

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NO.:** IV.16

**DATE:** July 2020

**REVIEW/REVISION DATES:** June 2022, July 20, 2023

**SUBJECT:** Athletics Camp Policy

**APPROVED:** Dr. Don C. Killingsworth, Jr., President

**PURPOSE**

Jacksonville State University (JSU) hosts a wide variety of athletic camps. This policy statement provides guidance to those involved in athletic camp activities. For purpose of definition, this policy covers the following types of athletic camps:

- a. Those which include minor child participants under the age of nineteen (19) years who are at JSU for some type of instructional camp involving use of facilities.
- b. Those in which participants remain overnight in on-campus residence halls.

**POLICY**

JSU encourages use of its facilities, on a space available basis, for athletic camps. Although such camps should not take precedence over programs designed for enrolled students, for many important reasons athletic camps are to be encouraged by JSU and its employees.

Athletic camps provide the following benefits for JSU:

- Athletic camps attract many young people to JSU, many of whom will be highly qualified for future admission.
- Impressions gained by young people because of an athletic camp and JSU experience can have a significant impact on their choice of college.
- Facilities which would otherwise be relatively idle during summer months can be used in support of athletic camps.
- Athletic camps provide an excellent opportunity to acquaint many people with JSU in a short period of time.
- Outreach efforts (particularly those aimed at youth), with staff involvement, can be promoted.
- Effective athletic camps enhance the reputation of JSU.

In many cases, athletic camps attract youth under the age of 19 to campus. The level of care and supervision appropriate for an enrolled student at JSU is not necessarily the same as that which is appropriate for an athletic camp participant, even though the oldest athletic camp participants may be older than the youngest of our enrolled students. It is imperative that campers be overseen in a fashion that is appropriate and intended to keep them healthy and safe while visiting JSU. JSU and its employees should provide a reasonably safe environment for participants in the various programs sponsored by JSU.

### **Approval**

All athletic camps must be approved by the Athletic Director. JSU Athletic Department staff members who desire to conduct a sports camp or clinic must complete related forms. The forms can be found here: [Forms](#). The Head Coach requesting a camp must complete and submit the Athletic Camp Request Form (FORM 115) to the Athletic Director prior to the anticipated start date of the camp/clinic.

The JSU Sport Camp Forms include:

- Athletic Camp Request Form: [Form 115](#)
- JSU Student Worker Roster: [Form 113](#)
- Parental Consent Form Packet: [Form 110](#)

Other documents that must be designed for a camp include a Camp Registration Form, Camp Schedule, and advertisement collateral<sup>1</sup> (such as brochures, flyers, etc.). All camp publications, including, but not limited to, all advertisement collateral and Camp Registration Form, must include the following statement:

***Per NCAA rules and regulations, all camps and clinics are open to any, and all, entrants.***

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<sup>1</sup> All advertisement collateral MUST be approved by the Assistant Athletic Director, Compliance prior to distribution.

## **Camp Director**

The Camp Director will be the Head Coach of the sport to which the camp is affiliated. As noted in *Article 11.1.1.1* in the *NCAA Division I Manual*, the following requirements apply to athletic camps just as they apply to other athletic activities: “an institution's head coach is presumed to be responsible for the actions of all institutional staff members who report, directly or indirectly, to the head coach. An institution's head coach shall promote an atmosphere of compliance within his or her program and shall monitor the activities of all institutional staff members involved with the program who report, directly or indirectly, to the coach.” Specific responsibilities of the Camp Director are described in this policy.

## **Reservations, Services and Fees for Facilities**

To reserve housing facility space for athletic camps, a minimum cash balance must be maintained. The Conference Services web site ( [Reservation information](#) ) provides more information. Rates for lodging, dining/catering, facilities, and equipment, as well as details related to the administrative fee<sup>2</sup> assessed, can be found here: [Services and Rates](#) . All fees charged and collected will be deposited into the related sport camp JSU operating fund.

Certain events lend themselves to providing positive public relations and or recruitment possibilities. In those instances, on a case-by-case basis, the President shall have the authority to waive fees.

## **Required Forms for Attendees**

Campers and parents/guardians are required to complete the following forms for each attendee:

- Camp Registration Form
- Parental Consent Form Packet: Form 110

## **Required Forms for Student Workers**

Prior to beginning work in a camp, student workers are required to complete the following forms and provide these to the Department of HR. The Camp Director is responsible for insuring that the minimum required forms are completed and approved and that the forms are submitted to Human Resources (HR). A Student Worker **cannot work** until HR has received all the required paperwork and validated the student's I-9 status in person.

