



CAMPS

**ECU DEPARTMENT OF ATHLETICS
PRIVATE CAMP/CLINIC MANUAL**

(Updated 1.9.2020)

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ECU Department of Athletics Private Camp/Clinic Manual

INTRODUCTION

East Carolina University recognizes the benefit of allowing coaches to utilize University facilities to benefit athletic training programs for youths. There is also a recognized benefit for the University regarding the recruitment of qualified students. This Camp Manual outlines the necessary requirements and procedures that must be followed to ensure that all identified risks have been either eliminated or appropriately mitigated with regard to private athletic camps. Failure to follow all requirements of this Manual may result in the loss of the privilege to conduct camps or utilize University facilities.

DEFINITIONS

- *Private Camp/Clinic will be referred to as “Camp” throughout this Manual.*
- *The corporation owning and operating the camp will be referred to as “Camp Owner” throughout this Manual.*
- *The ECU Athletic Department Camp Director will be referred to as “Operations Department” throughout this Manual.*

PROCEDURES

ACCOUNTING & BUSINESS OPERATIONS

- Each Camp Owner must handle all aspects of its own camp finances, accounting and all other camp-related business operations separately from the University.
- No camp related purchases may be made with ECU funds or credit (i.e., ProCards, purchase orders, etc.).
- No camp purchases shall be made utilizing the purchasing power of the University (i.e., the camp and Camp Owner shall not use the University name or its relationship with any vendor to receive a discount or any other commercial benefit; and they shall not use the University tax-exempt status to purchase items even if they pay for the items or reimburses the University).
- Each Camp Owner must purchase, with its own funds/credit, any and all services and supplies to be used by it or the camp.
- The Athletic Business Office will NOT process camp related purchases or expenses.
- It is recommended that each Camp Owner secure the services of an accounting firm or individual capable of assisting with business functions such as payroll, tax reporting, and record keeping.

ADVERTISING

- Each Camp Owner is solely responsible for its camp marketing, promotion and advertising.
- East Carolina University owns the exclusive rights to its name, logos, slogans, colors, mascot, trademarks, service marks and other indicia related to the university, its programs and services, and its athletic teams (collectively, "marks"). The University's name or marks cannot be used in any camp promotional or advertising material except as specified in this Manual or the SPORTS CAMP CONTRACT, but the coach can use his or her title (e.g., "ECU Head Football Coach John Doe").
- ECU shall at all times have the right, in its sole discretion, to require Camp Owner to cease any and all uses of ECU's marks.
- The term "East Carolina University" or "ECU" can be used in reference to the camp's location (e.g., "Jane Doe's Tennis Camp at ECU").
- University logos may be used with a fee charged to the Camp Owner (\$100.00 per Logo per calendar year) with approval by the Operations Department. This \$100 fee applies to ANY logo used to promote the camp (e.g.; pictures, brochures, website, etc.).
 - For any camp related website, please provide the URL information to the Operations and Compliance Departments.
- Restrictions relating to advertisements of an institution's sports camps and clinics in recruiting publications are also set forth by the NCAA and the Camp Owner must abide by all applicable NCAA and institutional regulations.
- Preparation of all camp publications, (including, but not limited to; brochures, flyers, posted signs, websites, social media posts, graphics, t-shirt/apparel designs) and any other form of advertisements are the sole responsibility of the Camp Owner. Before being printed or publicly posted, they must be approved by the Compliance Department.
- Each camp publication/brochure/flyer/advertisement/website/social media post must include the following statement per NCAA rules:

"According to NCAA rules and regulations, all camps and clinics are open to any and all entrants regardless of skill/level (limited only by number, age, grade level and/or gender)."
- Each camp website must include (at minimum):
 - Camp dates and times, age groups, costs, deposit/discounts, equipment needs, tentative daily schedule, registration information, directions/parking, camp contact information (i.e. telephone number/email address), camp refund policy, aforementioned NCAA statement
- Each printed or posted (including social media) camp advertisement must include the aforementioned NCAA statement, and is recommended to include (at minimum):
 - Camp dates, age groups, costs, camp contact information (i.e. telephone number/email address)
- *An institutional or privately-owned camp may use a student-athlete's name, picture and institutional affiliation only in the camp counselor section in its camp brochure to identify the student-athlete as a staff member. A student-athlete's name or picture may not be used in any other way to directly advertise or*

promote the camp. Violations of this bylaw shall be considered institutional violations per Constitution 2.8.1; however, it will not affect the student-athlete's eligibility. (Revised: 4/26/01 effective 8/1/01 for camps that occur during the 2001 academic year and thereafter, 4/17/02, 7/12/04, 1/9/06)

