

**University of West Florida**  
**University Commons and Student Activities**  
**The Big Book: Policy and Procedure Manual**

**Topic: Conference Services: Camp Administration Policy**  
**Updated: August 27, 2008**

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The goals of the Youth Camp Program include bringing young people (and their parents) to the University for a positive exposure and generating facility use and revenue for auxiliary services. Youth camp administration will be provided by the University Commons and Student Activities (UCSA) Conference Services Unit.

UWF Youth Camps are divided into 2 basic categories: Corporate Contract Camps, and Athletic Coach Contract Camps.

### **Corporate Contract Camps**

Corporate contract camps are operated and directed by outside contractors (e.g. National Cheerleaders Association) using University facilities and services at a specified cost (see attached Youth Camp Fee Structure Matrix). Corporate contract camps will be administered by University Commons Conference Services. Corporate contract camps will a significant amount of revenue for the support of Conference Services. The Director of the University Commons and Student Activities is authorized to negotiate, execute, and administer all contract camps.

The following policies shall govern corporate contract camps:

1. The contractor warrants that all instructional and support staff in direct daily contact with campers have satisfied all Florida Department of Children and Families requirements background check requirements.
2. The University of West Florida has assigned by State Contract all catering responsibilities to Chartwells Food Services Corporation, therefore the contractor is required to arrange catering through Chartwells. Additionally, UWF, through Chartwells, retains exclusive rights to all food and beverage concessions.
3. Other concessions (i.e., the sale of souvenir programs, books, shirts, or other commonly sold items) is permitted but UWF reserves the right to reasonably limit time and place of concession sales to assure consistency with University interests and policies. The contractor is responsible for collecting and remitting appropriate sales tax.
4. The contractor shall hold harmless The University of West Florida, its agents, employees, and representatives from any liability or action arising from personal injury or property damage proximately caused by the negligent act of omission or commission of the contractor or its employees, agents, or representatives. The contractor is required to provide single limit public liability insurance in which the contractor is named as insured and The University of West Florida and the State of Florida Board of Regents, or successor organization, is named as Additional Insured in the amount of \$1 million covering bodily injury including death and property damage. The contractor shall provide a copy of the certificate of insurance as proof to UWF no later than ten (10) days before the commencement of the camp. Further, the contractor must document that all employees engaged in work on the UWF camp program are appropriately covered by Workers Compensation.

5. Proper care of facilities shall be exhibited by all personnel at all times. UWF shall retain the exclusive right and discretion to terminate this contract at any time due to improper conduct of the contractor's personnel or guests.
6. The selling and/or consumption of alcoholic beverages is governed by the University's current Alcoholic Beverage Policy.
7. No explosives, fireworks, or incendiary materials will be introduced, stored or used on University property, except in accordance with applicable laws, regulations and ordinances of the State and County Government, and with the approval of the Director of Public Safety and Security.
8. Smoking nor smokeless tobacco products are not permitted in any UWF building.

### **Athletic Contract Camps**

Athletic contract camps are operated and directed by athletic coaches acting as independent contractors using University facilities and services at a specified cost (see attached Youth Camp Fee Structure Matrix). Coaches, as strictly independent contractors, "own" the camps and bear full responsibility for all aspects of camp administration. Additionally, coaches must bear full responsibility for their camps and all camp participants and are liable for any breach of contract or lawsuits.

Coaches (camp owner-directors) collect all fees and pay all expenses from a designated corporate account. Administrative, rental, and plant fees are discounted in lieu of the promotional value of the camp to the University. Camp owner-directors will pay any other direct costs associated with the camp. Direct costs might include equipment use, property damage, special set-ups, and so forth. The Director of the University Commons and Student Activities is authorized to negotiate, execute, and administer all contract camps. The following policies shall govern athletic contract camps:

