



CHAPTER 9
SPORT CAMPS
& CLINICS

PREFACE

The Saint Peter's College Department of Athletics had fostered and encouraged the conduct of sports camps and clinics as a means of providing supplemental income to coaches throughout the year and as a showcase for the College, its programs, and facilities.

Recent legislation, intended to address potential abuses associated with sports camps and clinics, requires the Saint Peter's College Department of Athletics to develop policies and procedures by which to ensure compliance with what is rapidly becoming a highly regulated area.

Appropriate policies and procedures to be followed before, during and after the operation of a sport camp or clinic are presented in this manual for a Coach's information and use.

SPORT CAMP / CLINIC PROGRAM

Background Information

Sports camps and clinics are offered for the purpose of providing offerings in activities related to competitive sports. The camps and clinics are organized to provide opportunities to learn skills and strategies and to provide competitive experiences to individuals with unusual or above average interest, potential and / or ability.

Purpose

A Saint Peter's College sport camp or clinic is one that
(See NCAA Bylaw 13):

1. Places special emphasis on a particular sport or sports and provides specialized instruction, practice, or competition.
2. Involves activities designed to improve overall skills and general knowledge in the sport, or
3. Offers a diversified experience without emphasis on instruction, practice, or competition in any particular sport.

Objectives

The primary objectives of this sport camp / clinic manual are to:

1. Identify to the head coach, sports camp / clinic director and the Department of Athletics administrative support staff the policies and procedures to be followed when running a sports camp or clinic.
2. Define the responsibilities of the sports camp clinic director.
3. Establish the necessary planning deadlines for both the sports camp clinic director and Department of Athletics administrative support staff.
4. Maximize the working relationship between head coaches, department administrators and the respective sports camp clinic director by delineating each person's responsibilities.
5. Establish educational and procedural efforts to significantly decrease the risk of potential NCAA violations involved with the conduct and administration of sports camps and clinics.

Procedures

The Director of Athletics will:

1. Account for all sports camp or clinic funds (revenues and expenditures).
2. Review all advertising, literature, and brochures related to the sports camp or clinic.
3. Review all free and reduced-admission waivers, (e.g. athletics award winners.)
4. Review the contracts of, responsibilities for, and payments to all sports camp and clinic employees.
5. Review the mode of transportation to and from the sports camp or clinic utilized by out-of-state campers and those traveling great distances.
6. Monitor periodically (in-person) the activities and conduct of the sports camps or clinics.
7. Approve a Financial Report Summary for each concluded camp / clinic.

Policy Statement

Sports camp / clinic dates will be scheduled based on the availability of athletic facilities and realistic assessment of a particular camp's financial viability, based on past performance.

Procedures

1. All sports camp directors proposing a sports camp / clinic program during the upcoming year will submit their schedule requests to the Director of Athletics by January 15 for the next summer's camps.

2. The Director of Athletics will review schedule requests with the Director of the Recreational Life Center to check schedule conflicts, availability of requirements for facilities, and Compliance with the appropriate NCCA Bylaws by January 15.
3. The Director of Athletics will review and approve the final sports camp / clinic schedule by March 1.

PROMOTIONS

Policy Statement

Each sports camp / clinic director is responsible for the promotion of his / her respective sports camp / clinic programs. A written promotional and marketing plan should be devised and communicated to the Director of Athletics. Brochures will be approved for format, compliance, with College and NCAA printing guidelines and content specifications.

Procedures

1. All sports camp / clinic directors will develop their respective brochures.

It is permissible to:

1. Use the name or picture of any student-athlete employed as a counselor to publicize or promote the summer sports camp including the use of the student-athlete's name or picture in camp brochures or other advertising (See NCAA Bylaw 12).
2. Advertise in publications that provide information about the athletics participation or evaluation of prospects (e.g. game or tournament programs) provided in the publication (See NCAA Bylaw 13).

It is NOT permissible to:

1. Pay a student-athlete for using his / her name or picture to advertise the sports camp / clinic.
2. Agree to advertise in recruiting publications without permission to review the student-athlete plan prior to publication.

