Institutional and Noninstitutional Camps and Clinics Policy and Procedure

Department of Athletics – University at Albany

The coaching staff at the University at Albany conducts camps and clinics in a wide variety of sports. These clinics are beneficial to the community at large; allowing coaches and staff the opportunity to share their knowledge and expertise in their respective sport. In all cases, the University at Albany Department of Athletics is committed to ensure that its clinics are open to the public and in compliance with all NCAA and University rules. The University at Albany recommends a 1 to 10 ratio of counselors to participants for all camps and clinics. Please note that all camps and clinics conducted by University at Albany coaches must be approved per guidelines established by the University at Albany and the Department of Athletics.

Per NCAA Bylaw 13.12.1.1, an institution's sports camp or instructional clinic shall be any camp or clinic that is owned or operated by a member institution or an employee of the member institution's athletics department, either on or off its campus, and in which prospective student-athletes participate.

*Coaches are responsible for reviewing all regulations in Bylaw 13.12 of the NCAA Division I Manual applicable to their sport. Please contact the Office of Compliance Services for clarification on any NCAA regulations related to institutional camps and clinics.*

INSTITUTIONAL CAMPS AND CLINICS POLICY

1. FACILITY AVAILABILITY

   Camp Directors should submit their camp/clinic requests to the Assistant Athletic Director for Facilities or Designee, through the On-Campus Institutional Camp/Clinic Form in ARMS.

   Conditional approval will be granted based on availability. It is the Camp Director's responsibility to obtain the necessary approvals as outlined in this document.

2. PAPERWORK

   Camp Directors will be notified via email when their request has been approved. The event(s) will not be considered confirmed until the revocable permit has been approved AND you have received written approval from the Compliance and Facilities Offices.

   The University recognizes all on-campus camps and clinics as external facility rentals. Therefore, a revocable permit must be obtained and the application can be found at the following link: https://www.albany.edu/risk-management/revocable-permit. The permit application, certificate of insurance and $50 application fee must be submitted in a single packet addressed to the Office of Facilities Management at least 30 days in advance. Please allow two weeks for approval. The Controller's Office will contact the Camp Director (and copy the Assistant Athletic Director for Facilities or Designee,) via email when the permit is approved or if additional information is required.

   An Estimate of Costs will be emailed to the Camp Director to confirm reservation of athletic facilities. Review, sign and return the Estimate of Costs and Arrangements for Athletic Facility Use to the Assistant Athletic Director for Facilities or Designee 30 days prior to the event.
3. INSURANCE

The insurance requirements are outlined on the permit application. Camp Directors may choose to purchase an individual insurance policy or a group insurance policy with other University at Albany Camp Directors who also plan to host camps and clinics. Camp Directors are encouraged to obtain a policy that will cover their organization for the entire year (or at least the summer) and not just the specific camp dates. If a camp is hosted on a date not covered by your policy, Camp Directors will be held personally liable for any damages and/or injuries that may occur.

4. UNIVERSITY AFFILIATION AND PROMOTIONAL ITEMS

Camp Directors are not permitted to advertise or promote camps and clinics until they have received an approved revocable permit and confirmation from the Assistant Athletic Director for Facilities or Designee.

Camps and clinics are classified as one of two categories:

I. INSTITUTIONAL/PROGRAM FUNDRAISER

A camp or clinic is an institutional/program fundraiser in which all monies collected are deposited into the program’s Foundation account.

If the camp or clinic is an institutional fundraiser, University at Albany logos, wordmarks, and materials may be used.

II. PRIVATELY OWNED

A camp or clinic is privately owned when all monies collected are deposited into the organizer’s personal account.

If the camp or clinic is privately owned, Camp Directors are not permitted to make any statements in advertisements that associate their camp or clinic with the University. For example, it can be John Doe’s Luge Camp at the University at Albany, but cannot be the University at Albany Luge Camp. University at Albany logos are not permitted on any promotional materials. Camp Directors are not permitted to use University materials (paper, envelopes, mail services, etc.) in conjunction with these camps or clinics. All communication regarding camps and clinics must be via personal phone, fax, email and/or website. Privately owned camps and clinics are not affiliated with the University at Albany, they are simply hosted on University property.

The University at Albany is not permitted to promote camps on its website, or any affiliated website. However it is permissible to provide a link from the University’s website to the camp website, if applicable.

University employees, particularly those in Media Relations/Web Development, are prohibited from designing any promotional materials for privately owned camps and
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clinics.

A brochure may not exceed 17” x 22” in size when opened in full.

