



BSU Athletics Camps & Clinics Resource Handbook

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THE FOLLOWING INFORMATION ARE BASIC INFORMATION AND PROCEDURES FOR ANYONE WORKING A PROGRAM. STAFF SHOULD BE MADE AWARE OF THESE.

BSU SUMMER PROGRAMS PHILOSOPHY

The philosophy of the Bridgewater State University Athletic Camp & Clinic Programs is to provide a safe environment in which participants can learn the fundamentals of a variety of activities and sports. Participation in these traditional sports and recreational camp gives a person a feeling that they have achieved a measure of success. The coordinators /coaches encourage participation in all of the drills, games and associated activities. They will also help to promote a healthy respect for the sport, individual rights and the common values we all hold true: honesty, cooperation, caring for others, friendship and self-esteem. Bridgewater State University Program Coordinators assure that their programs will exceed expectations. The programs intentionally maintain a high ratio of staff to participants in order to give individual attention to each person, making the Bridgewater State University Athletic Camp & Clinic Programs experience more rewarding.

Bridgewater State University Athletics Department Camp & Clinic Administrative Staff Titles and Duties:

Athletics Director (AD): The Athletics Director is responsible for overall BSU Athletics Department Camps & Clinics. The AD has the ability to accept all forms of payments.

Associate Athletics Directors (Associate AD): Assist the Athletics Director in all areas of the department, camp and clinic functions. The Associate AD has the ability to accept all forms of payments.

Director of Campus Recreation (Camps & Clinics Director) or (Director): Plan, organize the BSU Athletics Camp & Clinic programs, working directly with each program coordinator to organize online registrations, and program payments.

Administrative Assistants: Provide day-to-day supportive procedures to oversee deposits, registrations, information and organizational needs pertaining to program operations.

Camp & Clinic Coordinators (Coordinator): Varsity coaches and / or designated approved, personnel. They are responsible to provide a BSU Athletics Camps and Clinic Request Form for a camp or clinic, as well as a Policy to Protect Minors and Prevent Abuse Program Registration Form, if their program has minors. Coordinators are responsible to organize, plan, provide hiring paperwork for staff, and implement their program. They do not handle payments for programs. Any form of payment will be directed to the designated registration personnel.

Designee - Approved Athletics Department staff person trained in cash handling and registration procedures. These persons title will be Athletics Office Assistants or Camps & Clinics Assistant.

Policy and Guidelines for BSU-Sponsored Athletic Camps, Clinic, and Leagues

All registrations, waivers and forms related to BSU Athletic Camps & Clinics will be stored in the Camps & Clinics Director. (Tinsley #206) All deposit information and online payment spreadsheets will be stored in the Athletics Office (Tinsley #200)

Registrations –online utilizing www.BSUbears.com CAMPS registration process is preferred.

- Each program will have a deadline for registrations. The deadline for accepting registrations is by the end of the first day of the program.
 - All of these deadline rules are effective from this day forward, for all camps, clinics, institutes, and leagues that are requested and supervised by the BSU Athletics Camps & Clinics Director. (12 months / year). 2/8/12
- Any additional participants must be approved by the BSU Athletics Camps & Clinics Director prior to program beginning.
- BSU Athletics Camps & Clinics Director or Athletics Department professional staff will be present at first day of each program, to assist registrations.
- No program coordinator or staff member may accept late registration payments.
- **Any person attempting to give money to a Program Coordinator or staff person will be immediately directed to go to the Athletics Office.**

Payments – are due by the program start date & time. Upon receiving registration, participants have secured the price and a spot in the program. Late payments are accepted on a case-by-case situation, with the BSU Athletics Department to make the final decision.

- BSU Camp & Clinic Director, Athletics Office administrative staff, or their designee will handle all payments and record all deposits.
- No coach or Camps & Clinics Coordinator will handle payments, registrations or any fundraiser type of transactions during their programs.
- All programs will prefer online registration and payments.
- **Checks accepted** – make sure these are made out to BSU (Write the participants name and program in the memo line).
 - If checks bounce, BSU will notify coordinator as soon as possible.
- **Cash accepted – Cash payments are not recommended.** Paying person is NOT to leave the professional staff without a written verification from a Cash Receipt Book, confirming payment amount, date, program name, participant name, and initials from both the BSU professional staff administrator and the paying person.
- All program forms, waivers, will be stored in the BSU Camps & Clinic Directors Office, and deposit information will be stored in the Athletics Office.
- BSU Athletics Camps & Clinics Coordinators will keep a roster summary of participants, payments and pertinent information for that program.

Refunds- Refunds are awarded on a case by case basis. A refund will be issued when the participants (or their parent) provide written documentation requesting a refund. These can be in the form of an email or written statement. The following information is needed for a refund: Program name, participant name, amount refund, reason refund, and date of request. . Refunds must be received by the BSU Athletics Camps & Clinics Director before the end of the day of the request. Upon receiving refund request, the Director will request BSU Administrative Assistant to begin refund process. *BSU Athletics Department has the right to deny refund requests*

Discounts, Gift Certificates and Pricing

Gift Certificates may be presented to participants, in the form of a participation award.

Each Camp & Clinic Coordinator may “sign out” gift certificates before a program starts, or during a program if deemed necessary.

