

The University of Iowa
Sports Camps & Clinics Manual

(Effective December 1, 2017)



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Introduction

These policies govern University of Iowa Sports Camps and Clinics that include participants who are under the age of 18 and who are not accompanied by a responsible adult. Both residential and non-residential camps and clinics are included, as are programs that take place off campus.

NCAA 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.

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. [NCAA Bylaw 13.12.1.3]
 - a. Camp or clinic participants should be accepted on a first-come, first-served basis and not on an invitation-only basis. [NCAA LAC 5/12/93]
 - b. It is permissible to specifically invite particular prospective student-athletes (PSAs, those in grades 9-12 [men's basketball, grades 7-12]) 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.#.7, Playing and Practice Seasons]

Organization

Institutional camps and clinics shall be operated under the guidance of the Director of Sports Camps and University of Iowa Compliance Office under authority provided by the Henry B. and Patricia B. Tippie Director of Athletics Chair. 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 operated by University of Iowa athletics department staff after approval by the Director of Sports Camps and the appropriate sport administrator.

Responsibilities of the Director

- Crisis Preparedness
- Health & Safety
- Communication
- Training & Orientation
- Financial Oversight
- Compliance with UI, Big Ten Conference and NCAA rules, policies and procedures (in concert with UI Compliance Office)

Required Policies

Incident and Accident Reporting

UI coaches and staff are responsible to report any incidents or accidents to the Director of Sports Camps for appropriate investigation and documentation, and to determine if Athletics Incident Notification Procedures will be implemented. If necessary, other departmental units of campus divisions and departments will be involved to facilitate resolution and/or communication.

First Aid/CRP/Blood borne Pathogens Training

All University of Iowa Sports Camps and Clinics must have Athletic Training staff either on-site or on-call. All UI athletic trainers have been trained in first aid, CPR and blood borne pathogens as part of their training and certification.

Emergency Preparedness Requirements

All UI coaches, staff and residential counselors are trained on emergency preparedness measures during camps. In the event of an emergency, UI coaches, staff, residential counselors, and athletic training staff will act as first responders, with direction from the Director of Sports Camps (or designee), and the UI Emergency Manager.

Orientation Requirements for Participants

All participants of UI Sports Camps and Clinics will be instructed on the program's rules, policies and procedures during the first session of the program. Key camp personnel (coaches, counselors and athletic trainers) will be introduced and identified regarding their role with the camp/clinic.

Crisis Management

The Director of Sports Camps, under the direction of the Henry B. and Patricia B. Tippie Director of Athletics Chair, will have primary responsibility for crisis management during sports camps and clinics. Communication during crisis situations will be managed by the Director of Sports Camps, with support from UI Athletic Communications.

Release and/or Medical Authorization

Camp coordinators shall maintain copies of appropriate liability waivers. All waivers used by the program shall be approved by Risk Management and the Office of the General Counsel.

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 coordinator 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.

Contact Information

Contact information for all camp coordinators (which shall be full-time UI coaches or sport-specific staff) is made available both on the camp/clinic webpage (on www.iowasportscamps.com) and on the Iowa Athletics website (www.hawkeyesports.com) in the Athletics Staff Directory.

Criminal Background Checks

Effective December 1, 2017, 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.
 2. A complete criminal background check will be conducted upon self-disclosure of criminal activity.
 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 the Director of Sports Camps.

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.

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.

University Expectations

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.

Reporting

All University employees who in the course of employment receive information related to physical or sexual abuse of minors must immediately report such information in accordance with University of Iowa [Physical and Sexual Abuse of Children Policy](#) (Op. Manual Part II, Ch. 15).

Policy Compliance

Violations of the UI Minors on Campus policy or this manual 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/check-out point must be in public view *or* there must be two employees present at all times during check-in/check-out.

Appendix A: Discipline Protocol

Sport counselors and UI coaches and staff are responsible for the conduct of participants in UI sports camps and clinics. The following rules shall be adhered to at all times during each camp and clinic. Violations of these rules will be subject to discipline by the Director of Sports Camps or designee, up to and including dismissal from camp without refund. Criminal violations will be forwarded to UI Police.

CAMPER RULES

Not adhering to the following may result in immediate dismissal from camp:

- No harassment of any kind (physical, verbal, sexual) to another camper. **Bullying is NOT tolerated!**
- No possession or consumption of alcohol or drugs.
- No tampering with fire equipment.
- No removing screens from windows.
- No jumping/climbing/running on furniture in any lounge area or dining hall.
- No leaving rooms after bed check without counselor permission.
- Not checking out by a parent/guardian with coach or administrator before leaving campus prior to the end of camp
- No misuse of phones or social media
- No harassing phone calls or text messages.
- No disrespecting the authority of coaches, counselors, athletic trainers, housing staff.
- No tampering with elevators.