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<sup>2</sup> Covers cost of reservation, parking, Wi-Fi, and logistics.

The following forms are required for student workers:

The Camp Director or designee is to submit the electronic **University Student Assistant (USA) Form** (Online Dynamic Form 56) and ensure student reviews and electronically signs.

The student worker is required to submit at minimum the following forms:

- Federal Tax form W-4
- Alabama Tax Form A4
- I-9 (and supporting documents)
- Direct Deposit Authorization Form

These forms will be assigned to the student worker in electronic format (via MyJSU / Applicant tab) for submission once the USA contract has been received in HR. All original, valid I-9 supporting documents must be presented in person to a representative of the Department of Human Resources prior to being processed for payroll.

### **Separation of Student Workers**

The student worker's employment will cease at the end of the USA contract period. If a student worker does not work the assigned Athletic Camp(s), the Camp Director or designee must submit a **Student Employment Separation Form** (Online Dynamic Form) to notify HR and Payroll of the change in or cancellation of contract.

### **Final Arrangements**

Camp Directors planning to use campus lodging and/or dining services are required to provide a guarantee for the number of participants at least thirty (30) days prior to the start date of the camp. The camp will be billed for the guaranteed number of participants or the actual number attending, whichever is greater.

### **Billing and other Financial Procedures**

Within five (5) working days after the athletic camp is completed, Conference Services will charge the Fund and Organization assigned to the camp the following as used and are applicable:

- Lodging per the Internal Camp Rate Schedule
- Dining/Catering

- Equipment
- Administrative fee

Within 30 days after the athletic camp season is completed, the Controller's Office will:

- Assess the established overhead charge<sup>3</sup>
- Ensure minimum cash balances are maintained<sup>4</sup>
- Reconcile the Profit and Loss Statement created by Athletics to determine profitability
  - Profit and Loss Statement will only be evaluated after all expenses have been processed, including student payroll and refunds.
- Provide Profit and Loss Statement to the Senior Vice President for Finance and Administration, Chief Financial Officer (SVP/CFO), Athletic Director, and Camp Director
- Verify calculated payouts submitted by Athletics on Athletic Camp Profit Distribution Submission Form (Online Dynamic Form) once all expenses have been processed and Camp Director has provided gross payout amounts.

The SVP/CFO will review and approve all payouts prior to execution and distribution.

### **Appropriate Camp Environment**

To provide a reasonably safe environment for participants in athletic camp activities, each Camp Director should ensure that certain precautions are taken. All campus policies, rules, and regulations are in effect. For all those affiliated with the camp, other precautions should be considered, including the following:

#### Student Workers

- All student workers must complete the New Driver Form (see Appendix A for an example) prior to operating a JSU Vehicle. The New Driver Form can be found here [Motor pool](#).

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<sup>3</sup> Covers cost for Credit Card Processing Fees, Accounts Payable, Disbursements, HR, and Payroll (5% of camp revenue net of refunds)

<sup>4</sup> Covers when expenses are incurred prior to receipt of revenue

- Training for student workers should be provided prior to the start of the camp, to ensure that student workers are qualified to direct the activities scheduled.

### Parent Awareness

- Camp Director should provide parents with information on the type of activities in which their child may participate.
- Known risks associated with each activity should be clearly explained to parents.

### Attendee/Camper Guidelines

- Participants should be in appropriate physical condition for the activity in which they are participating.
- Participants should be placed in the correct skill level for the activity scheduled.

### Participant Safety

- An adequate ratio of staff to attendee/camper should always be maintained, particularly when in residence halls. The ratio of camp staff to attendee/camper must reflect the gender distribution of the participants, and should, at a minimum, meet the following:
  - Standards for resident camps are:
    - One staff member for every five campers ages 4 and 5
    - One staff member for every six campers ages 6 to 8
    - One staff member for every eight campers ages 9 to 14
    - One staff member for every 10 campers ages 15 to 17
  - Standards for day camps are:
    - One staff member for every six campers ages 4 and 5
    - One staff member for every eight campers ages 6 to 8
    - One staff member for every ten campers ages 9 to 14
    - One staff member for every twelve campers ages 15 to 17
- Safety equipment should be inspected prior to and during camp for safe conditions.
- Public safety officials should be made aware of the camp and the daily schedule (see section titled 'Security').

### Safe Environment

- Grounds should be inspected prior to and during the camp for safe conditions.
- Equipment should be kept in safe condition and suitable for intended use.

- Vehicles used for transportation should be properly inspected.

