



CAMPS & CLINICS POLICIES AND PROCEDURES MANUAL **UNIVERSITY OF COLORADO ATHLETICS DEPARTMENT**

Implementation Date January 1, 2007- Revised December 2014

INTRODUCTION

Overview

The purpose of the camps and clinics manual is to provide camp directors and sports administrators with the department's policies and procedures as it relates to organizing and implementing sports camps and clinics. This document is also intended to familiarize coaches, directors of operations, and staff with NCAA legislation governing the operation of institutional sports camps and clinics as well as familiarize all staff members with the State of Colorado and the University of Colorado policies and procedures related to sport camps and clinics. This compilation of NCAA legislation and interpretations regarding the operation of institutional sports camps and clinics includes specific citations for governing legislation or official interpretations so that the reader can review information in the context of its source. Relevant NCAA staff interpretations have been included and cited to provide additional guidance. This manual is not intended as a substitute for the NCAA Manual or interpretations of NCAA legislation. NCAA Bylaw citations are from the **2014-2015** NCAA manual.

Compliance guidelines have been incorporated into the text to assist in efforts to document and monitor compliance with NCAA legislation. The topics in these guidelines have been arranged in an order that would facilitate organizing an institutional camp or clinic.

The University of Colorado (CU) fosters and encourages the operation of sports camps and clinics as a means of providing supplemental income to coaches, attending to prospective students, and as opportunities for the University of Colorado to showcase its athletics programs and facilities; as well as exposing all campers to the University. The University expects that camps be operated in a first-class, professional manner, and abide by all Federal, State, University, Campus, Pac-12, and NCAA rules and regulations.

Sports camps must be administered as a cooperative venture between the Athletics Department and the coach. While the privilege to operate a sports camp may be a condition of employment included in certain coach's employment contracts, the Director of Athletics is responsible for approving all requests to schedule sports camps.

Compliance Expectations:

Recent NCAA legislation, intended to address potential abuses associated with the operation of sports camps and clinics, requires the University of Colorado Athletics Department to develop policies and procedures by which to ensure compliance with what is becoming a highly regulated area.

Appropriate policies and procedures to be followed before, during, and after the operation of all sports camps and instructional clinics (for coaches and students), are presented here for your information and use.

Permission

Unless previously approved by the Director of Athletics, each sport is expected to host a summer camp on the University of Colorado's campus in order to showcase the institution. Once this obligation is met, the head coach **must seek permission** from the Athletic Department to offer off-campus institutional and non-institutional camps/clinics. Some sport programs are required to host such camps and/or clinics as specified in the related sport head coach's employment agreement.

Camps and Clinics Manual:

The Camps and Clinics Policy and Procedure Manual is revised and distributed on an annual basis. Please reference this manual or contact the Sport Camp Coordinator for any concerns or questions.

Athletic Department Policy Statement

Subject: Sports Camps and Clinics

Approved By: Rick George
Athletic Department

Effective Date: January 2, 2007

Revised: April 13, 2007
June 18, 2007
July 18, 2007
January 30, 2009
December 10, 2010
December 11, 2013

Introduction:

The University of Colorado at Boulder's Department of Intercollegiate Athletics offers a number of youth sports camps and clinics ("camps") which are organized, managed, and operated by University coaches and staff.

These camps provide an opportunity to increase Athletic Department revenues, supplement coach and other staff income, positively promote the Department's sports teams, as well as supporting student recruiting for the University. Participants in the camps are provided opportunities to improve their individual skills as well as to develop teamwork and positive interactions with other athletes.

Policy Statement:

The University and the Athletic Department support offering youth sport camps and clinics as an integral part of the outreach and public service missions of the campus. Camps may be offered under the following conditions:

- All Athletic Department sponsored camps must be run directly through the Athletic Department and abide by all State, University, Campus, Pac-12, and NCAA rules and regulations.
- All camps must be organized under a balanced budget concept and must breakeven annually and not rely on direct departmental or institutional financial support with the exception of compensation paid by the department to the head coaches that have a guaranteed payment for camp in their contracts. All expenses associated with each camp must be paid through camp revenues.

- All revenues and expenses associated with a camp must be recorded through a University speedtype. All camps must use an Athletic Department designated camp registration and payment systems.
- All camps must have an appointed 'Camp Director', who is responsible for overseeing the execution of camps. Additionally, if the sport program's combined participation numbers are over 100, they must have at least one other staff member who is assisting in camp duties, to ensure coverage in the event of a staff change.
- Unless specified otherwise by individual employment contracts, coaches' incentive plan payments and other staff salaries must be paid through camp profits and only after all other camp expenses have been paid.
- All coaches and support staff hired specifically to work a sports camp that have potential for contact with camp participants must have a criminal background check consistent with campus policies and procedures. The background check must be completed prior to the employment of the coaches and support staff and/or their contact with any camp participants. Additional hiring and payroll requirements include completion of the Employee Data Sheet, University's Discrimination and Harassment Training, an offer letter, W-4, and the I-9 requirements. Further detail exists in the Employment portion of the manual.
- The Athletic Director will appoint a Sports Camp Coordinator who will be responsible for providing guidance and direction to all coaches that organize a camp. Questions about the development and operations of camps should be directed to the Sports Camp Coordinator.

Procedures:

A coach that desires to hold a camp must provide an operating plan to the Athletic Director's Office prior to the scheduled first day of the camp. The operating plan must provide the following information:

- An overview of the camp activities and schedule.
- A complete budget detailing the sources of revenue and anticipated expenses.
- The dates of the camp and the necessary facilities.
- A preliminary list of all coaches, student-athletes, and support staff with their anticipated compensation.
- A marketing plan detailing the promotion and advertising strategy for the camp.

The Athletic Director, in consultation with the Sport Camp Coordinator, must review and approve each camp operating plan. No camp may be held without the written approval of an operating plan by the Athletic Director.

All advertising and promotional materials used by a camp must be approved by the Sport Camp Coordinator and the Compliance Office prior to their distribution.

Every coach and/or Director of Operations organizing a camp must read and understand the Athletic Department's *Camps and Clinics Manual*, attend scheduled mandatory camp, NCAA, and financial compliance review meetings, and submit a completed operating plan for approval prior to operating a camp. At the end of each camp, each coach must complete the required close-out procedures as required by the Sport Camp Coordinator, including each item listed on the camp wrap checklist. This must be completed before plans for the any subsequent camps are approved.

All apparel or concession sales must follow all applicable University and campus policies and procedures related to retail sale operations.