FEES

Policy Statement

Fees should be set based on an assessment of the market, an assessment of the economy and a comparison of fees at other sports camps in the market area in order to provide access to a variety of a student-athletes, and to ensure that revenue is sufficient to meet all expenditures.

COMPLIMENTARY ATTENDANCE

Policy Statement

Sports camp / clinic directors desiring to register a camper at no charge or a reduced charge will submit this request to the Director of Athletics for approval. Free or reduced admission will be checked against NCAA guidelines in the section on fees.

Procedure for Free or Reduced Admission Campers

1. The sports camp / clinic director will submit in advance the free or reduced admission attendance request list to the Director of Athletics at least one week prior to the start of his / her camp.
2. All free or reduced admission attendees will fill out a camp application to include the medical consent section.
3. A signed memorandum that includes an NCAA policy statement will accompany all free or reduced admission camper requests.

ATHLETIC CAMP REGISTRATION DATA ENTRY

Policy Statement

Sports camp / clinic registration forms will be processed in a timely manner (within 72 hours of receipt) to ensure that accurate and current lists are available as needed. The final roster for a particular sports camp / clinic will be available 48 hours after the completion of the scheduled on-site registration.

Exceptions: All exceptions to the policy statement will be reviewed in advance by the Director of Athletics. Within 24 hours, the Director of Athletics will be notified of any special needs or requests for exception.

Procedures

1. The sport camp / clinic director will:
 - A. Assign one individual to open mail and screen each application.
 - B. Monitor periodically the initial registration process.
2. The assigned individual will:
 - A. Ensure that each sports camp / clinic registration form contains or has attached to it necessary payment information (e.g. form of payment, amount of payment, who paid the deposit or fee).
 - B. Separate and file all applications by camp / clinic.
 - C. Generate an updated camp registration roster for the respective sports camp / clinic director and the Director of Athletics on a bi-weekly basis.
 - D. Send confirmation to the applicant listing balance due.

REVENUE COLLECTION AND DEPOSIT

Policy Statement

All revenue received will be properly documented, controlled, and processed.

Procedures

1. The respective sports camp / clinic director will have a member of their staff:
 - A. Open mail daily. Check amounts will be hand-written on the registration form.
 - B. Calculate the total revenue received in each mail opening and / or on-site registration.
 - C. Enter the daily total into the appropriate log book.
2. The respective staff camp member will:
 - A. Mail receipt.
 - B. Log receipt by camp.
 - C. Separate receipts by camp and calculate the total revenue deposited for each camp.
3. The Director of Athletics will periodically (at least once a month) review the log book to ensure the total amount reported for each camp matches the figures provided by the bank statement for that particular camp. The Director of Athletics will periodically (at least once a month) review the camp account.

PAYROLL

Policy Statement

Every effort will be made to pay camp employees on the last day of the camp. All salaries will be approved during the camp director's submission of camp information to the Director of Athletics.

It is the responsibility of the coach to:

- Ensure that each camp employee fills out and submits a Camp Staff Biographical Sketch.

It is not permissible:

1. Permit or arrange for a prospect, at the prospect's own expense, to operate a concession to sell items related to or associated with the camp.
2. Permit or arrange for a student-athlete at his / her own expense to operate a concession or to sell items related to or associated with the camp to campers or others in attendance.
3. Employ a high school, prep school or two-year college athletics award winner. For purpose of this guideline, a high school includes the ninth grade levels and up.
4. Employ a student-athlete at a rate based on the value that the student-athlete may have because of the athletics reputation or fame the student-athlete has achieved.
5. Employ a Saint Peter's College student-athlete from the men's or women's basketball team with eligibility remaining in a Saint Peter's College men's or women's basketball camp / clinic.
6. Compensate a high school, prep school or two-year college coach based on the number of campers the coach sends to the camp.
7. Provide a credit card to the student-athlete to pay for actual and necessary travel expenses to the camp / clinic.
8. Provide or permit to be provided free merchandise unless it is part of the camp registration fee and provided for all campers.