ANNUAL REPORTING

- Each University employee, including all coaches and staff members, conducting any Camp-related tasks during that University employee's regular University work hours must record annual leave (per SHRA and EHRA Policies) for the hours worked in connection with the Camp. For example, working at a Camp on a Friday from 9:00 am to 5:00 pm would require eight (8) hours of annual leave reported for that day. In addition, time spent planning, collecting registration forms/payments, etc. for a Camp must also be recorded as annual leave if conducted during that University employee's regular University work hours.
- Coaches and staff members cannot perform Camp duties on University time.
- SHRA employees must complete a Secondary Employment form and receive appropriate approvals per University policy.
- EHRA employees must report all camp employment and ownership in their annual Conflict of Interest (COI) certification as well as an External Professional Activities for Pay (EPAP) form and receive appropriate approvals per University policy.
 - COI and EPAP are disclosed through the AIR management system. The link for AIR is as follows: <https://ecu.myresearchonline.org/air>

AUDITS/COMPLIANCE

- The Camp Owner must maintain a complete set of records pertaining to the camp, including:
 - a financial statement
 - a complete list of camp registrants and attendees
 - liability waivers and medical information for all camp attendees
 - a complete list of camp staff personnel
 - documentation of background checks and online training for all camp staff personnel
- ECU shall have the right to audit all camp records and all records of Camp Owner related to any camp at any time.
- Except as may be provided herein, or in the SPORTS CAMP CONTRACT, all camp records (including aforementioned documentation) must be kept on file for a period of at least five (5) calendar years.

CAMP FACILITY REQUEST

- Written requests to conduct a camp MUST be made by the Camp Owner to the Operations Department. Once approved, all requests will be forwarded to the Office of Compliance for final camp date approval (Form 1).

- Written requests must be made for each individual camp.
- Camp dates and sessions must be coordinated with and approved by the Operations Department to avoid conflict with other camp and University activities.
- Camp Owner must request facility rentals by completing the Camp Date Approval form (Form 1). All requests must be submitted no later than one month prior to the camp start date. Once camp dates are approved, the Camp Equipment/Set-Up Request form (Form 4) must be completed by Camp Owner and delivered to the Operations Department no later than one week prior to the camp start date.

CAMP PARTICIPANT REGISTRATION

- For each camp participant, the Camp Owner shall have the following up to date information on file and available to ECU upon request:
 - **General Camper Information:** name, age, school grade, address, telephone number of parent/guardian, email address of parent/guardian, emergency contact information
 - **Camp Liability Release Waiver**
 - **Camp Medical Information & Consent to Treat Participant form**

CAMP REGISTRATION

- All Camp Owners must register their camps with the Youth Camps and Programs Office.
 - Camp Owner may complete one registration for multiple camp dates
 - If additional dates are added, Camp Owner will be held responsible to complete the registration process for any and all added camp dates.
- Directions to complete the registration are as follows:
 - Go to <https://youthprograms.ecu.edu/>
 - Click on the “registration” button
 - Click on the “third party” button

CAMP STORE

- Any camp store must offer only items or supplies related to the camp.
- Camp store items cannot conflict with University agreements (e.g., Coke/Pepsi products).
- Any camp store is associated with the Camp Owner and is not related to the University.

CASH/CHECK COLLECTION

- Collections of cash and checks are the responsibility of the Camp Owner, not the University.
- Daily deposits of cash or checks are recommended.
- Receipts containing date, amount of payment, method of payment (i.e., Check, Cash, and Credit Card), payee, and camper are required.

