

INTRODUCTION

The University of Iowa fosters and encourages the conduct of sports camps and clinics as a means of providing supplemental income to coaches, attracting prospective students, and as opportunities for the University to showcase its athletics programs and facilities.

Compliance Expectation

NCAA legislation, intended to address potential abuses associated with the operation of sports camps and clinics, requires the University of Iowa Athletics Department to develop policies and procedures by which to ensure compliance.

Appropriate policies and procedures to be followed before, during, and after the operation of all sports camps, instructional clinics (for coaches or students), and developmental clinics are presented here for your information and use.

Department of Athletics Oversight

Institutional camps shall be operated under the guidance of the Director of Sports Camps and University of Iowa Compliance Office. Non-institutional and/or Private Camps & Clinics must still be cleared and confirmed as meeting the same requirements as an institutional camp/clinic through the University of Iowa Compliance Office. Private (LLC) camps may be offered by University of Iowa athletics department staff after approval by the Sports Camps Director and the appropriate sport administrator.

PARTICIPANTS

General Limits

1. An institution's sports camps or clinics are to be open to any and all entrants, limited only by number, grade level and/or gender. [Bylaw 13.12.1.3]
 - a. An institution may advertise or promote an institutional camp or clinic toward a particular audience (e.g. elite camp), provided the advertisement or promotion indicates that the camp or clinic is open to any and all entrants. [Bylaw 13.4.3.2.2]
 - b. It is permissible to specifically invite particular PSAs provided the PSA is eligible to receive written correspondence and the institution legitimately advertises the camp, making it open to any and all entrants. It is not permissible for the institution's coaching staff to work exclusively with the specifically invited PSA. [NCAA Staff Interp. 8/19/88]
2. Currently enrolled student-athletes may not participate as campers in their own institution's camps or clinics. [See Bylaw 17, Camps and Clinics]

RELEASE AND/OR MEDICAL AUTHORIZATION

For liability and insurance reasons, release statements and various medical documentation must be obtained prior to any camper/clinician participating in an institutional camp or clinic.

The director of the institutionally operated camp must obtain the release prior to camper/clinician participation. It may be included as part of the camp/clinic application or completed at the time of registration.

Management of Institutional Camps/Clinics: On- and Off-campus

For University-owned camps, (1) all compensation payments must be paid through University payroll and a University account must be used for the collection of all attendance fees and payment of all expenses AND (2)

copies of comprehensive and detailed records must be supplied to the Sports Camp office covering all aspects of the camp or clinic. Discounts and refunds must be documented.

UNIVERSITY PROGRAMS WITH MINORS POLICY

Criminal Background Checks

Sport coaches, sport-specific administrative assistants, sports camp residence hall counselors and camp personnel during University-sponsored sports camps (on-campus or off-campus) will need to have a criminal background check. Employment is contingent on a successful check. Screening must be done as follows:

- i. Initial Screening
 1. New employees at the point of hire.
 2. Returning/seasonal employees upon rehire.
- ii. Current employees
 1. All current employees determined to be subject to background screening will undergo a criminal background check and be required to complete a self-disclosure form upon implementation of this policy, unless an equivalent screening has taken place within the past year.
 2. Internal job transfers or any change of duties that adds activities with direct contact with Minors, prior to commencing those duties.
- iii. Rechecks
 1. All current employees determined to be subject to background screening will undergo a criminal background check at least every five years utilizing the designated University vendor.
 - a. Student-athletes and student managers, for the purposes of this policy, have the same requirements as current employees.
 2. A complete criminal background check will be conducted upon self-disclosure by an employee.
 3. The University reserves the right to conduct background checks of current employees when it has reasonable grounds to do so (e.g., no recent check was performed, a workplace incident has occurred, upon self-disclosure of criminal activity, or upon the University being informed of such activity).

For regular employees, this should occur at the time of the interview and will be managed and conducted by Athletics Human Resources. For camp employment, this should occur at least a month prior to appointment and will be managed by Athletics Human Resources, with additional support from the Director of Sports Camps.

For camps, a list of staff for which a background check is required, which includes applicants' names and email addresses, should be sent to the Director of Sports Camps and Athletics HR as soon as the information is available. **Background checks occur electronically.**

Sports camp employees should not begin work until the background check is complete.
Appointment forms will not be processed without a completed successful background check.

Once the *Notification and Authorization* form is received, a background check will be completed and **the camp coordinator will be notified whether the hire may proceed.** The background checks take from 2

to 6 days to complete so please allow ample time for processing. The cost of the background check for camp employees will be transferred to the camp at the time of reconciliation (\$25 per background check).