- The Athletics Office will house triplicate copy Gift Certificates.
 - Each will have date issued, name of program, reason for gift certificate, expiration date, and Camp & Clinic Coordinator signature.
- By the end of each day, the Coordinator will return copies of issued certificates to the Athletics Office:

- 1 copy will be kept in the Athletics Office, 1 copy will be given to participant, and 1 copy will be given to the Camp & Clinic Director for future program registrations.
- Any lost or “not accounted for” gift certificates will be voided upon program completion. Gift certificates may only be redeemed by the person whom it is made out to. No transfers are allowed.

Pricing – program registrations will follow pre-approved schedules set forth in planning the program. Every program will increase in price for less than a week registration, and further increase for walk in registrations.

- Online registration pricing will dictate any specials, discounts, etc.

Program Budget Report – will be organized by the Camps & Clinics Director, submitted after the program financial processes have been acquired. This will include income, expenses, and any recommendations.

- All reports will be also turned in (electronically and paper form) to the Camp & Clinic Coordinator, Associate Athletic Director and Athletic Director for review.

Program Location

BSU Athletics Camps & Clinics and all related programs will begin and end each day at the designated site. Throughout each day, programs will utilize the indoor and outdoor facilities through a wide range of activities.

Each program will have participant drop off and pick up procedures, to ensure safe transitions to and from our facilities.

CAMP PROGRAM Participant Policies & Required Paperwork

In accordance with regulations from the Massachusetts Department of Public Health, all CAMP program participants and employee’s are required to submit a current medical history, a report of a physical examination (within 24 months), and an immunization record. There will be a Bridgewater State University licensed appropriate personnel (Camp Nurse) to review these records prior to the initiation of a participants’ activity. They will also make sure all medical information is in order, noting and contacting parents if any person is without proper paperwork, immunizations, etc.

The staff licensed Nurse, or Athletic Trainer, will create an Accident Information Log for each participant, containing a listing of allergies and medical emergency contact information, which he/she will carry with him / her at all times.

Each CAMP participant must have the following paperwork completed before attending any Bridgewater State University program:

- Submitted online registration & payment, from the website: www.BSUbears.com CAMPS.
 - Paper registrations will be accepted.
- Waiver, Emergency Contact, and Take Pictures Approval Form completed
- Medication Authorization Form – This form is needed if a participant has been prescribed any medications by a physician. Original container medications must be provided. (Even if it is aspirin or an inhaler).

FOR “CAMP” PROGRAMS ONLY: Health History / Physical Report (within the past 24 months) / Immunization Record.

- Each doctor’s office has their own Health, Immunization and Physical Forms.
- Participants are encouraged to have this sent or faxed to our office: 508.531.1356
 - Noting BSU Program and Director is helpful.

CAMP Bridgewater Department of Public Health Care Staff Information

Operator of each camp for children shall provide:

- Designated MA Licensed physician, nurse practitioner, or physician assistant as the camp’s health care consultant. The consultant shall be available for consultation at all times, and develop & sign written orders to be followed by the on-site Camp Health Supervisor.

CAMP Health Supervisor- is 18 years of age, is present at camp at all times. A Health Supervisor may be a licensed physician, nurse practitioner, or physician assistant, or other person specially trained and have current certifications in the American Red Cross Standard First Aid, or its equivalent, CPR and AED. (ATHLETICS DEPARTMENT PROFESSIONAL STAFF).

CAMP Health Personnel: Health Supervisors / Nurses

An on-site Health Supervisor will be available throughout the program day for any injuries.

- 15 minutes before the start of each program, the Camp Coordinator will set up and maintain all appropriate first aid and emergency needs (emergency contacts, phone numbers, logs, band aids, ice packs, etc.) and remain onsite for 15 minutes after each program session has ended.
- In the case of an emergency, the Sports Program Coordinator must immediately call the staff Health Supervisor using the 2-way radio provided to request they report to the site and describe the situation.
- If deemed necessary by the Health Supervisor, the emergency action plan will be initiated.
- Camp, clinic Health Supervisor, Nurse and any related health professionals working the programs will be certified through BSU for EPI - PEN application.

First Aid Kit (TINSLEY FRONT DESK, OR BRING ONE WITH YOU WHEN TRANSITIONING FROM ONE BUILDING TO ANOTHER)

There is a first aid kit for every program.

The medical kit will include, but is not limited to:

- Band-aids
- Portable Ice Packs
- Sterile gauze squares
- Compresses
- Adhesive tape
- Bandage scissors
- Triangular and rolled bandages and tweezers
- **NO TAPING IS ALLOWED BY NON-TRAINED / NON RESPONSIBLE PARTIES** (Anyone taping another will be held liable for that person)

Sun Protection- for outside programs

- Participants are encouraged to wear waterproof sunscreen and lip balm with an SPF 15 or higher. Participants should put on their sunscreen themselves.
- During the part of the most dangerous hours of the day (noontime), the participants will be inside for lunch. During times of non-activity or lecture, every attempt will be made to bring participants into the shade and rehydrate with water.

Rain Contingency sites will be reserved for all outdoor programs. These will fluctuate year to year.

Pool Use

- Staff is still working! Supervise and assist lifeguards in rule enforcement
- Counselors will keep all campers in the locker rooms, until all are ready to go out to the pool.
- **RULE OF 3:** There will be at least 3 persons together at all times during a program. For example - 2 participants and 1 staff person. **OR** 2 staff persons and 1 participant.
- Counselors will assist young participants to dress & undress, if requested.
- There will be regular whole group "bathroom break's" during a program or between activities, as deemed necessary.
- Always know where your participants are, i.e. in the pool or on the deck.
- If participants cannot swim, or are weak swimmers, counselors are expected to swim **WITH** their participants, keeping within 1 arms length away from them at all times.
- **NO GLASS OF ANY TYPE** on the deck
- **NO FOOD ON THE DECK**
- **The program Coordinator will be present on deck, fully clothed, during all pool recreational swim times.**
- There must be one program staff member on the pool deck, participants for every ten.