- Upon receipt of deposits, an acknowledgement should be sent to the parent/guardian/camper indicating receipt and ensuring reservation in camp.
- It is required that a clear written refund policy be in place (a copy of the policy needs to be on hand for camp participants/parent/guardians to see).

COMPLIANCE

- All Camp Owners must receive prior approval from the Compliance office before releasing promotional material (e.g., print, email, signage, website, social media, etc.) for the camp.
 - Promotional items must be submitted to the Compliance Office via email (ATHLETICSCOMPLIANCE@ECU.EDU) for approval.
- Camp Information form (Form 2) shall be timely completed, by the Camp Owner, and submitted to the Compliance Office prior to camp approval.

DRIVER VERIFICATION

- If there is a need for any camp staff member to drive a minor during camp, they must receive driver verification approval through the Operations Department.
- To receive driver verification approval, it is required that the Camp Owner produce an official driving record for *each* state that the camp staff member has had a Driver's License in over the last three (3) years (these can typically be ordered online, through each state's DMV or DOT).
- When providing transportation for camp purposes, camp staff should never be alone with minor camp participants.

EMERGENCY ACTION PLAN

- Camp Owners shall use the Camp Emergency Action Plan ("Plan") provided by ECU for responding to serious injury and illness for all time periods during which camp participants are under the control or supervision of camp personnel, both on and off campus. The Plan shall cover emergency transportation of seriously ill or injured campers to local medical facilities. The Plan shall take into account the various locations and facilities to be used by participants, number of participants, likely injuries/illnesses, and inherent risks of the planned camp activities. If camp participants will be staying in residence halls, Camp Owner shall also consult with residence hall staff to ensure that the Plan encompasses those times, if any, when the participants are in the residence halls. Before camp starts, the Plan shall be shared with all camp personnel, and residence hall personnel (if applicable). The Camp Owner shall provide a copy of the plan to parents and participants upon request.
- Emergencies during regular business hours for some, but not all, ECU facilities, are described in the Emergency Action Plans for ECU Venues.
- The EAP can be accessed using the following link:

[https://ecupirates.com/documents/2019/8/14/EAP_Conference
_Office_updated_8_01_19.pdf](https://ecupirates.com/documents/2019/8/14/EAP_Conference_Office_updated_8_01_19.pdf)

HOUSING/MEAL PLANS

- Each Camp Owner is responsible for arranging its camp housing and meal plans.
- All Camp Owners must abide by all applicable University housing and dining policies.
- It is recommended that all camps offer three meals for overnight camps and lunch or dinner for day campers.
- The Camp Owner will contract separately with Hospitality Services regarding housing facilities, if needed, for camp personnel and campers.
- Unless there is a written agreement with Hospitality Services to the contrary, supervision in residence halls will be provided by and will be the responsibility of the Camp Owner.
 - For housing facility needs, please contact:

Erin Eatman Associate Director for Hospitality Services (252) 328-6110 EATMANE@ECU.EDU
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- The Camp Owner will contract separately with an independent contractor or ECU Dining Services for providing a food service to camp personnel and campers.

INCORPORATION

- ECU head coaches are required to establish a private corporation or other business entity for owning and operating camps. The corporation/business entity is referred to herein as “Camp Owner.”
- Camp Owner must at all times follow corporate formalities according to applicable law and be legally constituted and authorized to conduct business in North Carolina.
- The ECU head coach associated with the camp must at all times maintain greater than 50% ownership and control of Camp Owner.
- The coach that owns the Camp Owner Corporation shall at all times retain primary responsibility to ECU for the operation of the camp as provided hereunder and in the Sports Camp Contract.
- Due to the complexities involved in establishing a corporation and operating it correctly, each coach should seek the advice of an accountant and an attorney.

INSURANCE/LIABILITY RELEASE

- Each Camp Owner must show separate proof of liability insurance to protect the University if University facilities are utilized.
- Prior to the first session of camp, Camp Owner must have in place a liability insurance policy as specified in the SPORTS CAMP CONTRACT.
- The University reserves the right to review coverage and require changes, if appropriate, in the event University facilities are used.

