



UNIVERSITY OF SOUTH ALABAMA
CENTER FOR CONTINUING EDUCATION
AND CONFERENCE SERVICES

Policies and Procedures for University-Sanctioned Academic Camps and Youth Programs

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Table of Contents

Definitions	3
Camp Administration	4
Eligibility	4
Safety Guidelines	4
Campus Facilities and Services	6
Appropriate Camp/Youth Program Environment	7
Accounting and Registration Management	9

Appendices

A – University of South Alabama Camps, Conferences and Special Events Policy

B – Responsibilities of the Camp Director

C – Responsibilities of the USA Camp Program Office

D – Request for University-Sanctioned Camp/Youth Program Status

E – Background Investigation Consent Form

F – Medical Information Form

G – University of South Alabama Release from Liability for University Sanctioned Camps

H – USA Code of Conduct for University Sanctioned Camps and Youth Programs

University of South Alabama

Policies and Procedures for University-Sanctioned Academic Camps and Youth Programs

The University of South Alabama (USA) recognizes the value and potential for faculty, staff, students, and external groups to use University resources to enhance learning, research, and public service. The University of South Alabama seeks to create a campus culture that generates intellectual excitement and lifelong learning. This includes supporting campus activities that further individual development.

For reasons that include safety of individuals, and assurance of professional, efficient performance of academic pursuits, operations, and services, those using campus resources must comply with USA's applicable policies, rules, and regulations. The University of South Alabama Camps, Conferences and Special Events Policy (the Camps, Conferences and Special Events Policy) establishes policy and offers guidelines where existing policies do not specifically address issues particular to the use of campus resources. It also clarifies the applicability of law to University campus activities.

The Camps, Conferences and Special Events Policy, approved July 2, 2012, is the overarching policy for Procedures for University-Sanctioned Academic Camps. A copy of the full policy is attached as Addendum A.

Definitions

Camps -- Camps are defined as any program or activity for individuals who are not regularly enrolled in the University and are under the age of 19. Regardless of age, programs bringing students not regularly enrolled at USA to campus for extended study will also be considered camps for administrative purposes.

University-Sanctioned Academic Camps -- University-Sanctioned Camps are considered official programs of the University of South Alabama and are designed to enhance its mission and public service. The sponsoring unit must be actively involved in the planning and administering of the camp. These camps are administered in accordance with all laws, policies and procedures governing the University. University-sanctioned camps will be classified as:

Tier I or Tier II as follows:

- Tier I Events use a variety of University facilities and services not under the control of the sponsoring department.
- Tier II Events use facilities and services under the control of the sponsoring department.

Facilities for both Tier I and II camps must be requested through the University's Event Management System.

Day Camps and Youth Programs – Programs in which participants are on campus for the program but do **not** stay overnight in USA's residence halls or in other accommodations arranged for and supervised by program staff.

Residential Camps and Youth Programs – Programs in which participants stay overnight in USA's residence halls or in other accommodations arranged for and supervised by program staff.

Externally-Sponsored Camps -- Externally-Sponsored Camps are conducted by a third-party using certain approved University facilities and services. Policies and procedures for Externally- Sponsored Camps are not part of this document.

Minors -- For the purpose of this document, minors are those individuals under the age of nineteen (19) years and who are not enrolled at USA at the time of the Camp/Program. (Students who have been accepted at USA, but are not yet attending classes, are considered minors.)

Camp Administration

USA Camp Program Office -- The USA Camp Program Office is part of the Center for Continuing Education ("CCE"). The purpose of the office is to provide guidance and administrative services to University-Sanctioned Camps. Scope of responsibility includes:

- serving as a liaison between the Camp Director and the various University departments providing facilities or services to the program
- receiving and processing all camp registrations and related fees (see page XX for additional information)
- intra-University emergency communication
- annual training for camp directors and their staffs.

A full listing of responsibilities is included as Addendum B.

Camp Director – Each University-Sanctioned Camp or Youth Program must have a Camp Director who is a University faculty member or permanent staff employee. The Camp Director is the individual who is directly responsible for all aspects of the camp/youth program and the health and well-being of its participants. Scope of responsibility includes:

- academic content and activities, supervision of campers,
- fiscal management,
- coordination of camp through USA Camps Program housed in the Center for Continuing Education.

A full listing of responsibilities is included as Addendum C.

Eligibility

University of South Alabama Sanctioned Camps are sponsored by and under the direction of a University academic or administrative department. Sponsoring units must request approval for Camps to be classified as University-Sanctioned or as Externally-Sponsored.

The approval process includes review of the proposed Camp's objectives, curriculum, activities, funding source, financial management plans, and identification of potential conflict of interest and/or commitment. The Department Chair and Dean/Director of the "Sponsoring Unit" and the Director of the Center for Continuing Education must approve requests. Depending on the nature of the program and its activities, additional review by the Offices of Risk Management and Insurance, Safety and Environmental Compliance, and/or the USA Attorney may be required. Upon approval, the Center will outline program management options, requirements and associated costs.

The *signed Request for University-Sanctioned Camp/Youth Program Status* should be submitted to the USA Camps Office, AHE 232. A Request for University-Sanctioned Camp Status is included as Addendum D.

Camps offered by University coaches will be reviewed annually to determine whether they will be classified as University-Sanctioned or Externally-Sponsored camps. These camps must adhere to this policy. While they may be administered through the Department of Athletics, these camps must be included in the Camps Calendar maintained by the Center for Continuing Education.

Safety Guidelines

In many cases, participants in University-Sanctioned Camps are under the age of 19. University guidelines must be strictly followed in such cases, e.g., camper-to-chaperone ratio, background screening of camp counselors/instructors/staff, transportation of campers, handling/administering camper medications, secondary accident insurance, water-related activities, and other safety guidelines.

Camp Standards of Care are set forth in both University Policy and in this procedural document. It is incumbent upon the Camp Director to disclose any Camp activities that carry inherent associated risks. Based on an audit of these activities, the University Office of Safety and Environmental Compliance, University Police, and/or the Office of Risk Management and Insurance may:

- 1) require additional safety precautions,
- 2) require additional insurance coverage, and/or
- 3) disallow the activity.

