



**Effective:** June 2018  
**Last Revised:** This is a new policy

**Responsible University Office:**  
Department of Athletics

**Responsible University Administrator:**  
Director of Athletics

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## Intercollegiate Athletics Camp and Clinics

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### Scope

UNK's Department of Intercollegiate Athletics (Athletics) and its employees will operate all sports camps and clinics in compliance with NCAA Division II Operational Bylaw 13.12. Compliance covers any Athletics camp or clinic owned or operated by Athletics or an employee of Athletics, either on or off-campus, in which prospective student-athletes participate. This includes three types of camps and clinics:

1. Athletic camps/clinics hosted on campus and off (e.g. high schools, parks, other venues)
2. Athletic camps/clinics in partnership with other non-profit or for-profit agency)
3. Athletic camps/clinics involving private ventures and/or Limited Liability Company (LLC)  
*See Definitions Section "Private Venture Lessons, Camp or Clinic"*

UNK Athletics conducts camps and clinics for a wide variety of sports, which are beneficial to the coach, student-athlete, sport programs, UNK and the community at large. Camps and clinics serve as an important means through which Athletics reaches out to the community, to share knowledge and expertise consistent with UNK's mission and to fundraise for Athletic programs while others are private ventures operated by Athletics employees.

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### Policy Statement

1. All Athletics camps and clinics shall be open to the public and comply with all applicable rules of the NCAA, MIAA, UNK, and state of Nebraska.

2. All Athletics camps or clinics that have minors in attendance must follow the [UNK Youth Safety Activity Policy](#).
3. All Athletics camps or clinics must adhere to the Americans with Disabilities Act (ADA). The UNK Compliance Manager is available to assist in locating disability accommodation services, but the camp or clinic remains responsible for providing appropriate accommodations. For assistance, the UNK Compliance Manager can be reached at 308- 865-8404 or at [hurytad@unk.edu](mailto:hurytad@unk.edu).
4. The Athletic Director must preapprove all brochures, website development and promotional materials and activities. Camp or clinic directors shall submit any materials, along with the approved Camp and Clinic Registration Form. Approval must be obtained prior to ordering, distributing, or displaying any brochure, or other promotional materials (including web site advertisements) until approval has been obtained. Any work performed by the Athletic Director to assist in the marketing and promotional activities of a camp will be done at the discretion of the Athletic Department. If work required is excessive, the camp or clinic may be required to pay additional service fees to the Athletic Department.

\*Camp or clinic brochures are no longer restricted in content and design by NCAA rules. For example, it is permissible to include quotes from previous camp participants and their parents, pictures of UNK facilities, quotes from prospects' coaches, information regarding a UNK team's record and successes, detailed information about the UNK athletics program along with pictures and biographical information about the coaching staff.

5. The Camp Director must submit to the Athletic Department Payroll Manager a [list](#) of every individual (including UNK staff and outside individuals as well as volunteers) who will be working the camp or clinic and the compensation each individual will receive. Prior to submitting the staff roster, all staff must meet the Youth Activity Safety Policy Activity Worker eligibility requirements. If the staff list or compensation changes after its original submission, the Director must submit an addendum with an updated list as soon as possible. It is permissible to employ family members. The Camp Director must properly disclose any family members to the Business Management Analyst for review and approval.
6. Prospective student-athletes may not receive complimentary or reduced admission to any Athletics camp or clinic unless all participants receive the same benefit (e.g., a complimentary sports clinic conducted at no charge and open to anyone in the community).
7. All UNK-sponsored sports camps and clinics are subject to University, facility, and Department fees. The Director of Athletics has the discretion to waive any Department- related fees that may arise.
8. Athletics Camp Directors are expected to manage all camps and clinics in a fiscally responsible manner including management of camp records, proceeds, and expenditures. The Camp Director, Director of Athletics and the Assistant Athletic Director – Internal Operations share authority over the control of camp and clinic expenditures. Camps and clinics are expected to carry a positive balance from one year to the next. Camp records should be maintained in an orderly manner that is conducive to reconciliation by the Assistant Athletic Director – Internal Operations.
9. All camps or clinics will be subject to audit by UNK Business and Finance and Internal Auditor. It is the Director's responsibility to maintain adequate records of all camp or clinic activities for auditing purposes.

10. The Camp Director is responsible for securing approved UNK Sports Medicine staff to support the medical needs of campers. The Sports Medicine Staff will follow all safety protocol in compliance with UNK Sports Medicine Policies and Procedures.
  - a. UNK Sports Medicine staff paid for work occurring during normal working hours must submit a vacation request in advance of the camp or clinic as they are not allowed to be paid by both the camp and the University for such time worked.
  - b. Sports Medicine staff will monitor supplies and equipment use during the camps and will charge camps or clinics as necessary.
  - c. For private camps or clinics, employees will be paid as part of the camp or clinic operations at an established rate and should be documented.
  