- Camp Owner will require every camp participant age 18 or older (or the participant's parent or guardian if participant is under the age of 18 years) to sign the Camp Liability Release Waiver.
- The original signed Liability Releases for all participants shall be kept on file by the Camp Owner for a minimum of five (5) calendar years after signing.
- Additional releases or waivers may be used in connection with the Camp Liability Release Waiver (but not in substitution of the Camp Liability Release Waiver) and each Camp Owner is advised to seek the advice of an attorney in drafting its own release or waiver statement.

MAILINGS

- *Per NCAA regulations (See NCAA Bylaw 13.4.1); it is permissible to mail camp brochures to prospects of any age. However, this brochure must include information related specifically to camp events and activities.*

MEDICAL/ATHLETIC TRAINING SERVICES

- The ECU Athletic Training Department is not affiliated with private camps, but Camp Owners may employ such persons to work at camps, provided the applicable University procedures and rules are followed. See especially "Annual Reporting" section above.
- Camp Owners are responsible for the hiring and supervision of all camp medical and athletic trainer personnel. Designated ECU Athletic Training personnel may assist the Camp Owner in locating qualified personnel if requested, provided the request is made in a reasonable amount of time prior to the camp.
- Camp Owners shall use only Athletic Trainers licensed by the North Carolina Board of Athletic Training Examiners (NCBATE), and approved by the ECU Athletics Training staff, to perform athletic training duties. Out of state camps must use athletic trainers licensed in the state where the camp is being held. Persons who are not Athletic Trainers or other types of medical personnel are allowed to provide only first aid and emergency care, provided appropriate credentials are current. These individuals are to be referred to as first aid providers in all communications.
- It is required that each Camp Owner (regardless of the number of participants) have at least one licensed and approved athletic trainer present for each camp session.
 - For camps with 50 or more participants, it is recommended to have present at each session, a minimum of one licensed athletic trainer for each 50 camp participants.
 - It is also recommended that Camp Owners consider the number of venues, number of campers, and inherent risk of the sport when deciding on the total number and qualifications of the Athletic Trainer(s) and any other medical staff.
- With authorization of ECU Athletics, camp athletic training staff/first aid

providers are permitted to use reasonable amounts of items such as ice, Band-Aids, gauze and coolers. Camp Owner is responsible for the cleaning and return of all used coolers.

- The Camp Owner is responsible for the purchase/rental of all other athletic training staff/first aid supplies and equipment. Emergency equipment may not be rented unless a camp employee has appropriate certification for its use, and such equipment is available.
- All-terrain vehicles and golf carts shall be operated only by University employees with prior approval from ECU Athletics.
- The following required forms shall be provided by Camp Owner to camp Participants/Parents/Guardians, for completion and return no later than the start of camp, or such earlier time as may be specified by ECU Athletics.
 - Camp Medical Information & Consent to Treat Participant form
 - Camp Liability Release Waiver
 - These forms are NOT required if the camper/participant does not participate in any activities throughout the camp/clinic (view only).
- Camp Owner shall keep record of all aforementioned camp participant forms for a minimum of five (5) calendar years.

MINORS ON CAMPUS

- Prior to the start of camp, it is required that each Camp Owner require all camp staff to take the Mandated Reporter Training (**once every year**).
- Directions to complete the Mandated Reporter Training are as follows:
 - Go to <https://youthprograms.ecu.edu/>
 - Click on the “training” button
 - Click on the “Mandated Reporter Training” PowerPoint (you must visit the link on the final slide, and fill out required information, to receive credit for completion of training)
- Camp Owner shall keep a record of completed online training, for all camp staff personnel, for a minimum of five (5) calendar years.
 - This information can be acquired in the form of a report, through a request made to Dana Mattern MATTERND17@ECU.EDU
- Camp staff shall be directed to immediately report to the Department of Social Services, or police, as appropriate, any suspected abuse, suspected neglect, and known or suspected improper conduct involving participants or camp staff. Camp Staff shall also report to their supervisors unless such reports would interfere with an investigation. Camp Staff shall, in turn, report any and all criminal activities or submitted reports to the Youth Programs and Camps reporting link posted at <https://youthprograms.ecu.edu/> and the Operations Department.