The standard of care and supervision for participants in these Camps, regardless of age, is not necessarily the same as that of a regularly-enrolled student. For University-Sanctioned Events, the University reserves the right to require chaperones, secondary accident insurance, medical information, and release from liability regardless of a participant's age. It is imperative that minor program participants be overseen in a fashion that is appropriate and intended to keep them healthy and safe while visiting the University.

Medical Information

The Emergency Medical Information form is designed to gather information pertinent to the wellbeing of the camper. It must be on file before the camper is allowed to participate in the camp. In case of emergency, this health information may be the only source of accurate important information. This information is confidential. The Emergency Medical information form is included as Appendix F.

It is the responsibility of the Camp Director to:

- review these documents prior to the camp,
- seek additional information/clarification from the parent as necessary
- make accommodations as necessary
- assure that medical information forms are available on-site at all times
- assure that medical information remains confidential

Prescription and Over-the-Counter Medications

For residential camps, all medications, both prescription and over-the counter, will be given to a counselor/chaperone designated by the Camp Director. Medication should be in its original container labeled by the pharmacist. Only include enough medication for the time the child will be attending the camp.

Campus Facilities and Services

Facilities Requests (Excerpts from Special Events Website)

Requests to use University facilities are made through the Office of Special Events. All spaces require approval for use. Requests for these spaces will be forwarded to the approver in a web request status by the Office of Special Events. Requestors will receive a confirmation from the approver if the reservation is approved or denied within 4 business days. Please note: certain University facilities charge rental fees. Any requests for space for camps or youth programs will be forwarded to the USA Camp Office for review. If a *Request for University-Sanctioned Camp/Youth Program Status* has not been approved, space reservations may be delayed.

Camps, conferences and special events may not be scheduled in classrooms until academic classes are scheduled and space is released by the Registrar's Office. **Furthermore**, all requests submitted and approved in USA's academic classrooms may be rescheduled or cancelled if a new academic function requires a space.

For a full list of USA Special Event Policies and Procedures, visit the Office of Special Events at:

<http://www.southalabama.edu/departments/specialevents/index.html>.

Residence Hall Reservations (Excerpt from Conference Planning, Housing and Dining Services)

Housing reservation requests for camps and youth programs are submitted by the Camp Director to the Office of Housing and Dining using Housing's Reservation Request Form available on line at:

<http://www.southalabama.edu/departments/housing/conferenceplanning.html>

Once the reservation request has been submitted and reviewed by Conference Housing, a pre-conference invoice will be generated and emailed to the Camp Director. This pre-conference invoice will offer a breakdown of the total anticipated cost for your program's stay. A copy of this document will be forwarded to the USA Camp Program Office to inform them of your request for space.

Every effort will be made to provide residential housing in dormitories with interior corridors for programs with participants under the age of 19. If these dormitories are not available, overnight dormitory security, at the camp's expense, may be required.

The Camp Director agrees to review the Conference Housing Guide prior to arrival and abide by all policies and regulations of the University that are effective during the period of stay. These policies and regulations include the contents of the *Conference Housing Guide*. The Camp Director must make certain that each program participant is aware of the policies found within the Conference Housing Guide prior to arrival.

Meals and Other Food Service

Dining services and catering for programs on USA's Main Campus must use the services of Aramark unless a food waiver is granted. Food waivers are rarely granted. Aramark reserves the right to negotiate weekend rates depending on the size of the camp/youth program.

Damage Policy

Any damage to USA property or necessary clean-up resulting from the activities of participants or camp

workers will result in appropriate billing to the camp responsible.

Disability Statement

The University of South Alabama recognizes the needs of guests with disabilities, as defined by the Americans with Disabilities Act (ADA) and complies with all applicable state and federal accessibility regulations. Handicap accessible parking spaces are available campus-wide on a first come, first served basis and are identified by appropriate signage. We cannot reserve an accessible space under any circumstance. If participants require additional accommodations during a camp or youth program, the Camp Director should contact a building administrator for assistance. USA is committed to creating an inclusive campus free of policy, attitudinal, program, and structural barriers for individuals with disabilities.

Appropriate Camp/Youth Program Environment

In order to provide a reasonably safe environment for participants in camp and youth program activities, each Camp Director should ensure that certain precautions are taken. All campus rules and regulations are in effect. Other necessary precautions include:

Qualified Counselors/Staff

The Camp Director will select the individuals most qualified to provide adequate and appropriate supervision of all participants.

A chaperone/camper ratio not to exceed ten (10) campers per chaperone is required, and all campers are the responsibility of the designated chaperones of that camp.

1. Campers must be chaperoned at all times. Camp workers are responsible for the supervision of day-campers from the time they sign in until the time signed out at the end of the day.
2. For residential camps, certain camp workers may be designated as overnight-chaperones. These individuals will have additional responsibility of 24-hour supervision of residential campers and must be over age 19.
3. A criminal background check is required for all individuals working with youth under the age of 19.
 - a. Criminal background checks for student workers and individuals working on a contract basis (contractors) will be processed by the USA Center for Continuing Education at the Camp/Youth Program's expense. The Camp Director should submit a signed *Authorization for Background Investigation* to the Center for Continuing Education 30 days prior to the beginning of the camp/youth program. A copy of the Authorization for Background Investigation is included as Addendum E.
 - b. An updated criminal background check is required **every five years** for University employees working with University Sanctioned Camps and Youth Programs. It is the responsibility of the Camp Director to verify through Human Resources whether an updated background check is due. If so, the authorization form is available from should be sent to Human Resources to process.
4. Camp Directors, student workers and contractors must complete annual training required by USA for Camp/Youth Programs which covers: Standard of Care for Minor Participants, University Liability, Risk Management Overview, Signs of Abuse, Confidentiality and Administering Medications.

Parental Awareness

1. Parents should be aware of the type of activities in which their child may participate.
2. Known risks associated with each activity should be clearly explained to parents.
3. Safety instructions should be made available and should be easily understood.
4. Parents should be aware of any Camp/Youth Program which includes activities, such as shopping at the mall, for which there may not be direct supervision of participants for a short period of time.

