



POLICIES AND PROCEDURES

Athletics Camps and Clinics

ISUPP 8060

POLICY INFORMATION

Policy Section: *Athletics*

Policy Title: *Athletics Camps and Clinics*

Responsible Executive (RE): *Director of Athletics*

Sponsoring Organization (SO): *Department of Athletics*

Dates: Effective Date: *March 20, 2013*

Revised: *July 19, 2017*

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I. POLICY STATEMENT

An Idaho State University (ISU) sports camp or instructional clinic shall be any camp or clinic that is owned or operated by ISU or an employee of the Department of Athletics (Department), either on or off-campus, and in which prospective student-athletes participate. The coaching staffs at ISU conduct sports camps and clinics in a wide variety of sports. These camps and clinics are beneficial to the coach, ISU, and the community at large. They serve as an important means through which the Department and the coaches reach out to the community and share their knowledge and expertise in the field of athletics. Many of the camps or clinics are conducted as institutional camps or clinics, while others are more private ventures operated by the coaches. In all cases, the Department is committed to ensuring that its camps and clinics are open to the public and comply with all applicable rules of the National Collegiate Athletic Association (NCAA), Big Sky Conference and ISU, as well as the applicable laws, rules, and regulations under Idaho law. All camps and clinics must obtain prior approval from the director of athletics (AD) and the Compliance Office.

II. AUTHORITY AND RESPONSIBILITIES

- A. The AD is accountable for compliance in NCAA, Big Sky Conference and ISU rules and regulations of camps and clinics and works with the head coach, sport supervisor, assistant athletic director for compliance and assistant athletic director/university business officer (UBO) to ensure compliance.
- B. Camps and clinics are either operated by the University (University Operated) or operated by the coach or a private enterprise owned and managed by the coach (Coach Operated).
- C. University Operated and Coach Operated camps and clinics may be on- or off-campus.
- D. The head coach is responsible for all camps and clinics for the coach's specific sport concerning approval, facility use, finances, marketing, and staffing.
- E. The camp director is designated by the head coach to organize and run a camp or clinic.
- F. The sport supervisor aids the head coach in providing a successful camp or clinic and is a liaison for the AD.
- G. Under the direction of the AD, the UBO works with the head coach or camp director in complying with proper financial procedures for University Operated camps and clinics.
- H. The assistant athletic director for compliance provides support and direction for issues regarding compliance with NCAA (see NCAA Bylaw 13), Big Sky Conference and ISU regulations.

III. PROCEDURES TO IMPLEMENT

- A. All Camps and Clinics
 - 1. General
 - a. Camps and clinics are open to any and all entrants and enrollment is only limited based on age, grade level, gender, and/or number restrictions as specified by each camp or clinic (see NCAA Bylaw 13.12).
 - b. Discounts to camp or clinic fees may be given based on a set of objective criteria and cannot be based upon athletic ability. Such criteria for discounts must be included in the camp or clinic brochure (see NCAA Bylaw 13.12).
 - c. Camp or clinic fees may not be paid by representatives of ISU athletic interests, i.e. boosters, staff members, etc. (see NCAA Bylaws 13.2 and 13.12).

- d. Prospective student-athletes may receive awards from a camp or clinic with the understanding that the cost of such awards is included in the admissions fees charged for participants in the camp or clinic.
 - e. All camps must have, at minimum, a First Aid and CPR certified athletic trainer covering their camp, with the review and approval of the ISU head athletic trainer.
 - f. All camps that exceed 100 attendees or participants must provide a ratio of one (1) First Aid and CPR certified athletic trainers per 100 campers.
 - g. The Department will adhere to ISU's policy regarding minors on campus (see ISUPP 1080 *Protection of Minors*. This policy specifies the number of adult supervisors per minor attendees based on age).
 - h. Although NCAA regulations allow prospective student-athletes (PSA) to work camps or clinics under certain conditions, Department regulations allow no individual, under 18 years of age to work a camp or clinic.
 - i. All camps and clinics must be operated in accordance with the terms of the head coach's employment contract.
2. Approval
- a. The head coach designates camp dates and receives administration approval.
 - b. Upon approval, the camp director completes the Camp/Clinic Declaration form to provide details for the camp or clinic.
3. Marketing Materials
- a. The assistant athletic director for compliance must approve all brochures, posters, and marketing materials to verify they meet provisions of NCAA Bylaw 13.12.
 - b. ISU Risk Management must review and approve the liability waiver language on each brochure before the brochures are distributed.
4. Staffing
- a. Persons hired to staff camps or clinics will have the terms of financial compensation stipulated prior to the beginning of the camp or clinic.
 - b. Student-athletes working a camp or clinic must meet NCAA guidelines (see NCAA Bylaw 13.12):
 - i. A student-athlete may be employed by ISU, by another institution, or by a private organization to work in a camp or clinic as a counselor, unless otherwise restricted by NCAA legislation.