- It is recommended that ratios of non-athletic trainer staff, who are on duty, to campers meet the following minimums:
 - 5 years old and younger- 1:6
 - 6-8 years old- 1:8
 - 9-14 years old- 1:10
 - 15-18 years old- 1:12

ORIENTATION

- Each Camp Owner shall devote adequate time to orientation for campers, campers' parents/guardians and camp staff.
- Orientation shall include:
 - Knowledge of facilities (rest rooms, lights, etc.).
 - Emergency procedures, including medical emergencies and adverse weather (See form under Medical Services section).
 - Applicable camp and University policies (including Dining and Housing (e.g., damages)).
 - Safety, security policies (including camp Emergency Action Plan) and a description of how behavioral issues will be addressed.
 - Camp rules and regulations.
 - Confidentiality issues involving youth (in relation to Medical Information forms)
- *An institution's basketball sports camp or clinic must include an educational session presented in-person or in a video format detailing NCAA initial-eligibility standards and regulations related to gambling, agents and drug use to all camp and/or clinic participants. (Adopted: 1/14/97; Revised: 1/13/03).*

PARKING

- For any parking related questions please contact the Operations Department. We will then provide you camp parking information or contact the Department of Parking and Traffic regarding any requests.

SPONSORSHIP

- Any proposed commercial or noncommercial sponsorship, any proposed commercial or noncommercial advertising of the camp and any related signage, written material or other promotion of the camp cannot be in violation of applicable University rules or regulations or existing University or IMG agreements. The University reserves the right, in its sole discretion, to approve or disapprove any submission.
- Coaches must clearly indicate to any potential donor that any camp sponsorships are for the coaches' private camps and not the University. The Coach cannot offer any University resource or privilege as an incentive to sponsor a private camp.

SPORTS CAMP CONTRACT

- This Camp Manual (“the Manual”) is incorporated into the SPORTS CAMP CONTRACT between the University and Camp Owner (See Sports Camp Contract).
- The Sports Camp Contract shall specify:
 - Dates and location(s) of camp sessions that are known by the Camp Owner at the time the contract is signed. If the camp sessions listed on the contract change after the contract is signed (including cancellation of previously listed sessions or adding sessions) then Camp Owner shall seek approval of the changes from the Operations Department no later than 1 week prior to a canceled or additional session. All changes to the sessions shall be considered amendments to the Camp Contract, such that it shall be considered applicable only to those sessions that actually occurred during the specified calendar year.
 - All additional requests are subject to approval and based on availability.
 - ECU shall provide facilities for camp operations as specified in the SPORTS CAMP CONTRACT. Any special equipment or set-up will be charged to the Camp Owner and is in addition to the cost or fees listed therein.

STAFFING

- Camp Owners are solely responsible for hiring and staffing each camp.
- For each camp held, it is required that Camp Owner submit an accurate list of all camp staff personnel (Form 3) to the Operations Department. Any additions or removals to Form 3 must then be resubmitted no later than two weeks prior to each camp.
- Camp personnel shall be legally qualified to work in the United States and shall also be qualified to provide participants with a safe and enjoyable experience while attending camp.
- Written agreements are recommended between the Camp Owner and staff, outlining duties and responsibilities, including salary and reimbursement.
- All camp personnel who are also ECU employees (or ECU Students) shall not be eligible to participate in the camp unless they have undergone a satisfactory background check within three (3) calendar years of the start of camp. A new employee background check, if completed by ECU within three (3) calendar years of the start of camp, is sufficient for this purpose. All camp personnel who are not ECU employees (or not ECU Students) shall not be eligible to participate in the camp unless they have undergone a satisfactory background check within one (1) calendar year of the start of camp.
- ECU retains the right, in its discretion, to bar any camp staff member from its premises.
- Any background checks that reveal charges and/or convictions will need to be reviewed and approved by the Operations Department, prior to camp start date. It is the Camp Owner’s responsibility to ensure that any background checks revealing charges and/or convictions are submitted to the Operations Department for review and approval.