Other rules:

- **Shirts and shoes must be worn** in public areas at all times. This includes dining area, all lounges, offices, vending areas.
- 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 10:45 p.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.) Campers **MAY NOT** 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.
- Carry your key at all times.
- Follow all dining hall rules – Bags and water bottles not allowed in dining hall. Exceptions to the water bottle policy may be made in the event of hot weather.
- Door must be kept open if more than two people are in a room (prior to lights out).
- 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.

Appendix B: Extreme Weather/Hawk Alert Protocol

Adopted 3/28/2008; Revised 10/11/2017

1. For information on the University of Iowa Hawk Alert/Emergency Notification System, visit hawkalert.uiowa.edu.
2. Following the issuance of a Hawk Alert by UI Police of a threat to the UI campus, or in the event of severe weather, the Director of Sports Camps or designee will assess the threat and make the determination if a camp is to be placed in a “shelter in place” situation.
3. The Director of Sports Camps or designee will coordinate with UI Athletics and UI Recreational Services to ensure campers and camp staff are directed to a designated refuge area until the threat has passed. The following will be the designated “refuge areas” for each camp if a threat occurs during a sport session:
 - a. Basketball (boys and girls) – Petersen Residence Hall (if non-weather threat) or lower tunnel area near pool, Field House (if weather threat); tunnel area of Carver-Hawkeye Arena
 - b. Field Hockey – UI Sports Medicine (if non-weather threat); Athletics Hall of Fame basement (if weather threat)
 - c. Football – Carver-Hawkeye Arena (if non-weather threat); Lower level, Hansen Football Performance Center (if weather threat)
 - d. Golf – Finkbine Golf Course clubhouse or Hoak Golf Facility (if non-weather threat), Athletics Hall of Fame basement (if weather threat)
 - e. Gymnastics (boys and girls) – Petersen Residence Hall (if non-weather threat) or lower tunnel area near pool, Field House (if weather threat)
 - f. Rowing – Mayflower Residence Hall (if non-weather threat); Boathouse locker rooms and main lobby restrooms (if weather threat)
 - g. Soccer – UI Sports Medicine (if non-weather threat); Athletics Hall of Fame basement (if weather threat)
 - h. Softball – Walgreens (if non-weather threat); Locker rooms, Pearl Field (if weather threat)
 - i. Swimming – University Services Building (if non-weather threat); Basement and locker rooms, Campus Recreation & Wellness Center (if weather threat)
 - j. Tennis – UI Sports Medicine (if non-weather threat); Hawkeye Tennis & Recreation Complex locker rooms and interior offices (if weather threat)
 - k. Track & Field/Cross Country – Walgreens (if non-weather threat); lower level, Recreation Building or tunnel area of Carver-Hawkeye Arena (if weather threat)
 - l. Volleyball – Petersen Residence Hall (if non-weather threat) or lower tunnel area near pool (if weather threat), Field House; tunnel area of Carver-Hawkeye Arena
 - m. Wrestling – Petersen Residence Hall (if non-weather threat) or lower tunnel area near pool (if weather threat), Field House; Dan Gable Wrestling Complex (if non-weather threat) or interior of tunnel (if weather threat), Carver-Hawkeye Arena
4. If the threat is of a non-weather nature, the Director of Sports Camps or designee, in consultation with the appropriate public safety department, will determine if entry/exit is to be permitted from each “refuge area”.

5. When the threat has been deemed past, the Director of Sports Camps or designee, in consultation with the appropriate public safety department, will terminate the shelter-in-place situation and allow the camp to return to session.
6. The Director of Sports Camps or designee will remain in communication with the Director of UI Housing on the status of the residence halls and on any potential shelter-in-place situation of the halls.
 - a. Housing may determine one of the following:
 - i. Partial shelter-in-place, where individuals wishing to enter the building area funneled to a main entrance where identification cards are checked, or
 - ii. Full shelter-in-place, where entry and exit are not permitted.
 - b. Housing will communicate with the Director of Sports Camps or designee on when a shelter-in-place order has been issued, and when the shelter-in-place has been terminated.
7. The following will act as spokespeople regarding shelter-in-place situations:
 - a. Director of Sports Camps or designee (internal parties)
 - b. Event Management/Sports Camps administrative services coordinator; sport secretaries (campers' parents)
 - c. UI Athletic Communications staff (media queries)
 - d. University Relations (as directed by UI Police)

Appendix C: 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 counselor is to ensure that all campers are provided with a safe and enjoyable living environment while attending a University of Iowa Sports Camp. 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. 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.