Camps and Clinics Planning Checklist

Pre-Camp

1. ______ Complete Conference Services Interest Application (Appendix 14-B or online at http://www.wm.edu/offices/auxiliary/conferenceservices/services/signup) and submit to Conference Services. October


3. ______ Submit completed Sport Camp/Clinic Description Form, including a draft copy of brochure, (Appendix 14-D) to Compliance Office for approval.

4. ______ Once brochure has been approved, print brochure and post camp information on website.

5. ______ Return signed Conference Services Agreement. February

6. ______ Make arrangements to reimburse Athletic Department for use of contractual services or supplies.

7. ______ Arrangements should also be made to compensate Athletic Department personnel for any work done for camps; this work should be done on their personal time.

8. ______ Review Health Care Services for Summer Camps section of policy manual (Appendix 14-O).

9. ______ Arrange medical coverage with Sports Medicine.

10.______ Review policy on camp merchandising licensing; ensure all merchandise, including camp shirts, complies with College policy.

11.______ Complete Pre-Camp Insurance Confirmation (Appendix 14-J) and submit to Business Office.

12.______ Submit facility set-up requests to Conference Services.

13.______ Complete and submit Summer Camp Employment Contract (Appendix 14-E) to Compliance Office for any student-athletes, whether from William and Mary or another institution. Ensure that all employment forms are properly completed.

14.______ Have prospective camp counselors complete the background check form (Appendix 14-W) and submit to the Business Office.

15.______ File any Individual or Group Discount Reports (Appendices 14-Ha and 14-Hb) with the Compliance Office.
16. _____ Collect Camper Information Forms (Appendix 14-N) prior to start of camp.

During Camp

17. _____ Review the “Protecting Minors on Campus” guide with staff.

18. _____ A William and Mary police officer will appear and address campers and their parents/guardians on the first day of camp.

19. _____ Maintain camp roster, including dates of attendance and fees paid.

20. _____ Complete Summer Camp Injury Report Form (Appendix 14-P) for any accidents or injuries.

Post Camp

21. _____ Submit final Camp Roster Form (Appendix 14-G) to Compliance Office.

22. _____ Complete and submit Post-Event Evaluation Form/Audit Form (Appendix K) to Athletic Facilities & Operations Office.

23. _____ Submit Camp Staff Summary Form (Appendix 14-F) to Compliance Office.

24. _____ Pay Conference Services invoice.

25. _____ Verify final Camp Income Statement from Business Office and submit copy to Compliance Office.