- AS OF JANUARY 1, 2017, ALL BACKGROUND CHECKS MUST USE THE “ECU CAMP PACKAGE” FROM THE CASTLE BRANCH COMPANY. (<https://www.castlebranch.com/>) ANY BACKGROUND CHECK THAT HAS NOT COMPLETED ALL THREE REQUIRED COMPONENTS WILL NO LONGER BE ACCEPTED.
 - Required Components Include: (1) Statewide felony and misdemeanor check in all states where the person has resided (2) Social Security Number trace (3) National Sex Offender Registry Check
 - If there are any questions regarding the “ECU CAMP PACKAGE” please contact:

Robert M. Thompson
 Account Executive
 1845 Sir Tyler Dr.
 Wilmington, NC 28405
 Castle Branch Inc.
 (888) 723-4263 ext.7141
ROBT@castlebranch.com

- Any person who only lectures/demonstrates at a camp/clinic does not need to complete a background check or Mandated Reporter Training as long as the participants are being supervised by camp personnel that have undergone a satisfactory background check, as well as met other staff requirements as stated in the Camp Manual.
- Camp Owner shall keep a record of completed background checks, for all camp staff personnel, for a minimum of five (5) calendar years.
- **Specific Employment Situations per NCAA Manual**
 Each Camp Owner must comply with all pertinent NCAA rules and regulations (see NCAA MANUAL) regarding camps. Potentially applicable NCAA regulations may include, but are not limited to, the following:
 - *In all sports, a student-athlete may be employed in any sports camp or clinic, provided, compensation is provided pursuant to the criteria of Bylaw 12.4.1. A student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his or her appearance at the camp/clinic.*
 - *A member institution (or employees of its athletics department) may employ a high school, preparatory school or two-year-college coach or any other individual responsible for teaching or directing activity in which a prospective student-athlete is involved at its camp or clinic, provided:*
 (Revised: 1/11/94,6/25/08)
 - (a) *The individual receives compensation that is commensurate with the going rate for camp counselors of like teaching ability and camp experience; and (Revised: 6/25/08)*
 - (b) *The individual is not paid on the basis of the value he or she may have for the employer because of the coach’s reputation or contact with prospective student-athletes. (Adopted: 1/11/89, Revised: 6/25/08)*

- *In basketball, an institution's basketball coach and noncoaching staff members with responsibilities specific to basketball may be employed only at their own camps/clinics. Participation in such camps or clinics is limited to the months of June, July and August or any calendar week (Sunday through Saturday) that includes days of those months (e.g., May 28-June 3). It is not permissible for a basketball coach or noncoaching staff member with responsibilities specific to basketball to be employed at other institutional camps or clinics or at noninstitutional privately owned camps or clinics. [Adopted: 4/28/05 effective 8/25/05 - men's basketball; 8/1/05 for women's basketball, Revised: 1/9/06 effective 8/1/06]*
- *In women's volleyball, an institution's coach or noncoaching staff member with responsibilities specific to women's volleyball may serve in any capacity (e.g., counselor, guest lecturer, consultant) in a noninstitutional, privately owned camp or clinic, provided the camp or clinic is operated in accordance with restrictions applicable to an institutional camp or clinic (e.g., open to any and all entrants, no free or reduced admission to or employment of athletics award winners). However, it is not permissible for a women's volleyball coach or noncoaching staff member with responsibilities specific to women's volleyball to be employed (either on salaried or a volunteer basis) in an institutional camp or clinic or a noninstitutional, privately owned camp or clinic that is conducted off the institution's campus during a quiet period. (Adopted: 1/16/10 effective 8/1/10)*
- *In sports other than basketball, football and women's volleyball, an institution's athletics department personnel may serve in any capacity (e.g., counselor, guest lecturer, consultant) in a noninstitutional, privately owned camp or clinic, provided the camp or clinic is operated in accordance with restrictions applicable to institutional camps (e.g., open to any and all entrants, no free or reduced admission to or employment of athletics award winners). Participation in such camps or clinics is not subject to the location restriction in Bylaw 13.12.1.2. (Revised: 4/28/05 effective 8/1/05, 5/26/06, 1/16/10 effective 8/1/10)*
- *No athletics department staff member may be employed (either on a salaried or a volunteer basis) in any capacity by a camp or clinic established, sponsored or conducted by an individual or organization that provides recruiting or scouting services concerning prospective student-athletes. NCAA Bylaw - 13.12.2.3.1 and 11.3.2.5*
- *No athletics department staff member be employed (either on a salaried or a volunteer basis) in any capacity by a coaches clinic established, sponsored or conducted by an individual or organization that provides recruiting or scouting services concerning prospective student-athletes, even if prospective student athletes are not involved in the coaches clinic. NCAA Bylaw - 13.12.2.3.1 and 11.3.2.5*
- *No athletics department staff member may endorse or serve as a consultant for a camp or clinic sponsored or conducted by a scouting service. NCAA Bylaw - 13.12.2.3.1 and 11.3.2.5*
- *This provision does not prohibit an athletics department staff member from participating in an officiating camp where participants officiate for,*

