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| <p>Name of Policy: Camps and clinics</p> <p>Policy Number: 3364-35-03</p> <p>Approving Officer: President</p> <p>Responsible Agent: Athletic Director</p> <p>Scope: Athletic Department</p> |  <p>Effective date: February 1, 2008</p> |
| <p><input checked="" type="checkbox"/> New policy proposal</p> <p><input type="checkbox"/> Major revision of existing policy</p> | <p><input type="checkbox"/> Minor/technical revision of existing policy</p> <p><input type="checkbox"/> Reaffirmation of existing policy</p> |

(A) Policy statement

The University of Toledo (“UT”) is committed to following all National Collegiate Athletic Association, Mid-American Conference, institutional, federal, and state laws and regulations, including those laws and regulations specific to camps/clinics.

The university will have procedures that address the following areas related to camps and clinics:

- (1) Scheduling;
- (2) Marketing and promotions;
- (3) Employment;
- (4) Payments, including the handling of cash;
- (5) Insurance;
- (6) Concessions;
- (7) Revenue/Expense reports
- (8) Noninstitutional camp/clinic employment

(B) Purpose of policy

This policy confirms the directives for administration of athletics department camps/clinics involving prospective and non-prospective age student-athletes as well as high school, junior college, and four-year college coaches, as identified in the athletics department’s camps and clinics manual.

(C) Procedures

The coordinator of the camp/clinic will ensure that proper documentation is submitted to the athletics compliance office and athletics business office for each camp/clinic that is conducted. Documentation will be provided in the areas of scheduling, marketing and promotions, employment, payments, insurance, concessions, and revenue/expenses.

(1) Athletics department camp/clinic manual

All individuals coordinating a university camp/clinic will be responsible for knowing and understanding the requirements for operating his or her camp, consistent with the provisions of the athletics department camps and clinics manual. This document will be reviewed on an annual basis by the assistant athletics director for compliance with all camp/clinic coordinators.

(2) Scheduling

The camp/clinic coordinator will notify the assistant athletics director for facilities/events and assistant athletics director for compliance at the earliest opportunity to ensure the availability of the facility for the scheduled camp/clinic date(s).

(3) Pre-camp information

Prior to the start of the camp/clinic, the camp/clinic coordinator will submit pre-camp budget projections to the athletics compliance office, using the revenue expense worksheet in the athletics department camps and clinics manual. An estimated number of campers will be provided by the camp/clinic coordinator in the pre-budget information.

(4) Marketing and promotions

The camp/clinic coordinator will submit a draft of the camp/clinic brochure to the designated sports information contact and assistant athletics director for compliance to ensure the brochure meets NCAA and university specifications. The assistant athletics director for compliance and sports information contact will approve the brochure draft before submission to the marketing and communications office for final review and printing.

(5) Employment

All camp/clinic employment must conform to NCAA, university, federal, and state guidelines. The camp/clinic coordinator will ensure:

- (a) That all camp/clinic employees complete a W-9 form to document income.
- (b) That the athletics department's camp/clinic employment forms are completed and submitted to the athletics compliance office prior to the start of the camp/clinic.

- (c) That documentation of time worked is verified on a time sheet that is signed and dated by the coach and camp/clinic coordinator prior to submitting to the athletic compliance office.
- (6) Receipt/depositing/reconciliation of camp/clinic fees

Collection of all payments must conform to the university controller's office cash handling procedures guide found at <http://controller.utoledo.edu/CashHandlingProceduresGuide.asp>.

Payment method

- (a) The preferred method of payment is by check, money order, or credit card; cash should only be accepted when no other payment option is available. Checks should be made out to the University of Toledo and not to a specific person or camp/clinic.
- (b) All payments should be sent directly to the athletic department business office. Should the camp/clinic coordinator receive payments for the specific camp/clinic the remittance should be given to the business office for processing.

Athletic business office procedures

- (i) All checks must be stamped "for deposit only to (sport) camp."
- (ii) Payments should be secured in a bank deposit envelope with deposit sheet and deposit slip included for reconciliation purposes.
- (iii) Monday through Friday during normal business hours, all camp/clinic payments will be handled by the athletic business office.
- (iv) Camp/clinic payments made to the camp/clinic coordinator after business hours or on weekend must be safeguarded in a locked drawer or safe maintained by the head coach or someone independent of the cash collection process (i.e. ticket office). Access to the locked drawer or safe should be restricted to the head coach.
- (c) The athletic business office will prepare all funds for deposit. Arrangements will be made with the university police for transporting of monies to the bursar's/cashier office.

- (d) Coaches will follow the university purchasing policy for purchasing goods or services for the camps.
- (e) A spreadsheet should be maintained by the athletic business office for each camp documenting all receipts and expenditures associated with each camp/clinic. Spreadsheets will be used to reconcile the accounts.
- (f) At the conclusion of each camp/clinic a reconciliation of revenue and expenses will be performed by the camp/clinic coordinator and athletic business office. The camp/clinic coordinator shall submit to the assistant athletics director for business affairs and the assistant athletics director for compliance a statement of revenues and expenses.
- (g) The coach, athletic business office and athletic director will review the camp account activity. Based on the proceeds from the camp the coach's payment will be agreed upon with the athletic director. The coaches may transfer funds to the next year to offset costs for subsequent camps.

(7) Insurance

All individuals participating in university camps/clinics must sign a medical release and treatment authorization prior to engaging in any physical activity. This release should be included in the camp/clinic brochure. The coordinator of the camp/clinic shall verify that the institution has the requisite insurance coverage inclusive of employees and participants.

(8) Concessions

The camp/clinic coordinator should work with the university concessions company to organize all concessions, including food, drink, and merchandise. Handling of payments should conform to university cash handling procedures, and collected for deposit on a daily basis.

(9) Vacation

Coaches will be required to take vacation time when conducting a camp/clinic as required by human resource department.

(10) Noninstitutional camp/clinic employment

Coaches that are employed by noninstitutional camps/clinics must have an athletics department noninstitutional camp/clinic verification form completed by the coordinator of the noninstitutional camp/clinic to ensure compliance with NCAA regulations. Coaches receiving compensation from the noninstitutional camp/clinic must report this income annually on the athletics department outside income statement, consistent with NCAA legislation.

(D) Definitions

An institutional camp/clinic. Any camp/clinic that is owned or operated by a member institution or an employee of the member institution's athletics department, either on or off its campus, and in which prospective student-athletes participate, as defined by the NCAA.

Employees. Staff, faculty, student employees, vendors and contractors.

Employment. All forms of work participation, including compensated or voluntary, as defined by the NCAA.

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| <p>Approved by:</p> <p><u>/s/ laj</u> Lloyd A. Jacobs, M.D. President</p> <p>February 13, 2008 Date</p> <p><i>Review/Revision Completed by: Athletic Department</i></p> | <p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>None</i> <p>Initial Effective Date: February 1, 2008 Review/Revision Date: Next review date: February 1, 2011</p> |
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