11. UNK's Athletic Director reserves the right to determine whether it is or continues to be appropriate to operate a camp or clinic privately. A Memorandum of Understanding (MOU) between the private camp and UNK Athletics must be executed detailing the agreement in place. The MOU should include the following:
  - a. Even though camps and clinics are privately run entities, they are still considered institutional camps by the NCAA and are required to comply with NCAA rules and regulations, and all provisions of this policy as long as the camp director is an employee of the UNK Athletic Department and owns 51% or more of the camp;
  - b. Camps and/or clinics must carry liability insurance and have policies in place to secure, pay and insure athletic trainers and staff, coaches and counselors; proof of insurance is required;
  - c. Camp and clinic brochures and/or promotional materials must be reviewed and approved by the Athletic Compliance Director. Private camps and clinics are prohibited from using UNK's or UNK Athletics' name, logo, mascot name, etc. in promoting the camp;
  - d. Details regarding any financial contributions to UNK in exchange for operating camps privately;
  - e. University resources (including but not limited to sports equipment, phones, computers, databases, copy machines, web site, audiovisual equipment, etc.) may not be used in conducting, preparing for or advertising camps and clinics;
  - f. University personnel may not be used in conducting private camps unless they are paid by the camp. These employees must submit a vacation request in advance of the time worked, as they may not be paid both by the camp and the University for time worked;
  - g. If UNK Sports Medicine is hired to provide services for the private camp, the camp must reimburse UNK for the cost of supplies and equipment used;
  - h. The camp or clinic must obtain a business license;
  - i. A separate banking and checking account must be maintained for operations and bank statements kept on file in the event of an audit;
  - j. All other rules, regulations, policies, and laws of UNK and the State of Nebraska must be followed.

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## Procedures

Before a camp or clinic may be advertised (or conducted), the following must be completed and submitted in a timely manner. Hard copies of any forms are available in the Athletic Compliance Office and will be sent to Camp Directors via e-mail upon request.

### Authorization Form

The Camp Director will be responsible for completing the [UNK Athletics Camp/Clinic Authorization Form](#) in order to begin the approval process for their sport-specific camp or clinic.

## **Budget Approval**

The Camp Director will meet with the **Assistant Athletic Director – Internal Operations** to develop a camp or clinic budget and review the Camp and Clinic Registration Form that is developed by the Camp Director. All finances for UNK-sponsored sports camps shall run through the University of Nebraska Kearney and will be monitored by the **Assistant Athletic Director – Internal Operations**.

## **Facility Reservations**

The Camp Director will reserve the necessary space(s) to operate the camp or clinic. The reservation must be made as far in advance as possible by contacting the Athletics Facility and Event Manager and completing the [Events & Reservation Request Form](#). The Camp Director is also responsible for submitting the [Residence Life Summer Conference Housing Request](#) to Residence Life. Communication with UNK Dining Services is necessary if any dining services will be used for the camp. Fees will be assessed in accordance with University-approved rates.

## **Student-Athlete Camp and Clinic Employment List**

A Student-Athlete Camp and Clinic Employment List must be completed and submitted to the Payroll Manager for approval if any current UNK student-athletes are employed by the camp or **clinic**. Any volunteers should also be listed in order to complete background checks. If the information on this list changes after its original submission (e.g., if the list of student-athletes working at the camp or clinic changes), the Director must submit an addendum with an updated list of names as soon as possible. The Director may not permit any student-athlete to be employed at a camp or clinic until approved.

## **Camps & Clinics Free, Reduced Admissions or Scholarships List**

The Camp Director must submit to the **Assistant Athletic Director – Internal Operations** **for** approval, all camp participants who will receive free or reduced admission to the camp. If the information on this list changes after its original submission (e.g., if the list of participants receiving complimentary or reduced admissions changes), the Director must submit an addendum with an updated list prior to the start of the camp. The Director must not permit any individual to receive a free or reduced admission until approval has been received.

## **Fees Documentation**

Documentation of fees paid by camp participants must be maintained and reconciled.

a. Camp registration forms and payments must be made online, mailed to the UNK Intercollegiate Athletics Business office, or made in person on the day of the camp. The Athletic Office Administrator (or designate) and the Athletic Accounting Technician sort all mail by cash receipts, invoices, and miscellaneous. All cash receipts are then recorded by the Athletic Accounting Technician and the (or designate). One staff member witnesses the other record the following information into the Transmittal Log: who the check/cash is received from, the purpose of payment, amount of payment, check/money order number (if appropriate)/cash/or credit card, and appropriate accounting details.