Required Participant Information

The following University forms, signed by the parent or legal guardian, must be on file before the registrant may participate in the program:

1. Medical Information Form
2. Release from Liability
3. Photograph Release
4. Code of Conduct

Participant Guidelines

1. Current physicals may be required for camps or youth programs involving vigorous athletic activities.
2. Participants should be in appropriate physical condition for the activity in which they are participating.
3. Participants should be placed the correct skill level for the activity scheduled.
4. Questions designed to ensure a participant's level of ability are appropriate, but questions about disabilities are not.

Participant Safety

1. A ratio of 1:10 counselor: participant ratio should be maintained at all times, particularly when in residence halls.
2. A counselor should never be alone with a participant.
3. Water-related activities require certified lifeguards (at the camp/program's expense).
4. Safety equipment must be inspected prior to and during camp.
5. The USA Camp Program Office will provide University Police, Risk Management, Marketing and Communication with an emergency locator list for each Camp and Youth Program. Daily agendas/locations should be on file with this office.
6. Acceptable procedures for accepting/releasing children are required. The participant should be signed in the morning and signed out at the end of the day. The parent or legal guardian designates who may or may not drop off or pick up the child.
7. USA's curfew for residential camps and youth programs is 10:30 pm

Stolen Property

USA and its employees are not responsible for lost or stolen articles, property damage, or personal injury of campers while participating in a USA Camps Program.

Illegal Substance Possession and/or Use

Possession, consumption and/or being under the influence of alcohol or illegal substances on the USA campus are strictly prohibited. Violation may result in fine and/or imprisonment. The University of South Alabama reserves the right to remove from the premises any camper, chaperone, sponsor, instructor, coach or other camp employee or affiliate found to be in possession of, consuming or under the influence of alcohol or illegal substances.

Transportation

At **no** times may USA Camp Workers, Independent Contractors, or USA Employees, except JAGTRAN qualified bus drivers, be permitted to transport campers.

The University of South Alabama's campus transportation system, JagTran, was created to provide easy, safe and efficient transportation for USA students, employees and visitors. To receive a cost estimate, complete the Transportation Request Form, <http://www.southalabama.edu/departments/jagtran/resources/transrequest.pdf> and email it to transportation@southalabama.edu.

DOT, DOD, and ICC approved carriers may also be used.

Emergency Situations

The University of South Alabama has an Emergency Response and Recovery Plan, including hurricanes. In case of an emergency, camps are expected to adhere to all procedures, policies and directives.

Accounting and Registration Management

University-Sanctioned Camps may be funded through grants and contracts or by registration fees. Each Camp should generate adequate revenue to cover the Camp's direct and indirect costs. Revenue, disbursements, and contractual agreements must be handled in accordance with the laws of the State of Alabama and existing University policies and procedures.

Overall financial management of the Camp is the responsibility of the Sponsoring Unit, including the responsibility to cover a net loss from all camps of the Sponsoring Unit based on the University's fiscal year. Sources for funding losses should be identified and documented in the approval process.

General Accounting

1. All financial transactions will be handled through a specified University of South Alabama Fund. Registration fees collected will be deposited in accordance with procedures established by the University of South Alabama Department of Internal Audit. These procedures will document the collection of fees and segregate duties. Camp revenue will be collected and deposited by the Center for Continuing Education. Full procedures and associated fees are outlined in the following section.
2. At no times are student workers or independent contractors permitted to handle University monies, credit card transactions, finances or financial matters, including but not limited to registration fees.

3. The sale of merchandise will require the collection and reporting of sales tax. Monies collected must be collected as part of the registration and/or check-in process. Intermittent sale of merchandise is not permissible.
4. Donated merchandise may be provided as part of the camp package but may not be sold.
5. Concessions may not be sold.

Registrations, Fees and Participant Records

Camp registrations and payments, for camps funded by registration fees, will be processed through CCE at the camp's expense. A table listing Registration Management Fees is included at the end of this section.

1. Each camp will be set-up as a cost center for the purposes of reporting financial data to the Sponsoring Unit. Any revenues or disbursements handled by CCE, on behalf of the camp, will be included in the financial data.
2. Registrations may be completed through the CCE's on-line portal or by mail, fax, or in person. On-line registration is available 24 hours per day, 7 days per week. CCE will be staffed, M – F, 8:00 AM – 5:00 PM to accept registrations by telephone or in-person.
3. Payments may be made by cash, check, or a variety of credit cards.
4. CCE will deposit all camp registration and special fees into the designated Fund as revenue. Any refunds will be processed through the same Fund.
5. Camp revenue will be retained until minimum enrollment has been met and the Camp Director verifies that the camp will actually occur. At that time, Camp revenue less Camp Set-Up, Registration Services fees and any other fees incurred by CCE on behalf of the camp, will be transferred as revenue to the Camp's Operating Fund. After registration is concluded and refunds are issued a final accounting will be prepared and forwarded to the Camp Director.
6. Should the camp cancel, refunds will be issued to all paid registrants. The Sponsoring Entity will be required to compensate CCE from other funds for Camp Set-Up, Registration Services fees and any other fees incurred by CCE on behalf of the camp,
7. Camp Director will be given on-line rights to view a camp roster, email participants, and or post grades.

Registration Management & Related Fees	USA Departments & Grants	
Camp Set-Up <ul style="list-style-type: none"> • Establish course numbering/coding system based on data outcome needs of Camp Director • Set-up registration configuration • Set-up reporting system • Train program staff to access courses for checking enrollment, running general reports, and emailing registrants • Coordinate Annual Training for Camp Directors and staff 	\$100.00/camp	
Registration & Business Office Services – <ul style="list-style-type: none"> • Process telephone, mail-in, in person, and online registrations • Process registration fees and refunds through University approved business office with cash handling procedures and integrated CPI compliant credit card processing. • Send registration confirmations and other information to students upon registration • Serve as student help Desk, M-F, 8:00am – 5:00 pm • Cancel Registration upon student or program administrator request • Maintain permanent student record of enrollment/successful completion • Issue verification of course completion to student • Transfer of residual funds to sponsoring entity 	\$20.00/registration plus applicable credit card merchant fees calculated at 2.25%*	
Custom Reporting <ul style="list-style-type: none"> • Tailoring reports to meet specific program needs • Exporting registration data to Excel • Tracking signed forms required for USA sponsored youth programs and camps 	\$60.00/hour	
Background Checks for Student Workers and Contractors	\$15 Processing Fee Plus Actual Cost	
Secondary Accident Insurance Day Camp Residential Camp (Sexual abuse liability coverage will be required for residential camps. Acquiring the policy is not complete. The cost of the sexual abuse policy will be in addition to the secondary accident insurance.)	\$4.10/camper/week \$4.95/camper/week	
Summer Camps Meal Plans –	Not Yet Established	
Housing Rates – Epsilon 1, Epsilon 2, New Hall, Delta 6 Double Occupancy (no linens) Single Occupancy (no linens) Suite Style (1 person/bedroom connected by bathroom (no linens) Linens -- Set includes: 1 flat sheet, 1 fitted sheet, 2 towels, 1 wash cloth <i>Note: Pillow, pillow case, and blanket not provided.</i> Please contact housing for storage space and meeting space rates.	Per Camper \$21 \$27 \$27 \$10	Chaperone \$14 \$16 \$16 \$10
Gym Use	\$2.00/camper/day	

**Credit card merchant fees are charged by credit card companies for each transaction processed and are based on the dollar amount of the transaction. These transaction fees are automatically allocated to the University Continuing Education fund to which the charge is posted. These charges will be passed on the camp as part of the financial closeout process.*

CCE's Registration Management System

CCE has a registration management system with benefits for both camp and youth program Camp Directors and participants.

Benefits to Camp Directors:

- flexibility to customize course numbering/coding based on specific recordkeeping and reporting needs of the camp
- automatic registration confirmation by email or regular mail
- Ability to attach all required documents to registration confirmation (Liability Releases, Medical forms, etc....)
- web-access by the Camp Director for reviewing camp rosters, emailing students, and posting final grades
- easy export of registration records, as allowed by FERPA, to Excel
- built in comprehensive noncredit transcripts, certificates of completion, noncredit instructor contracts, and a wide variety of customizable student, course and financial reports
- cost accounting system for tracking course revenues and/or expenditures on a course-by-course basis
- easy to link program web-pages to on-line registration page
- registration help desk, M-F, 8:00 am – 5:00 pm
- data integrity of registration records with built in validation routines, daily back-up and storage on secure University server in Academic Computing
- tracking of required liability waivers, medical information, and accident insurance required for all USA camps and youth programs

Benefits to Participants and Parents

- on-line, mail-in, and walk-in registration
- on-line registration available 24 hours a day, 7 days a week
- payments by cash, check, Visa, MasterCard, American Express, Discover
- registration management system maintains a permanent record of all courses taken
- registration help desk, M-F, 8:00 am – 5:00 pm

Student Records

Camp and Youth Program participants are considered non-credit students of the University of South Alabama. Their records are protected by the Family Educational Rights and Privacy Act of 1974 (also known as FERPA or the Buckley Amendment). It provides students and former students with certain rights with respect to their education records. Care should be taken to protect the confidentiality of student records. Additional information is available from the Director of the Center for Continuing Education.

Student records for Camp and Youth Program participants will be permanently maintained in a secure, electronic format that allows for future verification of attendance, and performance, if student performance is graded.

University records of participants in University-Sanctioned Camps, including health forms, must be handled in accordance with Family Education Rights and Privacy Act. (<http://www.southalabama.edu/academicaffairs/ferpa.pdf>)

Appendices

- Appendix A: University of South Alabama Camps, Conferences and Special Events Policy
- Appendix B: Responsibilities of the Camp Director
- Appendix C: Responsibilities of USA Camp Program Office
- Appendix D: Request for University-Sanctioned Camp/Youth Program Status
- Appendix E: Background Investigation Consent
- Appendix F: Emergency Medical Information
- Appendix G: Release from Liability for University Sanctioned Camps
- Appendix H: USA Code of Conduct

University of South Alabama

Camps, Conferences and Special Events Policy

Effective Date: July 2, 2012

Appendix A

The University of South Alabama (USA) recognizes the value and potential for faculty, staff, students, and external groups to use University resources to enhance learning, research, and public service. The University of South Alabama seeks to create a campus culture that generates intellectual excitement and lifelong learning. This includes supporting campus activities that further individual development. Such events are either sanctioned by the University of South Alabama or sponsored by external groups requesting use of University facilities and services.

For reasons that include safety of individuals, and assurance of professional, efficient performance of academic pursuits, operations, and services, those using campus resources must comply with USA's applicable policies, rules, and regulations.

This University of South Alabama Camps, Conferences and Special Events Policy establishes policy and offers guidelines where existing policies do not specifically address issues particular to the use of campus resources. It also clarifies the applicability of law to University campus activities. The Camps, Conferences and Special Events Policy is intended to provide guidance and procedures to those involved with both University- sanctioned and externally-sponsored events.

DEFINITIONS

Camps, Conferences and Special Events (collectively "Events") are defined as follows:

- Camps are defined as any program or activity for individuals who are not regularly enrolled in the University and are under the age of 19. Programs bringing students not regularly enrolled and regardless of age, to campus for extended study will also be considered camps for administrative purposes.
- Conferences are generally defined as large gatherings of individuals or members of one or several organizations. Any University-sanctioned conference which is designed to invite members of the community, regardless of age, to the USA campus or to a non-university facility shall fall under the purview of this policy statement.
- Special Events are public activities with a scheduled time, location and duration using University facilities and/or roadways.