If you have questions or problems, please feel free to contact Athletics HR. Updated procedures and forms may be found at HR Administrative Services - <https://hr.uiowa.edu/policies/background-checks>.

Self-Disclosure

Self-Disclosure Form – current University employees must complete a self-disclosure form at the time they are notified of background screening eligibility as defined above.

Ongoing Self-Disclosure Requirement - Anyone whose work or volunteer duties/responsibilities as part of a University Youth Program (including Sports Camps) puts them in direct contact with Minors must notify Athletics HR of any arrest or conviction of a serious misdemeanor or felony, and/or any arrest or conviction that has or may have a nexus to their work or volunteer duties/responsibilities involving Minors within 72 hours of knowledge of such arrest or conviction.

Training

All University Youth Program staff (including Sports Camps) whose job duties bring them into direct contact with Minors must complete “Working with Minors” training at the time of hire and thereafter at least once every three years. This includes temporary/short term program staff and Volunteers.

Staff program orientation must include discussions of the implications of these rules/guidelines specific to the operations of their program.

Policy Compliance

Violations of the University Programs with Minors policy may result in disciplinary action for a volunteer, employee or college/unit/org, up to and including, termination of employment/volunteer duties, reassignment of duties to prohibit interaction with minors, or dissolution of any program involving minors.

Drop-off/Pick-up

University activity involving minors, including but not limited to camps, lessons, and tutoring, must have a designated check in and check out point to clearly define the point at which care and control of a minor is transferred to University staff and conversely, back to the minor’s parent/ guardian.

The check in/checkout point must be in public view *or* there must be two employees present to comply with staffing ratio recommendations.



CAMPER RULES

Violation of the following may result in immediate dismissal from camp:

- Harassment of any kind (physical, verbal, sexual) to another camper. **Bullying is NOT tolerated!**
- Possession or consumption of alcohol or drugs.
- Tampering with fire equipment.
- Removing screens from windows.
- No jumping/climbing/running on furniture in any lounge area or dining hall.
- Leaving rooms after bed check without counselor permission.
- Checking out by a parent/guardian with coach or administrator before leaving campus prior to the end of camp.
- Misuse of phones or social media.
- Harassing phone calls or text messages.
- Disrespecting the authority of coaches, counselors, athletic trainers, and UH&D staff.
- Tampering with elevators.
- Participating in hall sports.

Other rules:

- **Shirts and Shoes must be worn** in public areas at all times. This includes dining area, all lounges, offices, vending areas.
- No phones, photos or videos of any kind allowed in locker rooms or restrooms.
- Campers **MUST** stay out of all construction areas.
- **NO VISITORS** in the dorms!
- No boys on girl's floors, no girls on boy's floors.
- Campers must be on their floor by 10:00 p.m., in room by 10:45p.m., lights out at 11:00 p.m. (subject to change based on camp schedule)
- **MANDATORY:** 10:00 p.m. floor meeting every night (subject to change based on camp schedule.) **CANNOT** leave floor after meeting.
- You must attend all sessions, even if sick or injured.
- **All Food Orders must be delivered before 8:45 p.m. NO EXCEPTIONS!**
- Snacks/drinks must be purchased in lounge, C-Store or Black's Gold Grill before 9:45 p.m. (when open)
- Carry your key and meal card at all times.
- Follow all dining hall rules.
- Door must be kept open if more than two people are in a room.
- Walk on sidewalk when walking to session. **DO NOT WALK IN STREET!** *Cars have the right of way.*
- Campers are expected to report any problems that could affect the physical, mental, or social well-being of another camper or themselves.



COUNSELOR EXPECTATIONS

The University of Iowa Sports Camps Program is designed to utilize a Division I intercollegiate coaching staff to provide participants with practical athletic skill development in the sport of their choosing. It also provides each participant with the opportunity to experience many of the other benefits the University of Iowa offers on a first hand basis.

The Sports Camp counselor plays a vital role in achieving the above goal. Each counselor will have a large influence on the experience each camper has while attending the Summer Sports Camps, more specifically in the area of residence hall living. For many of the campers, this will be their first experience living away from home. Camper problems such as homesickness, roommate rivalries, harassment and bullying can be anticipated.

The primary responsibility for each staff member is to ensure that all campers are provided with a safe and enjoyable living environment while attending Iowa Sports Camps. Doing so will allow the camper to concentrate on their continued development and participation in athletics, which is priority one.