### **Disciplinary Procedures**

JSU is committed to the idea that each camper should have a positive and enjoyable experience at summer camp, and the misbehavior of one camper, or a group of campers, should not be allowed to impact negatively on the experience of others. Most camps are short in duration, so prompt action may be required. Parents and campers should be aware of the disciplinary policy and camp rules. Parents are required to sign the JSU Parental Consent Form Packet.

### **Camp Director Responsibilities**

Camp Directors are responsible for, but not limited to, the following actions, as applicable:

- Ensure camps are approved by the Athletic Director and Assistant Athletic Director, Compliance.
- Ensure that all camp revenue and expenditures are processed through Banner in a timely manner to ensure processing is complete within 29 days of the completion of the camp.
- Ensure all revenue is deposited and posted to the proper Fund, Organization, and Account associated with the camp in a timely manner as required by JSU Policy [IV.02.02](#).
- Establish an Attendee (Camper) Roster, ensure all Attendees/Campers have properly completed the required forms and retention of the required forms for a rolling seven years after the execution of the camp.
- Establish a Student Worker Roster, ensure all student workers complete all requirement paperwork to be added to JSU Payroll as required by Human Resources.
- Ensure student workers are submitting time worked, reviewing submitted time, and approving time worked.
- Ensure compliance with all applicable NCAA rules and regulations regarding athletic camps (see the [NCAA Division I Education Resource Camps & Clinics Quick Guide](#) and the Assistant Athletic Director, Compliance for official rules and regulations).
- Assist with check-in of campers.
- Provide an Attendee Roster and a camp schedule to the JSU Police Department and Conference Services no later than 3 hours after camp registration ends.

- Be accessible in emergency situations.
- Assist with check-out of campers.
- Check on any damages reported.
- Provide staff for the camp.
- Inspect camp facilities immediately prior to and after the camp session(s).
- Advise participants of appropriate check-in and check-out procedures including charges for damages and lost keys.
- Familiarize participants with JSU policies, especially those pertaining to fire and emergency evacuation procedures, appropriate conduct, possession of controlled substances and firearms, and authorized entry into rooms.
- Maintain discipline of participants.
- Advise Resident Manager (or JSU contact) of supply and maintenance issues in residence hall(s).
- Ensure that programs and activities conducted on the JSU campus are in compliance with the Americans with Disabilities Act.
- Coordinate with the Resident Manager/Resident Assistant (RA) to:
  - Issue keys and make room assignments.
  - Familiarize camp staff with overall building layout.
  - Complete work orders and maintenance requests as needed.
  - Complete administrative paperwork as required.
  - Assess all housing charges at the conclusion of the conference and advise camp staff of any damages charged.

## **Security**

Security, in general, will be the responsibility of the Camp Director and JSU Police Department. During the day, camp staff will always be expected to stay with campers except for specific activities in which it might not be reasonable or appropriate to remain with them. If such unsupervised activities are planned, care should be taken to make sure each child's parent(s) are made aware of these activities and agree to have the child participate. At night, enough camp staff/coaches/sponsors/counselors should remain with youth campers in the residence halls to provide control and security.

To facilitate assistance of the JSU Police Department in providing security, the following must be provided no later than 3 hours after the start of camp:

Name of the camp

- Contact persons and phone numbers (Camp Directors/Other Coaches and Assistant AD, Athletics Business Operations)
- Locator list indicating where campers are staying overnight (if applicable)
- Camp schedule

This information will allow the JSU Police to better respond to emergency phone calls, to recognize camp participants, to inform patrols of campers' whereabouts, and to be alert for unusual activity in the vicinity of the camps.

### **REFUNDS**

A full refund less any non-refundable deposit specified by each camp's terms will be issued for any cancellation received on or before the start of each camp session. A non-refundable deposit is not refundable for ANY reason. Any cancellation received after the first day of camp will not be eligible for any refund except in the case of injury or illness, in which case supporting documentation from a doctor is required. A camp fee may be transferred to any other Jacksonville State sports camp of the same sport if permitted by that sport's camp terms. A camp fee may not be transferred to any other camper. All cancellation notices must be received by the deadline above and submitted by mail, email, or fax - no phone calls or voicemails. All supporting documentation required for a refund to be approved and processed must be submitted within 10 days after the conclusion of the camp session. Refund requests must be submitted on the Camp Refund Request Form.

**Each camp must have a written camp refund policy, which should be provided in the camp brochure and/or webpage for of each specific camp. The amount of refund may not equal original registration fee paid.**

**RESPONSIBILITY**

The Senior Vice President for Finance and Administration and CFO and the Athletic Director are responsible for this policy.

**EVALUATION**

This policy will be reviewed at least every five (5) years.