



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

Maintained by:
Center for Continuing Education and Conference Services
555 North University Boulevard
Alpha Hall East, 322
Mobile, Alabama 36688

O: 251.460.7200 F: 251.460.7709

usactrforconted@southalabma.edu

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, Conference 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

th.33 0 Td [(Sa)-1 (m OffiSa)2(Pr)-684lo-1 (t)-1 (t)-1 (t)-1 (t002 Tc (a)-1 (Td ()Tj -0.002 Tc 0.00

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 §(p)-

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

2

the

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

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

3. The sale of merchandise will require the collection and reporting of sales tax. Monies collected must be collected as part of

Registration Management & Related Fees	USA Departments & Grants
<p>Camp Set-Up</p> <ul style="list-style-type: none"> x Establish course numbering/coding system based on data outcome needs of Camp Director x Set-up registration configuration x Set-up reporting system x Train program staff to access courses for checking enrollment, running general reports, and emailing registrants x Coordinate Annual Training for Camp Directors and staff 	<p>\$100.00/camp</p>
<p>Registration & Business Office Services –</p> <ul style="list-style-type: none"> x Process telephone, mail-in, in person, and online registrations x Process registration fees and refunds through University approved business office with cash handling procedures and integrated CPI compliant credit card processing. x Send registration confirmations and other information to students upon registration x Serve as student help Desk, M-F, 8:00am – 5:00 pm x Cancel Registration upon student or program administrator request x Maintain permanent student record of enrollment/successful completion x Issue verification of course completion to student x Transfer of residual funds to sponsoring entity 	<p>\$20.00/registration plus applicable credit card merchant fees calculated at 2.25%*</p>

Custom Reporting

x

*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:

- x flexibility to customize course numbering/coding based on specific recordkeeping and reporting needs of the camp
- x automatic registration confirmation by email or regular mail
- x Ability to attach all required documents to registration confirmation (Liability Releases, Medical forms, etc....)

Appendices

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

Appendix B: Responsibilities of the Camp Director

Appendix C: Responsibilities of USACamp Program Office

Appendix D: A0 Tw 3.100 Ud-c 00(Ah(s)2011 d 9(s) Jch(1)9,002 M(-c)000c p2.070a)lc Td-U0(00)

University of South Alabama
Camps,

University of South Alabama
Camps, Conferences and Special Events Policy
Effective Date: July 2, 2012

For University-sanctioned

University of South Alabama
Camps, Conferences and Special Events Policy

2. Administrative Practices for Externally Ex.

Responsibilities of the Camp Director

Each University

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.



Medical Information Form

This form must be completed and returned prior to the first day of camp for your child to participate in the camp.

CAMPER NAME: _____

ADDRESS: _____
Street City State/Zip Code

AGE: _____ SEX: _____ BIRTH DATE: _____

GRADE: _____ SCHOOL: _____

PARENT/GUARDIAN/OTHER EMERGENCY CONTACTS

NAME: _____ Relationship _____

HOME PHONE: () _____ WORK PHONE: () _____

ADDRESS: _____
Street City State/Zip Code

NAME: _____ Relationship _____

HOME PHONE: () _____ WORK PHONE: () _____

ADDRESS: _____
Street City State/Zip Code

HEALTH INFORMATION STATEMENT

Check below any information you feel the staff may need to maximize the safety and the well being of the camper. To the right of the condition statement is space for more information relating to the condition checked. Please be specific. In case of emergency, this health information may be the only source of accurate important information. This information is confidential.

[] Mental or emotional health issue _____

[] Seizure disorder _____

[] Lung Disease (asthma, persistent cough, tuberculosis) _____

[] Disease of Heart or Blood Vessels, Increased or Abnormal Blood Pressure _____

[] Pain in Chest or Shortness of Breath (heart murmur, rheumatic fever) _____

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,

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 an injury, (b) (5) (D) (c)

USA Code of Conduct

For University-Sanctioned Camps and Youth Programs

- x Participants are expected to actively participate in all camp classes and activities.
- x Participants are not to walk around campus except in groups and accompanied by counselors or other staff.
- x Each participant must make sure that the counselors or staff knows where he or she is at all times.
- x Disruptive behavior in classes or on field trips/excursions and unexcused absences from any scheduled activity will not be permitted.
- x 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.
- x Possessing, using, storing, or transporting firearms, other weapons, explosives, smoke bombs, fireworks, ammunition, or dangerous chemicals are prohibited.
- x Electronic devices are not permitted in classes and on field trips/excursions.