1. Each head coach wishing to own and direct an athletic contract camp must, at their own cost, become an incorporated entity and provide evidence of such incorporation annually to the University. Athletic Camps that are conducted on the UWF campus are under the exclusive ownership of the coach who incorporated their camp or clinic. The University is not involved in any manner in this incorporation, which makes the coach solely responsible for all aspects of their camp or clinic.
2. Each coach is responsible for abiding by all NCAA and Gulf South Conference rules and regulations. The Director of Intercollegiate Athletics (or designate) shall insure compliance with appropriate NCAA rules and shall insure that State and University policies related to outside employment of staff are properly and fully adhered to. Each coach conducting a camp as an independent contractor while on the University's payroll must take annual leave during the hours of the camp.
3. Camp owner-directors may schedule camp space in athletic facilities at the reduced rate for no more than two weeks consisting of a Monday through Friday and one weekend consisting of a Friday evening at 5 pm through Sunday night. Additional bookings will be at the standard contract rate.
4. Conference Services may negotiate and contract with outside camps offering programs similar to athletic camps but will do so within the following parameters:

- a. Conference Services will not book any competitive camp until December 1. This will allow the coaches approximately four months after the conclusion of camp season to make a decision about their preferred dates.
  - b. Conference Services will, to the degree practical, endeavor to book camps that have some unique feature that would set them apart from coach's camps.
5. The camp owner-directors must hire and supervise the necessary personnel to conduct the camp as well as handle all inquiries and applications for the camp.
6. Camp owner-directors are granted limited rights to the use of University logos and marks solely and exclusively in connection with the promotion of a University authorized camp. All promotional materials must be approved in writing prior to distribution and clearly indicate that the camp is hosted at UWF and not by UWF. For example: "Bob Smith Racquet Ball Camp at The University of West Florida" or "Gulf Coast Croquet Camp at The University of West Florida."
7. The camp owner-director warrants that all instructional and support staff in direct daily contact with campers have satisfied all Florida Department of Children and Families background check requirements.
8. The University of West Florida has assigned by State Contract all catering responsibilities to Chartwells Food Services Corporation, therefore camp owner-director is required to arrange catering through Chartwells. Additionally, UWF, through Chartwells, retains exclusive rights to all food and beverage concessions.
9. Other concessions (i.e., the sale of souvenir programs, books, shirts, or other commonly sold items) are permitted but UWF reserves the right to reasonably limit time and place of concession sales to assure consistency with University interests and policies. The camp owner-director will be responsible for collecting and remitting applicable sales tax.
10. The camp owner-director shall hold harmless The University of West Florida, its agents, employees, and representatives from any liability or action arising from personal injury or property damage proximately caused by the negligent act of omission or commission of the camp owner/ director or its employees, agents, or representatives. The camp owner-director to provide single limit public liability insurance in which the camp owner-director is named as insured and The University of West Florida and the State of Florida Board of Regents, or successor organization, is named as Additional Insured in the amount of \$1 million covering bodily injury including death and property damage and shall provide a copy of the certificate of insurance as proof to UWF no later than ten (10) days before the commencement of the camp.
11. Each camp owner-director is required to attend an annual risk management seminar presented or coordinated by the University Counsel.
12. The camp owner-director is responsible for paying all camp staff for withholding and remitting appropriate payroll taxes.
13. The camp owner-director must document that all employees engaged in work on the UWF camp program are appropriately covered by Workers Compensation.
14. Each camp owner-director must furnish all camp materials, supplies, and equipment. The Director of Intercollegiate Athletics (or designate) may negotiate appropriate equipment use fees with each camp.

15. Proper care of facilities and equipment shall be exhibited by all personnel at all times. UWF shall retain the exclusive right and discretion to terminate this contract at any time due to improper conduct of the camp owner-director's personnel or guests.
16. The selling and/or consumption of alcoholic beverages is governed by the University's current Alcoholic Beverage Policy.
17. No explosives, fireworks, or incendiary materials will be introduced, stored or used on University property, except in accordance with applicable laws, regulations and ordinances of the State and County Government, and with the approval of the Director of Public Safety and Security.
18. Smoking nor smokeless tobacco products are not permitted in any UWF building.

### **Clinics**

From time to time University faculty and staff may wish to conduct instructional clinics which are open to the public. Clinics are differentiated from camps in that they are typically limited to 2 or 3 days, that they are directly related to the program of the sponsoring department, that they are free or low cost to the participants, and/or that the revenue generated benefits the program and that clinic directors are unpaid. Clinics must be approved by the appropriate division head and must adhere to appropriate University administrative guidelines.