A picture of a University at Albany student-athlete with remaining eligibility may appear in the brochure only if the student-athlete will be employed at the clinic. Such pictures may appear only in a specifically designated camp counselor section of the brochure. Please keep in mind the previously stated policy regarding University affiliation and use of logos.

All camp brochures, promotional materials and websites must be reviewed and approved by the Office of Compliance Services and the Facilities Office before they are distributed or launched.

5. RESIDENTIAL CAMPS

Contact the Department of Residential Life to inquire about availability and pricing information for overnight camps. Additional insurance may be required by the University Controller's Office for overnight camps.

6. MEAL SERVICES

Contact University Auxiliary Services (UAS) to inquire about food service availability and pricing for campers. Sodexo is the exclusive food-service provider on campus. More information is available at the following link: https://ualbanydining.com/catering/index.html. The appropriate approvals must be obtained prior to using an off-campus food service provider. Camp Directors are not permitted to sell or serve food and drinks without approval from UAS.

7. FACILITY SET UP

Submit any facility set up requests to the Assistant Athletic Director for Facilities or Designee at least two weeks prior to the start of your camp. It is the responsibility of the Camp Director to coordinate field set up (e.g., lines, goals, etc.) with the Grounds Manager. Portable toilet requests may be made via the Facilities Office but the cost of the units will be at the Camp Director's expense.

8. RENTAL FEES

ALL camps will be charged rental fees, based on facility usage and hours of operation. Camp Directors will receive an invoice within 45 days of the conclusion of camp. Full payment is required 30 days thereafter.

9. PARKING

The Facilities Office will review the designated parking areas with each Camp Director. A parking fee will be applied to all weekday camps hosted between the hours of 7:00am-6:00pm.
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10. CAMPUS FOUNTAINS

The podium fountain and main entry fountains are not water recreation areas. They were not constructed to be safe for use as a pool. Please ensure campers do not enter the water.

11. ATHLETIC TRAINERS

Camp Directors may employ certified athletic trainers to support summer camp events. For liability purposes, University employed athletic trainers who are not hired by the Camp Director are prohibited from providing any medical assistance during the camp.

12. TIME ACCRUALS

Privately owned camps and clinics are considered to be private business ventures. University employees who are also employed by the camp or clinic must charge the appropriate vacation time through the campus' online leave reporting system. Supervisors are responsible for reviewing online submittals for accuracy. For verification purposes, Camp Directors are responsible for submitting a list of camp employees to the Office of Compliance Services and the Assistant Athletic Director for Facilities at the conclusion of the camp or clinic in the Post Camp/Clinic section of either the On-Campus Institutional Camp/Clinic Request Form or the Off-Campus Institutional Camp/Clinic Request Form.

INSTITUTIONAL CAMPS AND CLINICS PROCEDURE

1. CAMP/CLINIC APPROVAL

Before a camp/clinic can be conducted, all required forms must be submitted through ARMS 60 days before the expected start date of the clinic. On-campus summer camps/clinics must be submitted by February 1 for the upcoming summer. All promotional materials and websites must be submitted to and approved by the Office of Compliance Services and the Facilities Office.

A Camp/Clinic Procedures Checklist has been developed to assist coaches in following the required steps for gaining approval and to assist coaches in the successful operation of the camp/clinic. In addition to receiving a hard copy of both the policy and procedures and checklist, the following forms are submitted through ARMS:

2. PRE CAMP/CLINIC

a. On-Campus Institutional Camp/Clinic Request Form or Off-Campus Institutional Camp/Clinic Request Form (Form 1)

This form must be submitted to the Office of Compliance Services and Facilities Office for review at least 60 days before the camp/clinic begins. On-campus summer camps/clinics must be submitted by February 1 for the upcoming summer. Multiple camps/clinics shall not be submitted on one request form. If a camp/clinic is multiple days, it can be submitted on one request form. This form provides important information about the camp/clinic that will
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aid in verifying that the camp/clinic will be conducted in accordance with the applicable NCAA rules and regulations. This will also aid our Athletic Facilities staff in the review of the request for location, dates and times. Additionally, any brochures and marketing materials will be uploaded to the approval form in ARMS. No promotion or advertising of the camp/clinic can take place until the camp/clinic has been approved by both the Office of Compliance Services and the Facilities Office.

b. Individual Associated with a Recruited Prospect Form (IAWRP) [Women’s Basketball and Men’s Basketball ONLY] (Form 1a)

In Women’s Basketball and Men’s Basketball, an institution or staff member shall not employ (either on a volunteer or paid basis) an individual associated with a recruited student-athlete at the institution’s camp or clinic. The prohibition on camp employment applies only to an individual associated with a prospect (IAWP) who is tied to a recruited prospect IAWRP). Therefore, it is permissible to hire a IAWP to work camp if that IAWP is not tied to a prospect that UAlbany is or has recruited based on definition of a "Recruited Prospective Student-Athlete." The coach must provide all completed IAWRP Forms to the Office of Compliance Services prior to the camp/clinic commencing.

