Policy

To promote learning, development and growth through sport by providing quality offerings for young people, their parents and/or guardians. The camp experience will showcase the University of Wisconsin – River Falls, Falcon Center and ancillary departments and facilities. UWRF Camps and Clinics should enrich the camper’s skills and abilities but also generate revenue for the department of Athletics, Conference and Event Services, Residence Life and Dining Services when appropriate. A professionally administered camp experience will aid in the recruitment of new students, increase awareness of the UWRF brand and serve as a means to impact public relations in a positive manner.

Authority

The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process. The Vice Chancellor for Business and Finance is responsible for the administration of this policy. Request an exception to this policy by writing to administrative-policy@uwrf.edu.

Sanctions and Appeals Process

Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

Procedure

1. The policy for determining salary needs is based upon:
   a. Revenue generated by the camp or clinic.
   b. The amount of hours spent during the camp or clinic operation and in preparation time.
   c. Coaches cannot receive more than full summer university salary.
2. Camps and clinics with limited enrollment will be evaluated for viability. The decision to cancel a scheduled camp or clinic will involve the Camp Director and Director of Athletics, and when appropriate, the Conference and Event Services Manager.
3. Camps and clinics will be conducted in accordance with the operating policies established for use of Falcon Center facilities and the Intramural Complex.
4. An annual review of camps and clinics will be conducted by the Director of Athletics and Camp Directors.
Athletic Department Responsibilities
The Director of Athletics (or designee) is responsible for the following:

1. Approve camps and clinics.
2. Reserve camp facilities in accordance with the operating policies established for use of Falcon Center facilities.
3. Approve payroll for the Camp Directors and camp staff.
4. Establish policies for the collection of registration fees.
5. Approve camp and clinic marketing materials.
6. Communicate the current administrative fee structure with the Camp Directors.
7. Distribute camp revenue to the proper units and ensure payment of camp related expenses.
8. Ensure camps and clinics are conducted in accordance with NCAA rules and regulations.
9. Ensure camps and clinics are conducted in accordance with UW-River Falls Camps and Clinics Health Services Written Protocols.
10. Ensure that all camp coaches and staff have completed a background check and Executive Order #54 training.
11. Submit Camps and Clinics Premium Calculation Form to Risk Manager on a quarterly basis to ensure compliance with UW System Camps and Clinics Blanket Accident Insurance Program.
12. Recruit, hire, and train staff for oversight and support of the camp and clinic dates that have been scheduled by the Athletic Department.
13. Ensure that camp facilities are clean, safe, and efficiently operated for a successful camper and clinician experience.

Conference and Event Services Responsibilities
The Conference and Event Services Manager (or designee) is responsible for the following:

1. Coordinate dining and housing requests with Camp Directors, when needed.
2. Assist with the check-in of campers related to dining and housing, when needed.
3. Invoice individual camps and clinics for dining and housing use, when needed.

Camp Directors Responsibilities
The Camp Directors (or designee) are responsible for the following:

1. Communicate camp and clinic dates with the Director of Athletics and Conference and Event Services Manager, when needed.
2. Coordinate with the Conference and Event Services Manager for dining and housing requests, when needed.
3. Develop, market, and distribute camp and clinic marketing materials.
4. Coordinate the design, order and sale of camp T-shirts in compliance with UW-River Falls Administrative Policy AP-01-108 – Licensing of UWRF Registered Marks.
5. Coordinate camp and clinic registrations and refunds.
6. Collect and retain Health History and Risk Agreement forms for camp participants.
7. Hire camp and clinic coaches and staff.
8. Maintain camp and clinic participant databases.

Background
University-sponsored athletic camps have either been run independently, through Conference and Event Services, or through Outreach. As independents, coaches were responsible for the insurance, marketing, promotions, mailings, registrations, and the renting of University facilities, and could make personal profits from the camp. Through Conference and Event Services and Outreach, the insurance and above services were provided by the University. In the 1996-97 academic year, camps and clinics became the responsibility of the Athletic Department, under the supervision of the Director of Athletics or designee. The Athletic Department will administer all aspects of athletic camps and clinics operated by university athletic personnel.

Contact
Please direct questions about this policy to administrative-policy@uwrf.edu.