Counselors are expected to act in a mature and professional manner on all occasions. Remember that you are selling the University of Iowa and Iowa Athletics. Make yourself familiar and abide by the expectations listed in this section and the camper rules. Every attempt will be made to offer each counselor as much free time as possible, however, in reality a counselor is **NEVER** completely off duty. Campers may require assistance at any time.

At the very least, a counselor is expected to abide by the same rules as the campers - with obvious exceptions. Under NO circumstances will counselors be permitted to have alcohol in the residence halls. No counselor should ever be in a state which could cause embarrassment to the administration or be unable to adequately perform his or her assigned duties due to the consumption of alcohol.

SPECIFIC EXPECTATIONS

- 1) You represent the University of Iowa and the Iowa Athletic Department – Act Professionally at ALL TIMES; Always be aware of the possible ramifications of your actions
- 2) Campers must be supervised at all times.
- 3) Under NO circumstances will counselors be permitted to have alcohol or drugs in the residence halls (even if you are of age). No counselors should ever be in a state which could cause embarrassment to the administration or be unable to adequately perform his or her assigned duties due to the consumption of alcohol. Neither consumption nor possession of alcohol is allowed during duration of the camp.
- 4) **No counselor is allowed to leave the residence hall after 10:00 p.m. while ANY campers are present**, unless duty requires it. If an emergency arises where a counselor must leave, or have any scheduled conflicts, alert the coach in charge of the camp.
- 5) You must be on time for your scheduled duties. If you are going to be late to your session for any reason, or have any schedule conflicts alert coach in charge of camp.
- 6) Dress appropriately. For check-in and check-out a specific shirt will be worn by all counselors so that you are easily identifiable. Shorts are perfectly acceptable, however, they must be very neat and conservatively cut. No gym or jean shorts should be worn during check-in.
- 7) Campers are NOT allowed in counselors rooms. You have confidential information in rooms (counselor phone lists, etc.) that campers should not have access to. Campers are NOT allowed to use your computer or internet.
- 8) Floor master keys must NOT be taken from the office unless checked out. Then, **keys must be returned immediately!** You are responsible for any keys that you check out. Lost keys may result in reimbursement of lock change fees.
- 9) Always be courteous to the campers. Use of abusive language towards them will not be tolerated! Do NOT use foul language around campers.
- 10) Lend a hand whenever the need arises. Remain flexible. Keep your cell phone near at all times.
- 11) Do not allow problems with campers to drag on. Do whatever you can to correct things early. Get help from other counselors when you need it.
- 12) Counselors are responsible for enforcing and abiding by all camp rules.
- 13) Provide a safe and enjoyable living environment for the campers.
- 14) A COUNSELOR IS NEVER OFF DUTY – Be present during free time; a camper may require assistance at any time.

ADDITIONAL EXPECTATIONS

1) Confidentiality

- a) Avoid compromising situations. If you need to talk to a camper, do it in an open area. There is no reason for a camper to enter your room.
- b) Do not share personal (non-disciplinary) information about campers with others or other campers.

2) Vehicle Usage

- a) University vehicles are for **OFFICIAL USE ONLY**. Access to these vehicles is a privilege. Abuse of this privilege will result in disciplinary action.
- b) Counselors may not at any time take campers off campus in their personal vehicles – **You will be personally liable**
- c) At no time should a commuting camper be allowed to take a resident out in his/her car.
- d) Sports Campers cannot use Cambus (unless in an approved shuttle), Uber/Lyft, taxis, etc.

3) Liability Concerns

- a) Always act in a reasonable and responsible manner. Think before you act.
- b) Negligent action means increased liability. If you have questions, contact your camp's manager before taking action.
- c) **Unless meeting with a camper in an open, public area, never have one-on-one contact with a camper.**

4) Emergencies

- a) Notify coaches immediately of any emergencies.
- b) Should you come upon a critical health/life safety situation, use good judgment in contacting the appropriate help (coach or Athletic Trainer).
- c) Read through the emergency information sheets. Post and review as needed.

5) Staff Disciplinary Procedures (may vary depending on specific sport)

- A) ALL COUNSELORS ARE REQUIRED TO ATTEND ALL MEETINGS. NO EXCEPTIONS, UNLESS YOU ARE ON A SPECIAL CAMP DUTY.
- B) ALL COUNSELORS ARE RESPONSIBLE FOR HIS/HER OWN DUTIES AND SHIFTS. YOU MUST ALWAYS BE ON TIME.
- C) COUNSELORS NOT ADHERING TO THESE POLICIES WILL BE SUBJECT TO THE FOLLOWING PENALTIES:
 - I) First offense: Written warning (meeting with camp manager and Director of Sports Camps.)
 - II) Second offense: TERMINATION