1. Camp registration can also occur through MyOnlineCamps.com, who submits receipts on a monthly basis. These are processed according to the policy above. Camp registrations and payments are only to be mailed to the UNK Intercollegiate Athletics Business office, not to any other address.

2. On the day of the camp, one Athletic administrator and at least one respective sport staff personnel process camp registrations and collect camp registration payments. Payments are processed according to the policy above; a receipt is given to the camper. Copies of the deposit (transmittal) forms are given to the specific sport coach and the **Assistant Athletic Director – Internal Operations** (or designate) for their records. The UNK Athletic department uses the

coach's roster to purchase insurance for each athlete.

b. When the specific sport camp is finished, the **Assistant Athletic Director – Internal Operations** (or designate) reconciles the camp revenues to the coach's roster and registrations, usually within 90 days after the camp. Camp participants per the camp roster are traced to camper registrations. Any remaining registrations not listed on the roster shall be investigated. Registration fee payments are traced to deposits (transmittals) into SAP. Upon conclusion of the reconciliation, it is presented to the Athletic Director for signature.

c. Refunds should be adequately documented. Registration documentation must also be kept on file with regard to campers who have received discounts or complimentary admission as a part of the reconciliation process.

### **Merchandise Sales**

The distribution and sale of UNK merchandise are permitted at camps or clinics as long as it is received from a UNK licensed vendor. Sales tax is required to be collected for all merchandise sold. Merchandise sales, including snacks and beverages, are not permitted in the residence halls. The artwork must comply with UNK Graphics Standards and Guidelines. All artwork must be approved prior to distribution. Revenue received must be submitted to the **Assistant Athletic Director – Internal Operations**.

### **Release Forms**

Any camper who is dismissed or voluntarily leaves a UNK camp or clinic must be released. A written release, with camper and/or guardian signatures, must be obtained and distributed to the **Assistant Athletic Director – Internal Operations**. This form will be shared with Residence Life and other UNK entities, as needed.

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## **Definitions**

Prospective Student-Athlete – A prospective student-athlete is a student-athlete who has started classes for the ninth grade. In addition, a student who has not started classes for the ninth grade becomes a prospective student-athlete if the institution provides such an individual or the individual's relatives or friends, any financial assistance or other benefits that the institution does not provide the prospective student generally. (NCAA Bylaw 13.02.11) In men's basketball, for purposes of NCAA Bylaw 13.12, the phrase "prospective student-athlete" shall include any individual who has started classes for the seventh grade.

Youth – Any person under the age of 19, excluding full- and part-time UNK students.

Sports Medicine Approved Personnel – An individual that is a certified Athletic Trainer and adequately meets the requirements of the UNK Sports Medicine staff.

Private Enterprise Camps or Clinics - A camp or clinic being conducted by an employee of the Athletics department for personal financial gain (as opposed to a program fundraiser), the camp or clinic is considered a private enterprise.

Private Venture Lessons, Camp or Clinic - If a camp or clinic is being conducted by a University coach for personal financial gain (as opposed to a program fundraiser), the camp or clinic is

considered a private enterprise and will need to become a Limited Liability Company (LLC).

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## Additional Contacts

<b>Subject</b>		<b>Contact</b>	<b>Phone</b>	<b>Email</b>
Athletic Director	Athletic Director	Marc Bauer	308-865-8514	bauermd.unk.edu
Marketing Materials	above			
Fees	Asst Athletic Director – Internal Operations	Aaron Wright	308-865-8028	Wrightak1@unk.edu
Payroll Processing	Student Insurance	Michelle Smidt	308-865-1501	smidtm@unk.edu
Athletic Compliance	Compliance & Student Services	Rachael Page	308-865-8863	pagem@unk.edu
Athletic space use	Facility & Event Manager	Mannie Reinsch	308-865-8330	reinschee@unk.edu
ADA Compliance	Compliance Manager	Deb Huryta	308-865-8404	hurytad@unk.edu
Youth Safety Policy	Risk Management	Lee Purdy	308-865-8641	purdyla@unk.edu
Resident Hall use	Assoc. Director Resident Life	LeAnn Jochum	308-865-8519	jochumll@unk.edu
Dining Services	Office Associate	Rhonda Engels	308-865-8786	engelsrj@unk.edu

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## Forms

[UNK Athletics Camp/Clinic Authorization Form](#) [Events & Reservation Request Form](#)  
[Residence Life Summer Conference Housing Request](#) [Youth Activity Safety Policy](#)

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## Additional Information

NCAA Rules and Regulations must be followed when conducting a camp or clinic. Coaches and staff members involved in camps or clinics should be generally familiar with the provisions of NCAA Bylaw 13.13. Any questions regarding the rules pertaining to camps or clinics should be directed to the Athletic Compliance Office.

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## History

This is a policy revision or a new policy created in January 2018 and implemented in summer 2018.