


Name of Policy: Camps and clinics Policy Number: 3364-35-03 Approving Officer: President Responsible Agent: Athletic Director Scope: Athletic Department		 Effective date: November 2, 2018 Original effective date: February 1, 2008	
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(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, including a criminal background check in accordance with UT policy number 3364-25-47;
- (4) Minors on campus training in accordance with UT policy number 3364-10-17
- (5) Payments, including the handling of cash;
- (6) Insurance;
- (7) Concessions;
- (8) Revenue/Expense reports
- (9) 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, minors on campus training, 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 senior associate athletics director for compliance with all camp/clinic coordinators. A copy of the athletics department's camps and clinics administrative guidelines may be found on the compliance page at www.utrockets.com.

(a) Camp and clinic directors will be asked to attend an in-person educational session on protecting minors at camps and clinics.

(2) Scheduling

The camp/clinic coordinator will ensure the availability of the facility for the scheduled camp/clinic date(s).

(3) Marketing and promotions

The camp/clinic coordinator will ensure the camps and clinics brochure meets NCAA and university specifications.

(4) 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.

- (c) That documentation of time worked is verified by the coach and camp/clinic coordinator.
 - (d) In accordance with the UT policy number 3364-25-47, all volunteers and students working campus and clinics must undergo a background check as a condition of employment.
 - (e) In accordance with UT policy number 3364-10-17, that all camp employees have undergone minors on campus training.
- (5) Receipt/depositing/reconciliation of camp/clinic fees

Collection of all payments must conform to the university controller's office cash handling procedures.

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) Each camp coordinator shall be responsible for all cash deposits.

Deposit 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 camp coordinator will prepare all funds for deposit. Arrangements may 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) 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.
- (f) 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 elect to maintain a fund balance into the next year to offset costs for subsequent camps.

(6) Insurance

All individuals participating in university camps/clinics must sign a medical information release and waiver and concussion acknowledgement 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.

(7) Concessions

The camp/clinic coordinator will be responsible for 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.

(8) Vacation

Coaches will be required to take vacation time when conducting a camp/clinic as required by human resources under UT policy number 3364-25-36.

(9) 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 (or designee) 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.

(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.

<p>Approved by:</p> <p><i>/s/</i> Sharon L. Gaber, Ph.D. President</p> <p><u>November 2, 2018</u> Date</p> <p><i>Review/Revision Completed by:</i> <i>Athletic Department</i> <i>SLT</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>Previous 3364-35-03, effective date November 6, 2014</i> <p>Initial Effective Date: February 1, 2008</p> <p>Review/Revision Date: July 12, 2011; November 6, 2014, November 2, 2018</p> <p>Next review date: November 2, 2021</p>
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