have unannounced site visits.

Repeatedly failing to meet compliance will result in a program not being allowed to host on our campus for a set amount of time.

Probationary periods may require additional items, such as:

- Staff training with the Youth Protection Office
- Set rules or criteria for hiring staff and/or volunteers
- Unannounced site visits
- Additional paperwork or legal agreements
- Fines or fees assessed, within reason
- Limited program attendance

FUNDRAISING / INFORMATION TABLES**Fundraising Policy**

Subject to constitutional and statutory restrictions on the use of State property for religious or political purposes, a students' association; a registered student, faculty, or staff organization; or an officially recognized alumni association whose fundraising activities are dedicated to the benefit of UT System, or The University of Texas at Tyler may reserve and use buildings, grounds, and facilities owned or controlled by the UT System or The University of Texas at Tyler.

- Individual persons are not allowed to solicit for personal gain.
- Profit-making corporations or organizations may not use campus organizations to advertise or sell their products.
- All raffles must follow the Charitable Raffle Enabling Act found on [The Attorney General of Texas](#) website.
- Please review [Rule 80103](#) of the UT System Regents' Rule.

Please contact the Office of Advancement if you would like to create an online donation or fundraising portal.

Alcohol Policies

<http://www.uttyler.edu/wellness/alcoholpolicies.php>

Campus Carry Policy

<http://catalogs.uttyler.edu/en/UTTyler/HOP/Series-200-General-Policies-and-Procedures/2-10-1-Concealed-Handguns-on-Campus>

Insurance Requirements for Contractors and Outside Groups

<http://www.uttyler.edu/finserv/insurance-faq.php>

Manual of Policies and Procedures for Student Affairs

<https://www.uttyler.edu/mopp/>

Programs Involving Children

<http://www.uttyler.edu/compliance/child-protection.php>

Tobacco-Free Campus

<http://catalogs.uttyler.edu/en/UTTyler/HOP/Series-400-Business-Affairs/4-4-2-Tobacco-Free-Campus>

University of Texas System Youth Protection Policy

<https://www.utsystem.edu/sites/policy-library/policies/uts-192-youth-protection-policy>

University of Texas at Tyler Youth Protection Policy

<https://uttyler.smartcatalogiq.com/en/UTTyler/HOP/Series-200-General-Policies-and-Procedures/2-14-1-Youth-Protection-Policy>

APPENDIX A

Certificate of Liability Insurance Sample Form



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
mm/dd/yyyy

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER SOUTHWEST SPECIAL RISK INSURANCE 3116 W. 5 TH ST. STE 106 FORT WORTH, TX 76107-2140	CONTACT NAME:	
	PHONE (A/C, No, Ext): ###-###-#### E-MAIL ADDRESS:	
INSURED SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS The Board of Regents of the University of Texas System; TULIP 504 Lavaca Street Austin, TX 78701	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: United States Fire Insurance Company	SAMPLE
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: USS311713 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			SAMPLE	05/31/2016 12:01 AM	05/31/2017 12:01 AM	EACH OCCURRENCE \$	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							FIRE DAMAGE (ANY ONE FIRE) \$
								MED EXP (Any one person) \$
								PERSONAL & ADV INJURY \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> Hired AUTO						COVERED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						EACH OCCURRENCE \$ AGGREGATE \$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Yes, describe under DESCRIPTION OF OPERATIONS below						WC STATU-TORY LIMITS \$ OTHER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 DETAILS OF EVENT INSURANCE IS ISSUED FOR

CERTIFICATE HOLDER The University of Texas Tyler 3900 University Blvd. Tyler, TX 75799	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Southwest Special Risk Insurance</i>
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Pre-Event Checklist for Crowd Managers

Pre-Event Checklist for Crowd Managers

Name of Facility: _____

Address: _____ City: _____

Date: _____ Time of Inspection: _____

Occupant Load: _____ Number of Crowd Managers on Duty: _____
(List names, certification numbers on back of form, 1 for each 250 occupant load)



EXITS	YES	NO
Are all exit doors unlocked?		
Are all exit doors operational?		
Are any exit doors chained closed?		
Is there a clear path from the exit door to a public way, i.e. no storage or parking blocking egress routes?		
Are all exit signs visible and illuminated		
Is emergency lighting functional?		
Are all exit ways, aisles, corridors, stairways, etc. clear of any obstructions?		
FIRE ALARM SYSTEM		
Has the system been inspected by an approved contractor within the past year? Date of inspection: _____		
Does the system have power? (Green light glowing)		
Does the system show any trouble signals? (Yellow light glowing)		
Is the system in alarm? (Red light glowing)		
Note: No lights should be illuminated other than the power light; if other lights are illuminated, contact fire alarm maintenance company.		
If the system has pull stations, are they unobstructed and available for use?		
Is the voice evacuation (if equipped) system available for emergency announcements?		
Are there any issues with smoke detectors, heat detectors, etc.?		

FIRE PROTECTION SYSTEMS	YES	NO
Is the sprinkler control valve(s) open?		
Is the sprinkler valve accessible?		

<i>Are there any issues with individual sprinklers (painted, obstructed, etc.)?</i>		
<i>Has the sprinkler system been inspected by a licensed contractor in the last 12 months?</i>		
<i>Has the kitchen hood system been inspected by a licensed contractor in the last 12 months?</i>		
PORTABLE FIRE EXTINGUISHERS		
<i>Are fire extinguishers available, visible, and ready to use?</i>		
<i>Have fire extinguishers been inspected by a licensed contractor in the last 12 months?</i>		
SPECIAL CONDITIONS		
<i>Have pyrotechnics use been approved by the fire marshal?</i>		
<i>Have any flame effects been approved by the fire marshal?</i>		
<i>Are all decorations flame resistant or treated with an approved flame retardant?</i>		
<i>Is inclement weather expected?</i>		
OUTDOOR EVENTS		
<i>Is Emergency Access clear of obstructions?</i>		
<i>Have any large tent installations been approved by proper authorities?</i>		
<i>Are cooking fires (charcoal, propane) located outside or in a separate tent from attendees?</i>		
<i>Is the event overcrowded? (Is there less than 10 square feet of space per person?)</i>		
<i>Is there any indication of contraband items in the location?</i>		
NOTES AND COMMENTS		

NAME OF CROWD MANAGERS ON DUTY	CERTIFICATION EXP. DATE

Name of person completing report (Print): _____

Signature: _____