Any Event covered by this policy statement will be classified as either University-sanctioned or externally-sponsored:

- **University-Sanctioned Events** are considered official programs of the University of South Alabama and are designed to enhance its mission and public service. The sponsoring unit must be actively involved in the planning and administering of the event. These Events are administered in accordance with all laws, policies and procedures governing the University. University- sanctioned events will be classified as Tier I or Tier II as follows:
 - **Tier I** Events use a variety of University facilities and services not under the control of the sponsoring department.
 - **Tier II** Events use facilities and services under the control of the sponsoring department.

University of South Alabama

Camps, Conferences and Special Events Policy

Effective Date: July 2, 2012

- **Externally-sponsored Events** are conducted by a third party using certain approved University facilities and services. While these Events must enhance the mission of the University, sponsors may neither state nor imply University sponsorship. University employees may not assist with the administration or implementation of these Events as a part of their regular University duties.

Exceptions to this policy include, but are not limited to:

- Externally- sponsored programs at the Mitchell Center
- University-sanctioned programs offered through Student Services designed for regularly enrolled students and/or orientation of incoming students
- University-sanctioned programs offered through the University Student Recreation Center designed for regularly enrolled students and/or paid members of the University Student Recreation Center
- University-sanctioned programs for adults offered through the Development Office or Alumni Affairs
- Regular recitals or performances offered through the Department of Music or the Drama Department
- University sanctioned programs offered through the University Hospital System and the Mitchell Cancer Institute
- Short term Residence Hall Applications for adults
- Regularly scheduled games and tournaments sponsored by the Department of Athletics
- Professional development programs for University employees offered through Human Resources, Academic Computing, Academic Innovation Center, or other University units

SAFETY GUIDELINES

In many cases, participants in University-sanctioned events are under the age of 19. University guidelines must be strictly followed in such cases, e.g., camper-to-chaperone ratio, background screening of camp counselors/instructors/staff, transportation of campers, handling/administering camper medications, secondary accident insurance, water-related activities, and other safety guidelines. Event activities Standards of Care are set forth in the online *University of South Alabama Policy and Procedures Manual for University- Sanctioned Camps, Conferences and Special Events* (<http://www.southalabama.edu/cce/affiliated.html>) and as referenced in section III. A. of this policy.

It is incumbent upon the Event director to disclose any Event activities that carry inherent associated risks. Based on an audit of these activities, the University Office of Safety and Compliance, University Police, and/or the Office of Risk Management may: 1) require additional safety precautions, 2) require additional insurance coverage, and/or 3) disallow the activity.

Every effort will be made to provide residential housing in dormitories with interior corridors for programs with participants under the age of 19. If these dormitories are not available, overnight dormitory security may be required.

The standard of care and supervision for participants in these Events, regardless of age, is not necessarily the same as that of a regularly-enrolled student.

University of South Alabama

Camps, Conferences and Special Events Policy

Effective Date: July 2, 2012

For University-sanctioned Events, the University reserves the right to require chaperones, secondary accident insurance, medical information, and release from liability regardless of a participant's age. For externally-sponsored events, chaperones and a certificate of liability insurance, including sexual abuse liability coverage, naming the University as an additionally insured party will be required.

ADMINISTRATIVE PRACTICES

1. Administrative Practices for University-Sanctioned Events

The Center for Continuing Education and Conference Services (the "Center"), in collaboration with the Office of Academic Affairs, Office of Risk Management, University Attorney, Division of Financial Affairs, Division of Student Affairs, and Public Relations will maintain an online *University of South Alabama Policy and Procedures Manual for University-Sanctioned Camps, Conferences and Special Events*. This document includes necessary procedures, instructions, and forms for administering Events, and can be found online at <http://www.southalabama.edu/cce/affiliated.html>.

The Center will use Events Management scheduling software for the purposes of managing space. The Center will post approved University-sanctioned and Externally-Sponsored Events to the USA online Calendar of Events to assist faculty, staff, and students in scheduling on-campus camps, instructional/activity based programs, conferences, and special events. The Center will keep University Police and the Office of Safety and Compliance informed on Events using University facilities and services.

a. Approval

University faculty, staff, and students must request approval for Events to be classified as University-sanctioned or as externally-sponsored. All such programs, whether University-sanctioned or externally-sponsored, must promote the mission of the University of South Alabama. The approval process includes review of the proposed Event's objectives, curriculum, activities, funding source, financial management plans, and identification of potential conflict of interest and/or commitment. The Department Chair and Dean/Director of the "Sponsoring Unit" and the Director of the Center must approve requests. Upon approval, the Center will outline program management options, requirements and associated costs.

Camps offered by University coaches will be reviewed annually to determine whether they will be classified as University-sanctioned or externally sponsored events. These camps must adhere to this policy. While they may be administered through the Department of Athletics, these camps must be included in the Events Calendar maintained by the Center for Continuing Education.

b. Scheduling of Facilities and Services

Upon approval, the Center will work closely with the Sponsoring Unit to arrange for appropriate food service, secondary accident insurance, classroom space, housing, transportation, and recreational/sports/intramural facilities. University Transportation Services may be used for

University of South Alabama

Camps, Conferences and Special Events Policy

Effective Date: July 2, 2012

approved event transportation. Only in the event of an emergency should an event sponsor transport a participant in his/her personal vehicle.

The Center will prepare a contract, outlining all Event arrangements and estimated costs, for signature by the Sponsoring Unit. The Sponsoring Unit will return the contract to the Center. The Center will forward the contract to the University Contract Officer for signature.

c. Participant Records

University records of participants in University-sanctioned Events, including health forms, must be handled in accordance with Family Education Rights and Privacy Act.

(<http://www.southalabama.edu/academicaffairs/ferpa.pdf>)

d. Financial Management

University-sanctioned Events may be funded through grants and contracts or by registration fees. Each Event should generate adequate revenue to cover the Event's direct and indirect costs. Revenue, disbursements, and contractual agreements must be handled in accordance with the laws of the State of Alabama and existing University policies and procedures. Overall financial management of the Event is the responsibility of the Sponsoring Unit, including the responsibility to cover a net loss from all events of the Sponsoring Unit based on the University's fiscal year. Sources for funding losses should be identified and documented in the approval process.