***Proposed policy changes for BSU Athletics Camps and Clinics**

MINORS ON CAMPUS Policies, Procedures (4/30/15)

Bridgewater State University is committed to the safety and well-being of all who live, work and visit the institution. Consistent with its overarching commitments to serve the public good and further the mission of social justice, the University undertakes numerous initiatives for the benefit of children and youth throughout Southeastern Massachusetts and the Commonwealth. In doing so, it is imperative for the University to remain ever vigilant in improving safeguards to protect these vulnerable populations.

This past December, the University's Board of Trustees approved a Policy to Protect Minors and Prevent Abuse. The policy, attached to this letter, is designed to reinforce the University's safety measures for the protection of children while on the University's property or participating in University-sponsored activities off campus. All community members should be aware of the following new procedures:

- 1) The President or designee must approve all University-sponsored programs, events and activities involving minors as well as those sponsored by third-party organizations that seek to operate on University property occurring on or after June 1, 2015. The approval process involves consideration of the proposed activities and plans for supervision, communication, medical emergencies, and transportation, as well as background checks for employees and volunteers who will participate in the planned activities. All employees working or interacting with children in the context of their employment or as a volunteer must always comply with certain behavioral standards and have successfully completed a thorough background check.
- 2) In addition, a component of the policy requires all newly hired full-time and temporary employees to undergo a background check. Offers of employment are contingent upon a satisfactory check and must be pre-approved by the Office of Human Resources.
- 3) The policy also establishes procedures for mandatory reporting of known or suspected abuse of, or injury to, minors to the BSU Police. The University will provide training to educate all employees regarding how to recognize and report child abuse commencing this summer.

Immediate questions or concerns regarding the new procedures should be directed to the Office of the General Counsel. More detailed guidance, including a schedule of training opportunities, will be sent separately to all members of the community who are most directly affected by this policy.

Thank you in advance for your support of this important initiative and for all that you continue to do to make Bridgewater State University a safe and enriching teaching and learning environment.

BRIDGEWATER STATE UNIVERSITY Operation Guide Regarding Policy To Protect Minors and Prevent Abuse

This Operation Guide provides direction for the implementation and ongoing adherence to the Bridgewater State University Policy to Protect Minors and Prevent Abuse (Policy).

Reporting and Notification Mandates

The policy requires the reporting of actual or suspected abuse, neglect or injury to the Bridgewater State University Police. Police officers taking the report will work with the reporter to contact the Department of Children and Families (DCF). If the reporter indicates s/he has already made a report to DCF, the police officer will follow up with DCF to confirm.

BSU Police will notify the President, its Divisional Vice President, the Chief Human Resources officer, and the General Counsel (and Title IX coordinator, if applicable) whenever a report is made and keep them apprised of any further developments.

Safety of the Child

In cooperation with DCF, BSU Police will take whatever corrective measures are needed to address the safety of the child in any given situation.

Investigation

BSU Police will work cooperatively with DCF to investigate the matter at hand. To the extent that it may share information, BSU Police will keep the President, its Divisional Vice President, and the General Counsel (and Title IX Coordinator, if applicable) apprised of developments in the investigation.

Criminal Background and Sex Offender Registry Checks***Employees***

As of January 1, 2015 (or as otherwise required by applicable law), as a condition of hire, all newly hired full-time employees and temporary staff must undergo a criminal and sexual offender background check. All offers will be contingent on a satisfactory check. The University may rescind the individual's offer of employment if the check is not completed by the individual or is not satisfactory. No employee may commence his/her employment, if working directly with minors, until the background check process is complete.

As of June 1, 2015 (or as otherwise required by applicable law), current employees must undergo a criminal and sexual offender background check to participate in programs, events, and activities in which they will work directly with minors, other than BSU students and applicants

for admission, as determined by the Chief Human Resources Officer or designee or as otherwise required by applicable law.

As of June 1, 2015 (or as otherwise required by applicable law), student employees who (a) will work or interact directly with minors, other than BSU students and applicants for admission, or (b) are in a sensitive safety position (as determined by the Chief Human Resources Officer or designee (e.g., an institutional security officer or resident assistant)), must undergo a criminal and sexual offender background check.

Volunteers

As of September 1, 2015 (or as otherwise required by applicable law), all volunteers, if they will interact directly with minors, other than BSU students and applicants for admission, must undergo a criminal background and sexual offender registry check.

For discrete, occasional events or programs for which a large number of volunteers are essential, departments may adopt safeguards instead of checks for the one-time volunteers with the approval of the President or designee. The safeguards adopted must include requirements that the volunteers be providing volunteer services in public places, not alone with minors, and be supervised by a person whose background has been checked. Volunteers must be required to present photo identification to be checked at the event. Departments adopting this method for any program or event must submit a written description of the event or program and a detailed description of what the volunteer will be doing and whether there are any minors participating in the event or program and obtain the approval of the President or designee.

Other Background Checks

The University also conducts other background checks for the purpose of making qualified and informed hiring decisions for other purposes, including, but not limited to, reducing risk, protecting University funds, property and other assets, and providing a safe and secure working environment. Those background checks are in addition to this Operation Guide and the Policy.