*but are not otherwise involved in, a scouting services camp. NCAA
Bylaw - 13.12.2.3.1 and 11.3.2.5*

USAGE FEES/EXPENSES

- ECU Athletics has established a \$1.00 per camper/participant per day charge for all camps that do not use any ECU facilities. A portion of this goes to offset minor/incidental administrative costs to the University/department.
- ECU Athletics has established a \$3.00 per camper/participant per day charge as a usage fee for all camps that use at least one (1) ECU facility. This \$3.00 per camper per day charge applies to the facility that will be used primarily by the camp (the “primary facility”).
- ECU Athletics has established a \$3.00 per camper/participant per day charge regardless if the camper/participant paid or not. All employees of the camp are exempt from this \$3.00 charge.
- The fees and conditions applicable to usage of ECU facilities are set forth in the SPORTS CAMP CONTRACT. A portion of this goes to offset minor/incidental administrative cost to the University/department.
- Final Camp participation roster must be submitted to the Operations Department no later than one week after the end of Camp.
- Full payment shall be made within 30 days of receipt of invoice by Camp Owner.
- Additional fees may be added if additional resources or services are required See SPORTS CAMP CONTRACT.

REQUIRED CAMP ITEMS

PRE-CAMP

- Proof of Insurance - must be submitted to Operations Department at least 30 days prior to start of camp
- Sports Camp Contract - must be submitted to the Operations Department once per calendar year, initial submission due at least one month prior to first camp date
- Camp Registration - (Youth Camps and Programs Office) must be completed for all camp dates, no less than 60 days prior to the start of camp (See Camp Registration section for detailed information)
- Camp Attestation Form - must be submitted to the Operations Department once per calendar year, initial submission due at least one month prior to first camp date
- Form 1: Camp Date Approval - must be submitted to the Operations Department at least one month prior to start of camp
- Form 2: Camp Information - must be approved by the Compliance Office prior to camp advertisement
- Camp advertisement proofs - must be submitted to, and approved by, the Compliance Office via email (ATHLETICSCOMPLIANCE@ECU.EDU) prior to printing/posting publicly
- Form 3: Camp Employment/Staff Listing - must be provided to Operations Department no later than two weeks prior to camp

- Form 4: Camp Equipment/Set-Up Request - must be provided to the Operations Department at least one week prior to start of camp, once approved, a confirmation email will be sent to the Camp Owner
- Background Checks - (Castle Branch "ECU Camp Package") must be processed for all camp staff members and kept on file by Camp Owner
- Mandated Reporter Training - (See Minors on Campus section) training must be completed by all camp staff members and kept on file by Camp Owner
- Camp Liability Release Waiver - must be completed by all participating campers prior to engaging in camp activity and kept on file by Camp Owner
- Camp Medical Information & Consent to Treat Participant - must be completed by all participating campers prior to engaging in camp activity (ensure that the form is thoroughly completed, no missing signatures/requested information) and kept on file by Camp Owner

POST-CAMP

- Final Participant List - due no later than one week after conclusion of camp
- Full Payment of Camp Invoice - must be paid within 30 days of receipt of invoice