REFUNDS

Policy Statement

Refunds shall be recommended and initiated by the camp / clinic director and approved by the Director of Athletics. Refund requests for the total amount based on an illness may require a doctor's statement. Campers who leave camp early may be prorated.

FINANCIAL REPORT

Policy Statement

A financial report packet will be completed for each camp and will include a Financial Report Detail approved by the sports camp / clinic director, a list of staff, a list of "no shows," a list of refunds, food service registration agreement, and other required documents. This is the primary audit control package.

Procedures

1. The designed camp staff member will:
 - A. Prepare a final registration list approved and initialed by the sports camp / clinic director.
 - B. Complete all financial packet forms.
 - C. Submit a preliminary financial report to the sports camp/clinic director for corrections and comments.
2. After review by the sports camp / clinic director, submit the final financial report to the Director of Athletics. The registration fees must correspond with the number of attendees and all revenues and expenditures must be reported.

FACILITY SCHEDULING

Policy Statement

Every effort will be made to secure and coordinate the requested facility needs of each camp, to include availability and set-up of athletic fields, the gymnasium, classrooms, pools, food service, and vans.

Procedures

1. Each sports camp / clinic director must submit his / her facility requests to the Director of Athletics and to the Director of the Recreational Life Center.

MEDICAL INSURANCE / SERVICES

Policy Statement

Organizers of sports camps or clinics must consider medical needs of the events they are planning as seriously as they consider food and housing needs.

1. Required considerations:
 - A. Personnel – trainers and physicians.
 - B. Equipment – first aid etc.

- C. Ambulance service.
- D. Authorizations for treatment, especially for minors.
- E. Insurance coverage – individual and college.
- F. Cost and payment for medical services.
- G. Information about medical services supplied to participants.

TRAINER COVERAGE

Policy Statement

1. All campers must turn in insurance information which will include policy, name and number, release signed by a parent or guardian, liability waiver, and home and work numbers to contact parents or guardian in case of emergency.
2. After completion of the on-site registration, the trainer will be given the original medical forms for each camper.
3. An injury or illness that occurs at camp will be carefully screened by a trainer, and then appropriate first aid care will be given. When the injury or illness requires treatment, referral will be made to the hospital emergency room.
4. An injury / illness report will be completed by the trainer for each illness or injury.
5. The trainer will report each injury / illness to the sports camp / clinic director.
6. The trainer will send a referral form with the camper when referral is made to a hospital emergency room or to a physician. This will be done so we have a record of the physician's diagnosis and prescription of care / treatment.
7. With regard to all injuries and / or illnesses of significance, the camper's parents are to be notified by the sports camp / clinic director or trainers or both.
8. Following an injury or illness, the camper's parents will be notified about the nature of the injury or illness and what the remaining schedule for the week will be for the camper. The parents will then decide to let the camper stay or keep the camper home.
9. No medication will be given to campers without the camper being seen by a physician and a prescription written. Preferably, the prescription should be filled out at a pharmacy with the camper paying.

SAINT PETER'S COLLEGE SPORT CAMP / CLINIC FINANCIAL REPORT - DETAILED

A camp's financial report should have three basic categories: Revenue, Refunds, and Expenditures. Under the revenue, the camp should be able to account for all income and identify commuters, resident campers, complimentary and reduced admissions. Account for and identify all refunds. Include all

expenditures - - including staff, transportation, insurance, travel, T-shirts, supplies, printing, promotions, mailing costs, housing, meals, awards, and any other expenditures a camp may have.

Camp coaches will use Department of Athletics commuter log to track all participants and their names, year in school, address, the deposit paid and balance paid for all camps and all campers.

A detailed camp financial report must be presented to the Director of Athletics for suggestions and revisions within six weeks of the completion of a student-athlete summer camps / clinics. The final report will be sent to the Director of Athletics for approval immediately after all revisions have been made and approved by the Director of Athletics.

Any camp or clinic held exclusively for students who have not entered the ninth grade must have a financial report with all financial arrangements and a brief description of the camp or clinic.