

11.99.99W1.01 Camp Procedures
Supplements WTAMU Rule 11.99.01
Approved April 8, 2009

1. GENERAL

The provisions of this procedure apply to camps as defined in WTAMU Rule 11.99.01: Camps.

A Program Approval and Facilities Request Form and a Risk Assessment Form for camps should be submitted by November 1 of each year. Applications for camp approval shall be submitted to the Department of Continuing Education for processing. For the purpose of this procedure “University Sponsored” shall be understood to mean the operation of a camp or enrichment program using the name, staff, affiliation, facilities or other resources of West Texas A&M University.

2. CAMPS

Approvals of camps are to be in accordance with Section 2 of WTAMU Rule 11.99.01.

2.1 Camps:

2.1.1 A University sponsored activity that has a participant group made up, in whole or part, of individuals under the age of eighteen. (K through 12th grade groups visiting campus for the purpose of conducting campus tours or solely as patrons of educational or enrichment events are generally not considered to be camps.)

2.1.2 Serves some aspect of the University’s educational mission.

2.2 Third Party Camps:

Third Party Camps are covered under this Standard Administrative Procedure if they meet the provisions stated in Section 2.1.1. Except for the use of the University’s facilities, a Third Party Camp is not otherwise affiliated with WTAMU. Third Party Camps must operate under the administrative purview of the Department of Continuing Education and are subject to the same approval and insurance coverage criteria as University camps. Third Party Camps must provide evidence of a general liability insurance policy under which West Texas A&M University is listed as “additional insured”. The University will charge Third Party Camps an amount equal to actual expenses plus administrative overhead for use of university property. For purposes of this procedure, subsequent references to “camp(s)” shall be construed to include Third Party Camps.

3. BACKGROUND SCREENING

- 3.1 Camp program sponsors shall be responsible to ensure background screenings are conducted for all directors, staff, counselors, volunteers and other adults who will work with camps if any members of the program participant group are under the age of 18. All screening will be coordinated through the University Police Department.
- 3.2 Camp sponsors are responsible for ensuring that background screening is done on each camp employee or volunteer prior to the start of employment or volunteer service.
- 3.3 Contracts with Third Party Camps shall include, as a provision of the contract, the requirement that individuals affiliated with the camp, as staff or volunteers, will have completed background screening. The Department of Continuing Education will obtain certification that background screening has been completed before the camp begins. (See University Rule 11.99.11.W1: Camps). (See University Background Screening Form and Background Screening Resources).

4. APPROVAL

- 4.1 Safety and Medical Care Provisions
 - 4.1.1 Safety awareness information, specific to camp activities, shall be provided to all camp staff and/or volunteers at camp meetings. Appropriate safety awareness information may include training on First Aid and CPR.
 - 4.1.2 Each camp participant must complete a Consent, Waiver, and Release Agreement and return to the camp director.
 - 4.1.3 Except for camps where participants are also enrolled in the University, university medical facilities are not available to participants covered under this procedure. Arrangements for referral for emergency medical services are made with Family Medical Center prior to the start of the camp.
- 4.2 A copy of the budget for the camp and a complete description of the activities must accompany the Program Approval and Facilities Request Form. All camps are required to participate in an insurance policy to be purchased by the University. Payment for the required insurance coverage will be the responsibility of the sponsor. Third Party Camps must secure their own insurance coverage.

4.3 The sponsoring department, college, or other unit of the University must have in place, or must establish, an account (accounts) with the Business Office for the deposit of camp fees and other funds collected. WTAMU Fiscal Procedure 2.2 must be followed when collecting these camp fees. All invoices associated with the camp, such as food services, transportation, insurance, housing, etc., will be paid from this account. Indirect cost, collected to reimburse the University for non-programmatic overhead, will be assessed to camps at the rate of 10% of total income.

5. REPORTING OR INCIDENTS OR ACCIDENTS

Camp sponsors are responsible for submitting an incident report in any case where a participant is involved in a physical altercation, when a camper is injured (whether taken for medical care or not), or where it is necessary to summon police officials. Incident Reports shall be submitted to the Office of Continuing Education as soon as possible following the incident. A copy of the incident report shall be sent to the Business Office and the University administrator who approved the camp application as indicated in Sections 2.1.1 through 2.1.4 of University Rule 11.99.99W1. To report an incident or accident which occurs in relation to camps, the Incident/Injury Report Form should be used.

6. CONTACT

Questions regarding camps should be directed to 806-651-2037.

OFFICE OF RESPONSIBILITY: Office of Continuing Education

Approved:


