

J. Camp & Clinic Policy Statement

The purpose of Camps and Clinics should be to promote Mount St. Joseph University to the local community and to provide an educational experience to Camp participants. Camps and clinics conducted on the campus of Mount St. Joseph University ("University") provide a visible and effective means of introducing our University, its facilities and personnel to the outside community. The policy stated below shall apply when a camp or clinic has no outside affiliation and the person seeking to offer such a camp or clinic ("Director") is an employee of the University.

1. Personnel and Approval

1.1 The Director shall secure prior approval from his/her supervisor at the University ("Supervisor").

1.2 The University department in which the Director is employed shall be considered the Sponsoring Department for the camp/clinic.

1.3 The Supervisor is responsible for reviewing and approving the camp/clinic proposal and budget, obtaining approval from the appropriate line officer, and clearing the camp/clinic through Fiscal Operations (as to budget) and Campus Facilities (as to availability and appropriateness for facilities).

1.4 University personnel should not be involved in planning, operating, or assisting with the camp/clinic during their regular work schedule. Twelve-month employees should use PTO benefits during the duration of camp/clinic or arrange for a period of unpaid leave from normal duties.

1.5 The Director is responsible for compliance with the policy and procedures set forth in this document and the Employee Handbook including, but not limited to, policy and procedures related to the Protection of Minors.

2. Participants and Guidelines

2.1 All participants must sign a waiver of liability and provide proof of health insurance.

2.2 The following information for each participant in the camp/clinic shall be filed immediately following registration for the camp/clinic with the Director and the Coordinator of Campus Facilities: name, address, emergency contact(s), phone number(s). The Camp Director is also responsible for submitting documentation required by the Protection of Minors Policy and Procedures.

2.3 All appropriate or applicable guidelines and regulations involving such a camp or clinic (i.e. NCAA) shall be followed to the letter and the spirit.

Employee Handbook

3. Fiscal Operation

3.1 Ten percent (10%) of the gross receipts shall be retained by the University to defray indirect costs of operating camps/clinics to the University.

3.2 The balance of the gross receipts will first be used to pay the costs of camp/clinic operation including, but not limited to:

- the salaries and benefits (subject to the provisions of Paragraph 3.4 below) of the camp/clinic employees, excluding the Director, and other employees of the University that may be necessary to support the camp/clinic:
- marketing, printing, and postage expenses;
- secretarial support services;
- camp supplies and equipment;
- custodial/mechanical/grounds services directly related to the use of the facilities by camp participants;
- background checks;
- clerical services;
- telephone;
- postage;
- food services;
- overnight accommodations;
- maintenance over and above that normally required (for example: mowing a ball field would be considered normal maintenance, while reseeding the field would be over and above normal maintenance);
- repairs to University facilities and/or equipment that were a result of operating the camp/clinic.

3.3 The balance remaining after all payments have been made under Paragraphs 3.1 and 3.2 above, shall be paid to the Director as his/her salary, subject to the provisions of Paragraph 3.4, below.

3.4 All stipends paid to coaches, instructors, clinicians, and counselors are subject to withholding for FICA and income taxes, and must be paid through normal payroll procedures. (Benefits charged against gross receipts will be for FICA and Worker's Compensation, percentage to be determined by Fiscal Operations.) Total annual earnings of full-time University employees from camps/clinics that are subject to this policy may not exceed fifty percent (50%) of such employee's annual base University salary (not including benefits)

3.5 In the event the camp/clinic operates at a loss, the loss shall be charged to the Sponsoring Department.

3.6 All financial transactions (such as moneys collected, Purchase Orders issued, invoices paid and fees collected) must follow Mount Fiscal Operations policies and procedures. All checks must be made payable to Mount St. Joseph University, and all moneys collected must be deposited with the Fiscal Operations Office. A special account with appropriate line items should be set up through the University's Fiscal Operations Office in order to handle income and expenses.