Conduct of Background Checks

Criminal background and sex offender registry checks will be conducted in accordance with the University's Background & CORI & SORI Policy & Procedure Document. Information related to criminal background and sex offender registry checks will also be maintained in accordance with that policy and procedure.

All applicants for employment or volunteer positions must be aware that criminal background and sex offender registry checks and/or a consumer reports may be used for employment and volunteer position purposes. All position requisitions and job advertisements must notify applicants of the University's intent to conduct background checks on all recommended candidates for employment and volunteer positions. The Office of Human Resources will work with hiring managers to make them aware of these requirements.

All offers of employment (or the volunteer position) described herein are contingent upon a satisfactory background check. In the event that unsatisfactory results are reported, the University reserves the right to rescind the offer of employment or volunteer position.

No information obtained through the background check process will be used to discriminate unlawfully on the basis of any legally protected class. In addition, in conformance with MGL c. 151B, §4(9) in connection with an

application for employment, in no case will the University request any information concerning, or take into account, (a) an arrest, detention, or disposition regarding any violation of law in which no conviction resulted, or (b) a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace, or (c) any conviction of a misdemeanor where the date of such conviction or the completion of any period of incarceration resulting therefrom, whichever date is later, occurred five or more years prior to the date of such application for employment, unless such person has been convicted of any offense within five years immediately preceding the date of such application for employment.

In instances where an individual's criminal background or sex offender registry check reveals that there is criminal activity in their background, the procedures set forth in the University's Background & CORI & SORI Policy and Procedure followed.

Level 2 and 3 Sex Offenders

Level 2 and 3 sex offenders are disqualified from working at the University.

Discipline, Termination, or Refusal to Rehire

The University reserves the right to discipline or terminate any current employee, or to refuse to rehire any former employee, in accordance with applicable collective bargaining agreements, who is found to have abused a minor or to have been convicted of a crime against a minor or another crime that is determined to pose an unreasonable risk. In such case, the University may, as determined by it in its sole discretion, refer to the factors set forth in the Background & CORI & SORI Policy and Procedure or other factors identified by it; provided, that nothing set forth in this Operation Guide, Background & CORI & SORI Policy and Procedure, or the Policy shall be deemed or construed to impair, qualify, or limit the powers or rights of the University pursuant to applicable law, contracts, or otherwise.

Outside or Third Party Groups

All outside groups and third parties seeking to use University facilities or owned or leased property on or after May 1, 2015 shall submit the request to Conference and Events Services Office (CESO).

All outside groups and third parties must conduct criminal background and sex offender registry checks on all employees or volunteers who will work or interact with minors on University owned or leased property on or after May 1, 2015 (or earlier as otherwise required by applicable law), at a minimum in conformance with MGL c. 6 §172G and §172H, and MGL c. 71, §38R.

As of May 1, 2015, no outside group or third party (including, but not limited to, organizations or individuals for which a rental fee may have been waived) will be allowed to bring minors onto University owned or leased property unless (a) the program or event has the approval of the President or designee; (b) an acceptable facilities use license agreement is executed by the group or party in advance of their use of University facilities or property, including language (i) setting forth the specific facilities uses, the dates and hours of permitted access and other terms applicable to such use; (ii) requiring compliance with the background check requirements; (ii) requiring agreement and acknowledgement that the minors will be in the care, custody and control of the outside group or third party at all times (unless otherwise agreed by the University in the contract); (iii) requiring agreement that all minors will be subject to all University policies, rules, and procedures while on any University owned or leased property or participating in any University program or activity and that any minor may be asked to leave the program, activity or property if the minor fails to comply with any policy, rule, or procedure; (iv) requiring an acceptable indemnification agreement defending and holding the University, the Commonwealth and their trustees, employees and agents harmless from any and all claims arising from the actions of the third party, its employees, volunteers and agents; (v) requiring an acceptable release from liability; (vi) requiring the provision to the University of evidence of acceptable sexual abuse and molestation insurance; and (vii) the provision of signed documents from the minors' parents and/or guardians (A) releasing the Commonwealth, the University, and their trustees, employees and agents from liability if the minors will stay overnight or the program is for more than one day and (B) providing the outside group or third party with authorization for emergency medical care, in each case, unless otherwise determined by the President or designee. The contract will also strongly encourage them to provide training for their employees on recognizing abuse in children and best practices in keeping children safe.

Departments contracting with or organizing third party groups on campus will be responsible for ensuring that the groups submit requests a reasonable period in advance to CESO. CESO and the departments will be jointly responsible for ensuring that the appropriate facility rental/use agreement is signed and on file.

Liability Releases

As of June, 2015, signed documents (a) releasing University from liability are also required on behalf of all minors accessing University owned or leased property for more than one day except other than BSU students and minors coming onto campus for admission recruitment or student orientation purposes and (b) agreeing that minors will be subject to all University policies, rules, and procedures while on any University owned or leased property or participating in any University program or activity, unless otherwise determined by the President or designee. Any minor who is not a University student may be asked to leave the program, activity or property if he/she fails to comply with any policy, rule, or procedure.

Minor Guests in the Residence Halls

As of August 1, 2015, any student who desires to have a minor guest, other than a BSU student, stay overnight in the residence hall must seek approval of the Director, Office of Residence Life & Housing or his/her designee and sign an agreement indicating that such student is (a) eighteen (18) years of age or older; and (b) has responsibility for the care, custody, and control of the minor while on University property. In addition, the student must provide an acknowledgement, a liability release, and an emergency medical care authorization for the minor from the minor's parent or guardian to the student, unless otherwise determined by the Director, Office of Residence Life & Housing or his/her designee.