3. POST CAMP/CLINIC

All of the forms indicated below are to be uploaded in to the On-Campus Institutional Camp/Clinic Request Form or the Off-Campus Institutional Camp/Clinic Request Form, within the Post Camp/Clinic Summary section. The templates are located on the Office of Compliance Services website at http://www.ualbanysports.com/ViewArticle.dbml?DB_OEM_ID=15800&ATCLID=1285685.

a. Camp/Clinic Employee List (Form 2)

The coach must provide all of the requested information on the form for every individual (including UAlbany Athletics staff, student-athletes and other individuals) who worked the camp/clinic.

b. Camp/Clinic Participant List (Form 3)

The coach must provide all of the requested information on the form for every individual who participated in the camp/clinic.

c. Camp/Clinic Financial Report (Form 4)

The coach must provide all of the requested information the form as it pertains to expenses and revenues.
INSTITUTIONAL CAMPS AND CLINICS CHECKLIST

Please make sure that you have reviewed the Institutional and Noninstitutional Camps and Clinics Policy and Procedure packet prior to requesting approval to conduct sport camps/clinics.

AT LEAST 60 DAYS BEFORE CLINIC

___Complete and submit the On-Campus Institutional Camp/Clinic Request Form or the Off-Campus Institutional Camp/Clinic Request Form to the Office of Compliance Services and the Facilities Office through ARMS

___Attach brochure/flyer and provide website link, if applicable

___Attach Campus Tour Approval, if applicable (template on Office of Compliance Services website)

___Attach anticipated schedule of camp/clinic activities

___Confirm facility availability

___Confirm sports medicine staffing

UPON APPROVAL

___Obtain and provide revocable permit and signed off estimate of costs to the Assistant Athletic Director for Facilities or Designee

___Secure meals through Sodexo, if applicable

___Purchase necessary apparel and equipment for clinic

___Basketball submit IAWRP Camp Employment form via hard copy to the Office of Compliance Services prior to the hiring of those individuals

AFTER CLINIC - WITHIN 1 WEEK

___Complete and submit Post Camp/Clinic Summary within the On-Campus Institutional Camp/Clinic Request Form or the Off-Campus Institutional Camp/Clinic Request Form to the Office of Compliance Services through ARMS

___Attach completed Camp/Clinic Employee List (template on Office of Compliance Services website)

___Attach completed Camp/Clinic Participant List (template on Office of Compliance Services website)

___Attach completed Camp/Clinic Financial Report (template on Office of Compliance Services website)

___Maintain accurate record of any income received. This will need to be reported on the annual Athletically Related Outside Income Report Form.
NONINSTITUTIONAL CAMPS AND CLINICS POLICY

Employment of any University at Albany Department of Athletics personnel at a noninstitutional camp/clinic shall conform the rules set forth in NCAA Bylaw 13.12.

Coaches are responsible for reviewing all regulations in Bylaw 13.12 of the NCAA Division I Manual applicable to their sport. Please contact the Office of Compliance Services for clarification on any NCAA regulations related to noninstitutional camps and clinics.

NONINSTITUTIONAL CAMPS AND CLINICS PROCEDURES

1. CAMP/CLINIC APPROVAL

Before employment at a noninstitutional camp/clinic may commence, a Noninstitutional Camps/Clinics Form must be submitted through ARMS 14 days before the expected start date of the camp/clinic and prior to being hired.

A Camp/Clinic Procedures Checklist has been developed to assist coaches in following the required steps for gaining approval and to assist coaches in the successful operation of the camp/clinic.

NONINSTITUTIONAL CAMPS AND CLINICS CHECKLIST

Please make sure that you have reviewed the Institutional and Noninstitutional Camps and Clinics Policy and Procedures packet prior to requesting approval to conduct sport camps/clinics.

AT LEAST 14 DAYS BEFORE CLINIC

___Complete and submit Non-Institutional Camps/Clinics Form to the Office of Compliance Services through ARMS

AFTER CLINIC

___Maintain accurate record of any income received. This will need to be reported on the annual Athletically Related Outside Income Report Form.