For non-grant-funded Events, the Center will establish each Event as a cost center for the purposes of reporting financial data to the Sponsoring Unit. Any revenues or disbursements handled by the Center, on behalf of the camp, will be included in the financial data. Grant-funded events will be accounted for in the grants established fund.

The Center will contract for and transfer funds for all Event-related disbursements for University facilities, services, and secondary accident insurance. Upon request, disbursements for other Event-related expenses may be handled by the Center. Otherwise, these will be the responsibility of the Sponsoring Unit.

Compensation to a University employee must be handled through USA payroll and is subject to all associated taxes and fringe benefits. For budgeting purposes, the fringe benefits should be calculated at the rate established by the Office of Grants and Contracts Accounting.

(<http://www.southalabama.edu/financialaffairs/grantsandcontracts/rates.html>)

- **Grant-Funded Events.** Financial administration of grantor contract-funded Events will follow existing practices and procedures for all grants and contracts and may be handled by the department sponsoring the Event with oversight by the Office of Sponsored Programs and Office of Grants and Contracts Accounting.
- **Registration Fee-Funded Events.** Financial administration of Events funded by participant registration fees will be managed through unique FOAPALS established to isolate Event-related revenues and expenses. Registrations and related fees are to be received by the Center. Fees

collected should be deposited in accordance with procedures established by the University of South Alabama Department of Internal Audit. These procedures will document the collection of fees and segregate duties. Camp sponsors will have real-time web access to camp enrollment data.

2. Administrative Practices for Externally Sponsored Events

The Center, in collaboration with the Office of Academic Affairs, Office of Risk Management, University Attorney, Division of Financial Affairs, Division of Student Affairs, Department of Athletics and Public Relations will maintain an online *University of South Alabama Policy and Procedures Manual for Externally-Sponsored Events*. This document will include necessary procedures, instructions, and forms.

All aspects of these programs, including food service, classroom space, housing, recreational/sports/intramural facilities, and required liability insurance will be facilitated by the Center. The Center will prepare a contract, outlining all event arrangements and estimated costs, for the external client's signature.

University Transportation Services are not available for externally sponsored events.

3. Administrative Practices for Political Campaign Activities

While the University of South Alabama cannot endorse a candidate for political office, it will provide facilities on an impartial basis for political campaign-related activities of university-recognized student organizations. Such groups will pay the usual and customary fees for use of institutional facilities and make no representation of university endorsement of any candidate.

The university or a university-recognized organization may offer political forums. In such cases every legally qualified candidate for a certain political office shall be invited and given equal access and opportunity to speak. No representation of endorsement by the university may be made in these forums. The following disclaimer must be included in all distributed or advertising materials: "The University of South Alabama does not endorse any political candidates. This event is being sponsored by (name of university-recognized organization) and the views expressed are those of the candidate(s)." Finally, political candidates may have equal access to and use of the university's unrestricted speech areas as designated by the Office of the Vice President for Student Affairs and within the rules for such areas as promulgated by the university. The above-referenced activities may include speeches, question and answer sessions, and other similar communications, but may not be conducted as rallies, fund-raisers, or other partisan political events. No leaflets are permitted to be distributed. The Office of Governmental Relations will be notified by the sponsor of all political campaign activity on campus.

Responsibilities of the Camp Director

Each University Sanctioned Camp or Youth Program must have a Director who is a University faculty member or permanent staff employee. The Camp Director is the individual who is directly responsible for all aspects of the camp/youth program and the health and well-being of its participants. Scope of responsibility includes: academic content and activities, supervision of campers, fiscal management, coordination of program through USA Camps Program housed in the Center for Continuing Education.

The Camp Director will:

1. Coordinate requests for University facilities and services through the USA Camp Program Office.
2. Become familiar with and agree to abide by University policies and procedures for Camps and Youth Programs.
3. Communicate to the USA Camp Program Office any special data, fees and other registration options necessary for the complete registration of program participants.
 - a. Learn how to access program registration information via the on-line registration portal
 - b. Establish a schedule and definition of additional student record or financial reporting as necessary
4. Establish/identify a reserve account to be used for program revenues and expenditures.
5. Provide counselors and staff.
6. Inspect the facilities to be used immediately prior to and after each session.
7. Familiarize staff, counselors and participants with University policies, especially those pertaining to fire and emergency evacuation procedures, appropriate conducts, possession of controlled substances and fire arms, and authorized entry into rooms.
8. Maintain conduct and administer disciplinary actions of participants.
9. Collect and have readily available Medical Information, Emergency Contact Information and Photographic Release for each participant.
10. Inform the USA Camp Office of emergency contact information for each participant no later than the morning of the first day of camp.
11. Complete Incident/Accident Reports as necessary. Immediately fax/email to Office of Risk Management and the USA Camp Program office.
12. Assure participants are signed in and signed out each day by the parent/legal guardian or designated adult.

Responsibilities of the USA Camp Program Office

The USA Camp Program Office is part of the Center for Continuing Education. The purpose of the office is to provide guidance and administrative services to University Sanctioned Camps/Youth Programs. Scope of responsibility includes, serving as a liaison between the Camp Director and the various University departments providing facilities or services to the program, registration management and fee processing, intra-University emergency communication, risk management training.

The USA Camps Office will:

1. Coordinate requests for University facilities and services with the Camp Director and with campus departments.
2. Acquaint Camp Directors with University Policies and Procedures for Camps and Youth Programs.
3. Customize the Center's registration management software, as much as possible, to capture necessary data, fees and other registration options as defined by the Camp Director.
4. Train Camp Director to access program registration information via the on-line registration portal
5. Establish a schedule and definition of additional student record or financial reporting as necessary
6. Send each participant/parent a registration confirmation with all necessary forms attached/included
7. Collect and process all registration and special fees according to University procedures and applicable State and Federal Laws
8. Allocate or disburse registration and special fees to the program's designated operating fund.
9. Assist with check-in upon request.
10. Be accessible in emergency situations.
11. Coordinate annual training for Camp Directors, faculty and/or counselors to cover: Standard of Care for Minor Participants, University Liability, Risk Management Overview, Signs of Abuse, HIPPA and Administering Medications.
12. Provide University Police, Risk Management, Marketing and Communication with an emergency locator list for each Camp and Youth Program.
13. Be accessible in emergency situations.
14. Perform University required background investigations for program faculty, staff and students.
15. Acquire University required secondary Accident/Abuse Insurance.
16. Put into force, if appropriate, a contract or letter of agreement outlining facilities and services needed by the program.
17. Review annually and provide Camp Director with updated University forms such as: release-from-liability, photograph release, medical information, code-of-conduct, and any other documents which may require parental or student authorization as a condition of program admission/participation.