University Sponsored Programs Involving Minors

As of June 1, 2015, all University operated or affiliated programs, camps, and other activities for or involving participation by minors, other than BSU students and minors coming to campus for admission recruitment purposes, shall be submitted to CESO at least thirty (30) days prior to the commencement of the activity and require the approval of the President or designee. The submission shall be on forms approved by the President or designee, and shall require a description of the program, camp or activity, the designation of the University employee who will have primary responsibility for the program, camp or activity, a list of all persons who will act as supervising adults, together with evidence that the program, camp or other activity will comply with the following:

Communication Plan. The employee with primary responsibility for the program, camp or other activity shall establish a procedure for notification of all participants' parents/legal guardians in the event of an emergency, and obtain and keep accessible contact information for participants' parents/legal guardians, as well as emergency contacts in the event that the parents/guardians are unavailable. All partners/legal guardians of participating minors shall be provided with contact information in order to reach participants while the program, camp or other activity is in session. In addition, the employee with primary responsibility must provide a list of the program's dates, times, locations, attendance (age range and number of participants), and a program contact to the President or designee and the Chief of Police for use in an emergency. This information will alert the BSU PD to the possible presence of minors in an emergency and the appropriate course of action to address their health and safety.

Medical Emergency Plan. The employee with primary responsibility for the program, camp or other activity must obtain (a) authorization from all participants' parents/legal guardians to permit transportation of participants to Health Services or local hospitals as deemed necessary; (b) authorization for emergency medical treatment in the event that parents/legal guardians or their designate emergency contact are not available; and (c) disclosure of any allergies or other medical condition or physical limitation that might impact participation in the program, camp or activity. In the event that any participant requires administration of medicines while participating in the program, camp or activity, necessary procedures shall be established as required by law and shall require the guidance of Health Services.

Supervision Plan. The employee with primary responsibility for the program, camp or activity must establish a plan for adequate supervision in light of the number and average age of participants, the activity and whether overnight accommodations are involved. The supervision plan must specify the employee having responsibility over all supervising adults serving in the program, camp or activity, the proposed ratio of participants to supervising adults, the proposed number of adults over the age of 21, and

provide a proposed breakdown of supervising adult by category of employee, student and volunteer. The supervision plan for any overnight program must specify curfews, rules pertaining to visitors, and limitations of use of free time.

☐ *Transportation Plan.* The employee with primary responsibility for the program, camp or activity must establish a procedure for the pick-up and drop-off of participants, specifying times and locations, and providing that no participant shall be released to any person other than his/her parent or legal guardian without specific written authorization from such parent or legal guardian. If the program, camp or activity requires transportation of participants during the program, the transportation plan must be reviewed and approved. Under no circumstances shall a University employee, volunteer or student be alone with a minor in a car or other vehicle.

Vendors on University Property or Interacting with Minors

As of June 1, 2014, in written agreements with contractors and vendors who will work or interact with minors on any University owned or leased property or in connection with any University program or activity, the Director of Procurement Services or designee will require such vendors and contractors agree to perform criminal records and sex offender registry checks on their employees providing such services unless otherwise determined by the Vice President of Administration and Finance.

Use of Residence Halls

The University will endeavor to schedule outside groups in residence halls to avoid mixing adult groups with minor groups in the residence halls. The University will also seek to avoid mixing groups with older minors (e.g., high school age) with other groups with younger minors.

Education and Training

Beginning August 1, 2015, all employees who will directly interact with minors, other than BSU students and applicants for admission, must undergo training on recognizing abuse in children and best practices in keeping children safe. Upon completion of the program, employees must provide a certificate of completion to the Office of Human Resources. All such employees should also be familiar with the Massachusetts Department of Children and Families' Warning Signs of Abuse set forth in Attachment B.

Behavioral Standards

Employees working or interacting with minors in the context of their employment or as a volunteer must observe the Behavioral Standards set forth in Attachment A.

Record Keeping

The Office of the General Counsel shall maintain a report of each report of suspected child abuse, together with a summary of any internal findings and sanctions that may be imposed. 7

Designees

While this Operation Guide identify certain University officers, employees, and others who have particular roles and duties, each such party may designate other officers or employees to perform such roles and/or duties set forth herein.

Conclusion

Bridgewater State University seeks to provide a safe, healthy, learning and living environment for all of the individuals who avail themselves of the benefits of campus. As such, strict adherence to this policy is required.

ATTACHMENT A

Behavioral Standards

1 These behavioral standards are adapted from "Guidelines for Working with Minors", Villanova University.

Employees working or interacting with minors in the context of their employment or as a volunteer must observe the following behavioral standards. Please contact the Chief of Police at (508) 531-1212 with any questions regarding these standards. While the University's primary concern is the safety and protection of minors, the University intends to interpret these standards reasonably.

DO:

- Maintain the highest standards of behavior at all times when interacting with minors.
- Treat all minors in a group fairly and with respect.
- Be friendly with minors within the context of the formal program or activity while maintaining the appropriate boundaries.
- Be vigilant in protecting the well-being and safety of minors. Watch for signs of minor abuse or neglect and promptly report when you have reasonable cause to believe, or actual knowledge of, abuse, neglect or injury.

