SECTION 14: SPORTS CAMPS AND CLINICS

CAMP DIRECTORS ARE EXPECTED TO:

1. Comply with College of William and Mary policies on the use of College resources.
2. Comply with these Sports Camps and Clinics Guidelines.
3. Submit all required documents and forms by designated dates.
4. Use the Camps and Clinics Planning Checklist in Appendix 14-A to assist throughout the planning process.

SCHEDULING

In order to schedule a summer camp, the Camp Director must complete an Interest Application with Conference Services. This form, available in Appendix 14-B or at the Conference Services website at http://www.wm.edu/offices/auxiliary/conferenceservices/services/signup, includes information on housing, meals, and athletic/recreational spaces. Upon receipt, Conference Services will consult with the Assistant Facilities and Operations Director before finalizing the summer camp schedule.

NCAA CAMP AND CLINIC RULES AND REGULATIONS

Camp Directors are expected to annually review the NCAA Guidelines for Camps and Clinics (Sections 12.4.3 and 13.12 of the NCAA Manual, with a summary in Appendix 14-C). Please note the regulations regarding the following:

1. Sports Camp Compliance Information should be maintained annually by the Camp Director. This information should include a written description of the purpose of the camp or clinic; awards given, including name of recipient; list of camp employees, indicating student-athletes; and a list of participants, including year in school and fee paid.
   a. The Sport Camp/Clinic Description Form (Appendix 14-D) must be submitted to the Compliance Office prior to publicizing any camp or clinic.
   b. A Summer Camp Employment Contract (Appendix 14-E) must be completed for all student-athletes, whether from William and Mary or another institution, employed in any sport camp or clinic. A student-athlete must perform duties that are of a general supervisory character in order to be paid.
   c. The Camp Staff Summary Form (Appendix 14-F), including any wages, lodging, transportation, and meals provided, must be submitted to the Compliance Office at the conclusion of your camp or clinic.
   d. A final Camp Roster Form (Appendix 14-G), including dates attended and fees paid, must be submitted to the Compliance Office at the conclusion of your camp or clinic.
2. The NCAA prohibits a reduced rate for sports camps and clinics once an individual has reached prospect age (7th grade for men’s basketball, 9th grade for all other sports). Reports for either individual or group discounts must be submitted to the Compliance Office for approval. The forms are available in Appendix 14-H.
3. Athletic Staff or student-athletes working non-William and Mary camps or clinics must submit the appropriate approval form to the Compliance Office prior to working the camp or clinic. The forms are available in Appendix 14-I.

GENERAL LIABILITY INSURANCE COVERAGE
The Camp Director shall be directly and primarily liable to any person entitled to damages due to bodily injury by accident or disease sustained by operation of the camp. Therefore, Comprehensive General Liability Insurance Coverage must be maintained. Camps and clinics must provide liability insurance covering all participants in the camp with a combined single limit liability of not less than $1,000,000 per occurrence from an insurance company with an AM Best rating of not less than A-, and the College of William & Mary must be named as additional insured on the policy.

The Assistant Facilities and Operations Director has secured a camp insurance policy that meets these requirements, as well as includes coverage for sexual abuse and molestation. Camp Directors have the option of purchasing this insurance or obtaining their own coverage. Proof of this insurance must be provided to the Assistant Facilities and Operations Director prior to the start of the camp.

1. For insurance audit purposes, the Camp Director is responsible for keeping details which include the number of campers and staff, as well as the number of camper days in each session of a camp or clinic. Each camp or clinic will be billed for insurance based on the final registration audit.

2. Prior to each camp season, the Camp Director must submit to the Assistant Facilities and Operations Director an estimate of the number of campers and staff for their camp or clinic via the Pre-camp Insurance Form (Appendix 14-J).

3. At the conclusion of the camp, the Camp Director must submit to the Assistant Facilities and Operations Director the actual head count of campers and staff on the Post Event Evaluation Form (Appendix 14-K).

4. Each camp or clinic will be billed insurance services based on a per camper/staff rate determined by the overall department camp insurance policy.

CAMP ACCOUNTS
Each camp must establish an account with the Business Office. All revenues and expenses for the camp must be run through this account. In addition, this account must have a zero or positive balance at the end of the camp year, December 31st.