18. Review annually and revise as necessary, the *University of South Alabama Policies and Procedures for University Sanctioned Academic Camps and Youth Programs*.
19. Collaborate with the Camp Director of University Special Events to assure Camp and Youth Program policies and procedures comply with those in place for other University Special Events

University of South Alabama

Request for University-Sanctioned Camp/Youth Program Status

This Request for University-Sanctioned Camp/Youth Program Status is not a legal contract or agreement. All requests to be classified as a University-Sanctioned Camp/Youth program are subject to approval by USA Camps Office. Depending on the nature of the program and its activities, additional review by the Offices of Risk Management and Insurance, Safety and Environmental Compliance, and/or the USA Attorney may be required.

For additional information or questions, please contact Marcy Matherne at 460-7200 or mmatherne@southalabama.edu.

Please submit to the USA Camps Program, Center for Continuing Education and Conference Services, 230 Alpha Hall East or by email to mmatherne@southalabama.edu. Please keep a photocopy for your files.

Name of Camp _____

Sponsoring Department _____

Campus Address _____

Camp Director _____ Email _____

Phone:() _____ Cell:() _____

Purpose

What is the purpose of the Camp/Youth Program?

How does it support the University Mission?

Is the program directed by the University of South Alabama or by a Non-University third-party?
Please explain.

Facilities, Food Service and Transportation

Have campus facilities been requested through Office of Special Events' Events Management System? ____
Yes ____No

If yes, please list approved locations.

Will use of any specialized facility, not included in the Events Management System, be needed for the camp?

Will any off-campus facilities be used? ____Yes ____No
Please explain

If this is a residential program, have requests space in for Residence Halls been requested?

If yes, please list approved locations.

Have dining and catering requirements been placed with Campus Dining?

Will participants be transported?

If yes, Please explain.

Fiscal Management

How is the camp/youth program funded? _____Registration Fees _____Grant _____Other

If other, please explain.

Has the USA Camp Program Office/Center for Continuing Education been contacted to establish registration forms and related materials?

Has a University Fund been designated for handling program revenues and expenses?

If yes, what is the FOAPAL?

Should Camp expenses exceed fees collected, how will the deficit be handled?

Will registrations and/or payments be accepted at check-in of first day of program?

Camp Date(s): Arrival: _____ Departure: _____

Classification of Campers: Residential _____ Commuter (Day) _____ Both _____

Estimated Number of Resident Campers: Males _____ Females _____ Total _____

Estimated Number of Commuter Campers: Males _____ Females _____ Total _____

Estimated Numbers of sponsors/chaperones: Males _____ Females _____ Total _____

Note: University policy requires minimum ratio of 1 chaperone to 10 campers. Background checks are required for most chaperones and staff.

Indicate group age of campers (check all that apply)

6-11 _____ 12-14 _____ 15-18 _____ 19-21 _____ 22+ _____

Location of Check-in/out: _____

_____ Date _____

Signature
Camp Director

Approvals

Sponsoring Unit Dean or Department Chair

Director, Center for Continuing Education



Background Investigation Consent

For Office Use Only:
Program:
Contact Name:
Contact Email:
Course # (if applicable):

IN ACCORDANCE WITH THE WRITTEN INSTRUCTIONS OF THE CONSUMER

I, _____
First Middle (no initials) Last

Social Security Number _____ understand that the University of South Alabama Center for Continuing Education & Conference Services, in cooperation with the University of South Alabama Office of Risk Management and Insurance, as part of its safety and security programs, may obtain a consumer report and/or an investigative consumer report (i.e. SSN verifications or credit history, criminal history record from any local, state, federal or foreign government agency and sex offender records) on me for the purpose of qualifying me as a chaperone or on-site coordinator for various University Programs, sponsored or otherwise, and that my qualification will depend on the satisfactory outcome of this investigation. I understand that I have the right to request additional disclosure of the nature, scope, and results of the investigation from:

National Application Processing & Screening, Inc., Post Office Box, 590, Bessemer, Alabama 35021 1-866-425-9671

I further understand that if any potentially adverse action is taken, based in whole or in part on the information contained in this report, the University will provide a copy of this report to me, along with a copy of my consumer rights. I understand this signed consent hereby authorizes the University's Office of Risk Management and Insurance, and/or its designated agents, to conduct at anytime during my participation/eligibility, all necessary, random and/or periodic background investigations as a requirement of my continued qualifications. I hereby assert a telephonic facsimile (FAX), electronic transmittal or a photographic copy of this authorization shall be as valid as the original.

List all other names used in the past:

Maiden Name: _____ Nickname: _____

Any other names used: _____ Date of Birth: _____

Driver's License Number: _____ Issuing State: _____ Expiration Date: _____

Current Address City/State/Zip County How Long There?

Telephone Email

PLEASE PROVIDE ANY ADDITIONAL ADDRESS LISTINGS BELOW FOR THE LAST SEVEN (7) YEARS

Former Address City/State/Zip County How Long There?

Former Address City/State/Zip County How Long There?

Former Address City/State/Zip County How Long There?

Signature Date

Please submit this signed form to the University of South Alabama Center for Continuing Education and Conference Services:

By Mail: USA Center for Continuing Education
555 North University Boulevard
Alpha Hall East, 322
Mobile, AL 36688

By FAX: 251-460-7709

*Disclosure of Social Security Number and Date of Birth is not required by any statute of law and is voluntary on your part. This information will be used to establish positive identity only. Failure to disclose your Social Security Number or Date of Birth will not in any way, affect your status as an applicant.