DON'T:

- Be alone with a minor. If one-on-one interaction is necessary, have the interaction take place in an area visible to others to ensure there is no opportunity for visual privacy.
- Have any contact with a minor outside of the program. This includes direct electronic and/or social media contact with minors, unless it is related to the program and another employee is included in the communication.
- Enter a facility in use by a minor such as a bathroom, locker room, residence hall room, or similar area without another adult or additional minors present.
- Sleep in the same accommodations with a minor, unless you are a parent or guardian of the minor.
- Engage in abusive conduct of any kind toward, or in the presence of a minor. This includes, but is not limited to, hitting, physically assaulting or inappropriately touching minors.
- Use language, make suggestions, or offer advice which is inappropriate, offensive or abusive, even if the minors themselves are doing it.
- Behave in an inappropriate manner, including, but not limited to hazing, bullying, or behaving in a manner that is sexually provocative.
- Use or make sexual materials in any form available to or capable of being seen by to minors or assist them in any way in gaining access to such materials.
- Act in a way intended to shame, humiliate, belittle or degrade minors or otherwise perpetuate any form of emotional abuse.
- Drive with a minor in a University or personal vehicle (e.g., transport minors to or from on or off campus activities). Note: Minors may be transported by the BSU Police as needed.
- Use or provide alcohol, drugs or tobacco to any minor. Adults should not provide prescription or over-the-counter medication to any minor unless specifically authorized in writing by the parent or legal guardian as being required for the minor's care or emergency treatment.
- Take photos or make any recording of a minor in any manner or media without consent of the parent or guardian and never in showers, restrooms or other areas where privacy is expected.
- Give gifts to minors independent of materials provided by the program.
- Allow minors to enter any high-risk areas such as construction sites, or labs without appropriate supervision.
- Violate any university policy or applicable law.

We recommend that you consider how others might perceive or misinterpret your actions and intentions and consult with your supervisors when you feel uncertain about a situation.

ATTACHMENT B

Warning Signs for Child Abuse or Neglect

The Massachusetts Department of Children and Families identifies the following warning signs for child abuse or neglect.

There are often certain recognizable physical and behavioral indicators of child abuse or neglect. The following signs, by themselves, may not be conclusive evidence of a problem, but serve as indicators of the possibility that a problem exists.

Signs of Physical Abuse

- Bruising, welts or burns that cannot be sufficiently explained; particularly bruises on the face, lips, and mouth of infants or on several surface planes at the same time;
- Withdrawn, fearful or extreme behavior;
- Clusters of bruises, welts or burns, indicating repeated contact with a hand or instrument;
- Burns that are insufficiently explained; for example, cigarette burns; and
- Injuries on children where children don't usually get injured (e.g., the torso, back neck buttocks, or thighs).

Signs of Sexual Abuse

- Difficulty walking or sitting;
- Pain or itching in the genital area;
- Torn, stained or bloody underclothing;
- Frequent complaints of stomachaches or headaches;
- Venereal disease;
- Bruises or bleeding in external genitalia;
- Feeling threatened by physical contact;
- Inappropriate sex play or premature understanding of sex; and
- Frequent urinary or yeast infections.

Signs of Emotional Injury

- Speech disorders;
- Inability to play as most children do;
- Sleeping problems;
- Anti-social behavior or behavioral extremes; and
- Delays in emotional and intellectual growth.

Signs of Neglect

- Lack of medical or dental care;
- Chronically dirty or unbathed;
- Lack of adequate school attendance;
- Lack of supervision; for example young children left unattended or with other children too young to protect or care for them;
- Lack of proper nutrition;
- Lack of adequate shelter;
- Self-destructive feelings or behavior; and
- Abuse or drug abuse.

BRIDGEWATER STATE UNIVERSITY

POLICY TO PROTECT MINORS AND PREVENT ABUSE

Overview

Bridgewater State University is committed to the safety and well-being of all members of its community, including minors. The University offers programs and activities that minors attend and in which they participate. The University also allows third parties to use University facilities for programs and activities involving minors.

This policy addresses the protection and safety of minors in such programs and/or on property owned or leased by the University and establishes procedures for reporting known or suspected abuse or neglect of, or injury to, minors.

All employees of Bridgewater State University must adhere to this policy and the procedures set forth in the companion Operation Guide to Protect Children and Prevent Abuse. In addition, all third party organizations or groups that are hosting minors on any University owned or leased property must adhere to this policy.

Definitions

Minor

A minor is any person under the age of 18. A Bridgewater State University student is a minor if under 18 years of age.

Mandatory Reporter

For the purposes of this policy, a mandatory reporter is any employee who, in the course of his/her employment, works or interacts with any minor.

Employee

For the purpose of this policy, employees include all full, part-time, and temporary employees. Student employees who (a) work or interact with minors, other than BSU students and applicants for admission, or (b) are in certain safety sensitive positions are also included.

Operation Guide

The Operation Guide to Protect Children and Prevent Abuse is a companion to this policy and sets forth the procedures for implementation.

Responsibilities

What Must Be Reported

A mandatory reporter is obligated to make an **immediate** report to the Bridgewater State University Police if he/she has reasonable cause to believe or actual knowledge that a minor is suffering from abuse or neglect resulting from any of the following instances: physical or emotional injury resulting from abuse, including sexual abuse; neglect, including malnutrition; or physical dependence upon an addictive drug at birth.

Possession of actual evidence is not a prerequisite for a mandatory reporter's obligation to report. Moreover, mandatory reporters are not required to solicit information from the minor and/or from the person suspected of abuse.

You are also required to report any injury to a minor to the Bridgewater State University Police.