CAMP PAYROLL
In addition to the Compliance regulations listed above, Camp Directors are responsible for completing the necessary employment forms for all camp staff. The necessary forms are available online from Human Resources at [http://www.wm.edu/hr/forms](http://www.wm.edu/hr/forms). Camp Directors may review Independent Contractor Information in Appendix 14-S. If, after reviewing the appropriate information, the Camp Director believes individuals should be treated as independent contractors, payment may be requested via the Independent Contractor Check Request Form (Appendix 14-T).
CAMP ADMINISTRATIVE FEE
An administrative fee of 5% of your camp’s gross revenue will be automatically assessed by the Athletic Business Office. A sample Camp Income Statement is provided in Appendix 14-L.

CAMP ADVERTISING
Camps may be advertised as being held “at” the College of William and Mary, but may not be advertised as a College of William and Mary camp.

1. Brochures should state “this camp owned and operated by Name of Coach.”
2. The camp cannot in any way purport to be, or appear to be, associated with the College of William and Mary. College trademarks, including the use of the “Tribe” or the “WM” logos, may not be used on camp brochures, flyers, or advertisements of any kind.

CAMP MERCHANDISE
All merchandise bearing a College of William and Mary trademark or logo must be purchased from an officially licensed manufacturer. Contact Diana Tennis, the Auxiliary Services Business Manager, at 1-2500 or drtenn@wm.edu, to ensure your manufacturer is officially licensed. Any merchandise bearing a William and Mary trademark or logo given away as part of the camp may qualify for a royalty-free licensing agreement, but must still be purchased from an officially licensed manufacturer.

CAMP HEALTH CARE SERVICES
The William and Mary Athletic Training staff does not have responsibilities to summer camps. Individual staff members may make themselves available to work a camp on their own time, though the Camp Director may choose to secure camp medical coverage through other sources. The Athletic Training facilities are only available to William and Mary staff athletic trainers and in the case of emergencies.

1. The Assistant Athletic Director for Health Services will contact the Camp Director to verify medical coverage for each camp.
2. It is recommended that each camp hire one athletic trainer for every 50 to 75 campers, depending on the nature of the camp activities. The ratio may decrease depending on the number of sites and water consumption of the camp. Compensation is determined by the degree of responsibility with the camp (on call status, set training room times, overnight coverage in residence halls, water delivery, and on field coverage) and the number of campers.
3. Each camper should submit a completed Camper Information Form (Appendix 14-N), including their medical insurance information, upon arrival to camp.
4. Coolers and ice, as well as a first aid kit, will be furnished to each Camp Director upon request. Cups and the filling, delivery, and recovery of the coolers are the responsibility of the Camp Director.
5. The Camp Director is responsible for abiding by the Department’s Lightning Policy, as well as the prevention of heat illnesses. More information is available in the Health Care Services for Summer Camps section in Appendix 14-O.
CONTRACTUAL SERVICES AND SUPPLIES
Please make arrangements with the Athletic Business Office to have camp use of contractual services and supplies reimbursed to Intercollegiate Athletics. The use of state property or personnel for personal gain is in direct violation of state law. Unreimbursed use of computers, printers, copiers, postage, telephones, and supplies is prohibited. Athletic Department personnel performing services for privately owned camps should do so on their own time and should be compensated appropriately for their services.

The camp account number assigned by the Business Office (816XXX) is necessary to use campus services, such as mail and the Campus Copy Center.

PRINTING OF CAMP BROCHURES
All arrangements for camp brochures are the responsibility of the Camp Director. The brochure may be printed through department services, but must be charged to your camp account. Prior to printing your brochures or posting information online about your camp, a draft copy must be reviewed and approved by the Assistant Facilities and Operations Director and the Assistant Director of Compliance.

MAILING OF CAMP BROCHURES
Camp brochures can be sent through Intercollegiate Athletics with prior approval and annual authorization from the Athletic Business Office. All camp mailings may be processed through the department system, but must be charged to your camp account.

CONFERENCE SERVICES
Conference Services coordinates all summer camps and conferences on the William & Mary campus. The Camp Director will need to coordinate camp planning through Conference Services, 221-4084 or wmconf@wm.edu. Conference Services will coordinate arrangements for housing, dining, meeting space, and athletic/recreation space.

A sample Conference Services Agreement is available in Appendix 14-Q, and the current Summer Conference Fee Schedule is available in Appendix 14-R.

A housing deposit equal to 50% of anticipated housing costs will be due at least 90 days prior to the start of the camp. This deposit will be deducted from the final charges for the camp, which will be consolidated on one bill for convenience. Deposit refunds are subject to the Conference Services cancellation policy.

CAMP DOCUMENTS AND FORMS
The Camp Director is responsible for making sure all Sports Camp forms are properly completed and submitted in a timely manner.