Medical Form, Page 2 -- Camper Name: _____

[] Stomach or Intestinal Trouble (ulcers, gall bladder or liver disorder, jaundice, hernia, colitis) _____

[] Arthritis, Diabetes, Kidney or Bladder Disease _____

[] Hay Fever or Allergies _____

[] Impaired Sight or Hearing, Chronic Ear Infections _____

[] Recent Surgical Operations, Accidents or Injuries _____

[] Any Current Infectious Disease _____

[] Any Current Skin Disease _____

[] Allergy to Foods _____

[] Do You Wear Glasses? Yes [] No [] Sometimes []

[] Do You Wear Contact Lenses? Yes [] No []

[] Date of last TETANUS BOOSTER _____

[] Significant Orthopedic and/or Neuromuscular Impairment (e.g. loss of limb, spinal cord injury) _____

[] Any other current health related issues? _____

Please note: For residential camps, all medications that accompany the camper to camp will be given to a designated counselor/chaperone. The counselor will dispense the medication in accordance with the directions provided by the parent. Medication should be in its original container labeled by the pharmacist. Only include enough medication for the time the child will be attending the camp.

[] Medicines currently taken by camper, including non-prescription or over-the-counter medications (list names, doses, times)

[] Under on-going care of a Physician (NAME AND PHONE #) for chronic or recurring problem _____

Family Doctor's Name: _____ **Clinic/Hospital:** _____

City: _____ **Phone:** () _____

Health Insurance Provider Name _____ **Policy Number:** _____

As a parent or guardian, I understand that if a serious illness/injury develops, medical or hospital care will be given. I further understand that in case of serious illness/injury, I will be notified. However, if it is impossible to contact me, I give my permission for emergency treatment, x-ray or surgery, as recommended by an attending physician.

I also understand if my child becomes ill or injured, my health insurance is primary coverage for those expenses. The University of South Alabama carries accident insurance that is secondary coverage in the event of an injury.

SIGNED: _____ DATE: _____
(Parent or Guardian)

Appendix G



University of South Alabama
Release from Liability for
University-Sanctioned Camps

Please Return to the Camp Director at the following address:
Name of Camp
Attention:
Name of Sponsoring College/Department
University of South Alabama
Address:
Address
Address

To be completed by participant's parent or guardian. The parent or guardian must sign in the presence of one (1) witness.

TO THE UNIVERSITY OF SOUTH ALABAMA:

I understand that my son/daughter, _____ has the opportunity to participate in
(Name)
_____ to be held _____ at the University of South Alabama.
(Camp) (Date)

I understand that travel to and from the Camp is my responsibility over which the University has no responsibility or control. In the event of inclement weather, camp staff may transport my child to an enclosed facility either on or off the University of South Alabama campus. Further, participation in the Camp is voluntary, and the undersigned are aware of, and agree to abide by the rules and regulations of the camp.

In consideration for the University of South Alabama permitting my child the opportunity to participate in this activity, I, in full recognition and appreciation of any risks, hazards or dangers inherent in this activity to which my child may be exposed, do hereby agree to assume all of the risks and responsibilities surrounding my child's participation in such activity, with the full knowledge and understanding that transportation to and from the program is not the responsibility of the University of South Alabama. Further, I do myself agree to hold harmless and indemnify, release and further discharge the University of South Alabama, and all of its trustees, officers, agents, servants and employees from and against any and all claims, demands and actions or causes of action on account of or resulting from my child's participation in the Camp and which may result from causes beyond the control of, and without the fault or negligence of the University of South Alabama, its trustees, officers, agents, servants and employees during the period of the student's participation as aforesaid.

I fully understand the risks involved in my child's participation in this activity, including risks in physical activities that may include swimming under supervision of a lifeguard. My child is physically able to participate in such activities. I understand that the University of South Alabama and its trustees, officers, agents, servants and employees assume and accept no liability for personal injury or loss of life or damage to personal property.

IN WITNESS WHEREOF, I have caused this Release to be executed on _____ day of _____, 20 .

Signature of Parent/Legal Guardian Signature Witness

Date Date

PHOTOGRAPHIC RELEASE

- I authorize the University of South Alabama Center for Continuing Education and Conference Services to photograph, video, and/or audio tape my child for promotional use of the University of South Alabama Camps Program.
I do not authorize the University of South Alabama Center for Continuing Education and Conference Services to photograph, video, and/or audio tape my child for promotional use of the University of South Alabama Camps Program.

Signature of Parent/Guardian: _____ Date: _____ Relationship: _____

Name of Camp: _____ Date: _____

This form must be completed and signed to complete a camper's registration and to be allowed to check in and participate in camp activities



USA Code of Conduct

For University-Sanctioned Camps and Youth Programs

- Participants are expected to actively participate in all camp classes and activities.
- Participants are not to walk around campus except in groups and accompanied by counselors or other staff.
- Each participant must make sure that the counselors or staff knows where he or she is at all times.
- Disruptive behavior in classes or on field trips/excursions and unexcused absences from any scheduled activity will not be permitted.
- Dangerous or threatening conduct, disrespectful behavior, bullying (persistent, offensive, abusive, intimidating, or insulting behavior, which makes the recipient feel upset, threatened, humiliated, or vulnerable) and hazing (conduct that causes or intends to cause psychological, emotional, or physical harm to any person) will not be permitted.
- Possessing, using, storing, or transporting firearms, other weapons, explosives, smoke bombs, fireworks, ammunition, or dangerous chemicals are prohibited.
- Electronic devices are not permitted in classes and on field trips/excursions.
- Residential participants are to be in their room by 9:30 p.m. Lights out at 10:30 p.m.
- Residential participants are to check-in with counselors each morning at the time specified by the counselor.

I/We have read and will adhere to the above Standard Code of Conduct. We understand that violation of any of the above rules may be cause for immediate dismissal from the camp.

Camper's Signature

Date

Signature of Parent/Guardian

Date

<p><i>Please Return to the Camp Director at the following address:</i></p> <p>Name of Camp Attention: Name of Sponsoring College/Department University of South Alabama Address: Address Address</p>