- ii. Student-athletes working camps or clinics may be compensated only for actual work performed and at a rate commensurate with the going rate for working camps and clinics.
 - iii. A student-athlete who only lectures or demonstrates at a camp or clinic may not receive compensation for his or her appearance at the camp or clinic.
 - iv. Out-of-season playing and practice limitations may restrict the number of players from the same institution who may be employed in that institution's camp or clinic (see the specific sport in NCAA Bylaw 17 for these employment restrictions).
 - c. Prospective student-athletes may work a camp or clinic but must meet NCAA guidelines (see NCAA Bylaw 13.12):
 - i. The prospective student-athlete either must have
 - 1. Signed a National Letter of Intent with ISU or
 - 2. Received a written offer of ISU financial aid or
 - 3. Paid a financial deposit to ISU in response to an offer of admission.
 - ii. Prospective student-athletes working camps or clinics may be compensated only for actual work performed and at a rate commensurate with the going rate for working camps or clinics.
 - iii. A prospective student-athlete who only lectures or demonstrates at a camp or clinic may not receive compensation for his or her appearance at the camp or clinic.
 - d. High school, preparatory school, two-year college coaches or other individuals involved with prospective student-athletes may work a camp or clinic but must meet NCAA guidelines (see NCAA Bylaw 13.12):
 - i. The individual must receive compensation that is commensurate with the going rate for camp or clinic counselors of like teaching ability and camp or clinic experience.
 - ii. The individual is not paid based on the value he or she may have for ISU because of his or her reputation or contact with prospective student-athletes.
- B. University Operated Camps and Clinics
- 1. Finances
 - a. A camp or clinic account is an auxiliary enterprise fund.
 - b. All camp or clinic finances must be run through ISU's financial accounting system.

- c. All monies (revenues and expenditures) in the camp or clinic accounts are to be spent at the discretion of the head coach or camp director with the approval of the AD.
- d. Revenues to camp or clinic accounts cannot include local corporate sponsorship or advertising monies or merchandise without prior approval from the AD.
- e. Expenditures must meet proper ISU guidelines and are to be approved by the UBO and the AD.
- f. Equipment purchased with camp or clinic funds must follow ISU Purchasing Policies and Procedures and becomes the property of ISU and should be labeled accordingly.
 - i. It is the coach's or the camp director's responsibility to show proof of ownership on any equipment purchased from personal funds used in the operation of the camp or clinic.
- g. Upon termination of employment, all remaining camp or clinic funds will be distributed through a payroll distribution as agreed upon by the head coach and AD.

2. Facilities

- a. The camp director makes all arrangements for facilities' use.
- b. Camps and clinics that are operated within any of the Department facilities will have fees waived.
- c. Department facilities may be used on a space available basis. Department facilities include:
 - i. Holt Arena
 - ii. Davis Field
 - iii. Reed Gym (only the main court)
 - iv. Miller Ranch Stadium
 - v. Centennial Course, and
 - vi. ICCU Practice Field
- d. The camp director must have approval from the facility's manager for the camp or clinic.
- e. If a camp (not a clinic) is moved to a facility not operated by the Department due to an outside event using the athletic facilities, the rental fee will be paid for by the outside event.

3. Staffing

- a. ISU Department employees used at camps or clinics, such as administrative assistants, financial technicians, equipment managers, athletic trainers, etc., will fulfill duties associated with camps or clinics as part of their assigned Departmental responsibilities. Employees shall not use vacation hours while simultaneously performing assigned duties for a camp or clinic. Non-exempt employees such as administrative assistants, financial technicians, etc., will accurately record all hours worked as part of their regularly assigned duties. Employees will be compensated in accordance with applicable ISU Policies and Procedures and the Fair Labor Standards Act (FLSA), including compensation for any overtime hours worked for non-exempt employees.
- b. If an ISU athletic trainer or other FLSA exempt employee works full-time for a camp or clinic, these duties will be assigned as part of their regular job responsibilities by the head athletic trainer and/or the AD. Any additional compensation for additional duties associated with a camp or clinic to a trainer or other exempt employee will come from the net proceeds of the camp as approved by the camp director and the AD.
- c. All coaches will perform duties associated with a camp or clinic as assigned by the camp director and the AD. Any additional compensation for additional duties associated with a camp or clinic to coaches will come from the net proceeds of the camp as approved by the camp director and the AD.
- d. All persons employed by or volunteers of a camp or clinic who are not current students or employees of ISU must have a background check completed through ISU's Risk Management Department. Volunteers shall complete the *Authorized Volunteer Services Agreement and Disclosure Statement* and provide it to Risk Management.

C. Coach Operated Camps and Clinics

1. In the event of termination, suspension, or reassignment of coach, ISU shall not be under any obligation to permit a camp or clinic to be held by the coach after the effective date of such termination, suspension, or reassignment, and ISU shall be released from all obligations relating thereto.
2. The coach shall not use ISU personnel, equipment, or facilities without the prior written approval of the AD.
3. Assistant coaches at ISU are given priority when the coach or private enterprise selects coaches to participate.

4. For on-campus camps and clinics, the coach or private enterprise enters into a contract with ISU and the campus concessionaire for all campus goods and services required by the camp.
5. The coach or private enterprise pays for use of ISU facilities.
6. Within thirty days of the last day of the camp or clinic, the coach shall submit to the AD a preliminary Camp Summary Sheet containing financial and other information related to the operation of the camp.
7. Within ninety days of the last day of the camp or clinic, the coach shall submit to the AD a final account and *Camp Summary Sheet*.
8. The coach or private enterprise shall provide a certificate of liability insurance naming ISU and the State of Idaho as additional insureds, to Risk Management, as follows:
 - a. Liability coverage: spectator and staff--\$1 million
 - b. Catastrophic coverage: camper and staff--\$1 million maximum with \$100 deductible.
9. To the extent permitted by law, the coach or private enterprise shall defend and indemnify ISU and the State of Idaho against any claims, damages, or liabilities arising out of the operation of camps and clinics.
10. All employees of the camp or clinic shall be employees of the coach or private enterprise and not ISU while engaged in camp activities.
 - a. The coach and all other ISU employees involved in the operation of the camp or clinic shall be on annual leave status or leave without pay during the days of the camp operation.
 - b. The coach or private enterprise shall provide workers' compensation insurance in accordance with Idaho law and comply in all respects with all federal and state wage and hour laws.