To Whom Must Reports Be Made

Reports must be made to the Bridgewater State University Police Department. Bridgewater State University Police will assist with the notification to Department of Children and Families in conformance to MGL c. 51A, if applicable.

Background Checks

The following background checks shall be required by the University:

Employees

As a condition of hire, all newly hired employees (including all full-time, part-time, and temporary employees) must undergo a criminal and sexual offender background check. All offers of employment will be contingent on a satisfactory check. The University may rescind the individual's offer of employment if the background check is not completed or is not satisfactory. No individual may commence employment, if working directly with minors, until the background check process is complete.

All student employees who (a) will work or interact directly with minors, other than BSU students and applicants for admission, or (b) are in sensitive safety positions, must undergo a criminal and sexual offender background check.

Current employees must undergo a criminal and sexual offender background check to participate in programs, events and activities in which they will work directly with minors, other than BSU students or applicants for admission.

Volunteers

All volunteers, if they will interact directly with minors, must undergo a criminal background and sexual offender registry check.

For discrete, occasional events or programs for which a large number of volunteers are essential, departments may adopt safeguards instead of checks for the one-time volunteers with prior approval as set forth in the Operation Guide.

Outside Groups

All outside groups (including, but not limited to, camps and athletic groups) using University facilities must conduct criminal background and sexual offender registry checks on all employees or volunteers who will work or interact with minors on any University owned or leased property, at a minimum in conformance with MGL c. 6 §172G and §172H, and MGL c. 71, §38R. The results of the checks must be satisfactory to the University.

Vendors

Written agreements with contractors and vendors whose employees will work on University property or interact with minors in connection with any University program or activity shall require such vendors and contractors to perform criminal records and sex offender registry checks on those employees as set forth in the Operation Guide. The results of the checks must be satisfactory to the University.

All information obtained through the criminal background and sex offender check process will be handled confidentially and used in accordance with all applicable laws and in compliance with the Operation Guide. The University will not discriminate unlawfully against applicants with convictions.

The University may also conduct other background checks for the purpose of making qualified and informed hiring decisions for other purposes, including, but not limited to, reducing risk, protecting University funds, property and other assets, and providing a safe and secure working environment. Those background checks are in addition to this policy.

Disqualification from Employment or Volunteering

If an individual's criminal background and/or sex offender registry checks include a record of offenses, then the individual's employment, or ability to volunteer, will be determined after a review of the record as set forth in the Operation Guide.

Level 2 and Level 3 sex offenders and individuals are disqualified from working at the University.

The University reserves the right to discipline or terminate any current employee, or to refuse to rehire any former employee, in accordance with applicable collective bargaining agreements, as applicable, who is found to have abused a minor, or to have been convicted of a crime against a minor or another crime that is determined to pose an unreasonable risk.

Behavioral Standards

Employees working or interacting with minors in the context of their employment or as a volunteer must observe the Behavioral Standards set forth in the Operation Guide.

Education and Training

All employees of Bridgewater State University who are mandatory reporters must undergo training on recognizing abuse in children and best practices in keeping children safe. Training will also be offered to all other employees.

Rules for Outside Groups Using University Facilities

All outside groups seeking to bring or host minors on any University owned or leased property must be approved in advance and sign an acceptable contract with the University agreeing to adhere to safeguards around working with minors, in each case as set forth in the Operation Guide.

Agreements with Parents and Guardians of Minors

All minors accessing University property for more than one day (other than BSU students and minors coming onto campus for admission recruitment or student orientation purposes) will provide appropriate documentation

from their parents or guardians. Any minor who is not a University student will be asked to leave the program, activity or property if he/she fails to comply with any University policy, rule, or procedure.

Minor Guests of Students in the Residence Halls

Any student who desires to have a minor guest, other than a BSU student, stay overnight in the residence hall must receive prior approval for the guest and provide appropriate documentation as set forth in the Operation Guide.

University Sponsored Programs and Activities Involving Minors

All University operated or affiliated programs, camps, and other activities for or involving participation by minors, other than BSU students and minors coming onto campus for admission recruitment or student orientation purposes, shall be submitted to for review in advance and require approval prior to commencing the program.

Breadth of Policy

This policy supplements state law and does not supersede any other legal requirements, such as child care, teacher licensure or other mandatory reporting laws. This policy is a fluid document and may change as the law and/or circumstances at the University change.

- No camper shall be left alone in a private setting at any time.
- Program Coordinators are encouraged to provide “program breaks” for bathroom use.
- Each program will provide a 2 counselors escort “buddy system” when a camper will be in locker rooms or bathrooms.

PERSONAL CELL PHONES FOR EMPLOYEE’S SHOULD NOT BE USED IN THE PLACE OF A WALKIE TALKIE. THESE WILL BE HANDLED ON A CASE-BY-CASE SITUATION.

WALKIE TALKIES - MAY be placed at the Tinsley Front Desk and with each group/ anyone who leaves Tinsley Center. Please call Cathy Davis Cell in case of any emergencies, if you cannot reach a person via the walkie-talkies. (Cell—774.437.2214)

THE FOLLOWING INFORMATION IS FOR ALL PROGRAM EMPLOYEES TO BE FAMILIAR WITH IN CASE OF AN EMERGENCY.

Non-Medical Emergency Procedures

If you notice any situation that is out of the ordinary and or potentially dangerous, notify the Sports Program Coordinator at once. Examples of this include: vehicles parked in non-designated areas, broken glass, smoke and/or strangers walking around the program area. If necessary, the Program Director will notify the proper authorities.

Minor medical illness or injury:

1. Counselor must contact the Health Supervisor
2. The Health Supervisor will make medical decisions regarding the state of the participant.
3. For minor injury/illness or the administration of prescription medicines, the Health Supervisor will care for the participant.
4. The Health Supervisor will complete the entry for any action taken in the medical log book. The medical log book will be a bound book with numbered pages. Entries must be made in pen, no skipping lines and no pages ripped out.

Counselors will look for glass or potentially harmful objects on the playing surface throughout the duration of the program. If found, the counselors will pick up the items at the site. If necessary, they will contact the director to move the activity or request assistance in cleaning the site.

Medication Handling

When participants have medications they must bring with them to a sports program, they need to follow these precautions:

1. Provide a written permission slip from their parent/ guardian (if under 18 years of age) to dispense medication from our Health Supervisor (see appendix)
2. It is in the original container from the pharmacy with:
 - a. Date of the prescription filled
 - b. Pharmacy name, address & phone #
 - c. Name of medication, with amount, and how to be taken
 - d. Medicine owner
 - e. Medication precautions
 - f. Prescription serial number

Medications will be stored in a locked, secure area, set forth by the Health Supervisor

Once the program is finished, the Health Supervisor will give the Sports Program Coordinator the medications to be given back to the participant to take home.

EPI PEN Training and certification for participants in BSU sponsored programs, is not required, but HIGHLY RECOMMENDED.

From: BSU Wellness Center

Re: Video Epi-pen training for all summer staff

With the rise of childhood anaphylaxis (life threatening response to allergens), being prepared to help administer epinephrine to children in emergency situations is critical. For the best outcomes for anaphylaxis, the Epi-pen or Auvi-Q must be administered within 5 minutes of the reaction (swelling of the face, lips, tongue, mouth and/or difficulty breathing).

Reviewing of health forms of participants for known allergies becomes important, wherein some allergies are so severe that even the presence of the offending agent in the room, may cause serious reactions. Common potentially life-threatening allergies include bee venom, peanuts and tree nuts, but may include foods such as chocolate, and seafood, for example. In some cases, allergies can be emergent (occur for the first time) following sensitizing contact with allergens.

Be sure to call the University Police. Though Epi-pens lessen the allergic reaction, it is important to get the person to the hospital following the use of an Epi-pen, in case additional anaphylactic episodes occur.

All faculty and staff should review these videos (available at the hyperlinks below), before their summer programs begin. The Wellness Center has a "trainer" Epi-pen if you would like to borrow it. Auvi-Q gives verbal and does not require practice for administration.

Thank you in advance for being prepared to help our young summer participants. (Date: May 1, 2015)

Medical Emergency Procedures

Medical emergencies include but are not limited to heavy bleeding, head injury, serious back injury, continuous vomiting, and lack of consciousness.

Emergency Action Plan

- The Bridgewater State University Athletics Department will direct the on-site management of all emergency situations. The Athletics Department staff, or coordinators shall be the first responder and stabilize the injured participant until Emergency Care Professionals arrive.
- Contract the BSU Summer Sports Program Coordinator immediately
- Keep the participant safe and comfortable
- Keep other participants present safe and comfortable and move them away from the injured person (Use additional counselors/coaches for this duty.)
- If their status is stable and not considered a medical emergency, the staff Health Supervisor will either clear the participant to return to activity (full or restricted) or transport the participant to a comfortable location. If a participant's injury requires them to discontinue activity for the day, the participants parents or guardian must be informed of the

injury either by the Sports Program Coordinator or by the staff Health Supervisor. They will Log any medical or action taken to all participants on the Emergency Contact Sheet.

If a situation is deemed a medical emergency by the staff Health Supervisor, emergency medical services (EMS) will be activated immediately. Once EMS have been activated, BSU campus police shall be notified of the situation and instructed to meet EMS at the campus entrance and escort them to the site of the emergency. The staff Health Supervisor will remain with the injured participant monitoring his/her condition, until EMS arrives. Once the participant is ready to be transported by EMS, it is the responsibility of a member of that Sports Program staff to escort the participant to the hospital with EMS until the participants' legal guardians can be contacted, and further directions are agreed upon between both BSU staff and participants parents/ guardians. The staff Health Supervisor will carry the participants' accident information card on him at all times containing a listing of allergies and medical emergency contact information.

In case of an emergency, the Program Coordinator will follow these communication procedures:

- Document what happened on a Camp Injury Report Form (appendix)
- List the people involved and their status
- List the names, numbers, and addresses of officials and authorities
- Contact parent the parent/guardians and follow the below steps:

Depending on the hour call either the home or work number immediately after ensuring the camper is in route to the appropriate health care facility.

1. If the parents are not available, contact the emergency number listed on the application.
2. Identify yourself by name and title.
3. Explain what the situation is and reassure them about their child
4. Tell them the action
5. Give them the information as to where the participant is at present and what is happening
6. Leave your name and number where you can be reached or where they can get an update if necessary
7. If there is no answer at any of the numbers, leave the following message on the answering machine, *"Mr./Mrs. X, this is (your name) from the ____ camp at Bridgewater State University. I need to talk to you as soon as possible. I have some important information to give you. Please contact me at _____ or _____. The time right now is _____."*

Accident Reports need to be filled out whenever there is cause for concern over the safety of individuals and the smooth operation of the program.

The Accident / Injury Report must be filed on a form prescribed the Massachusetts Department of Public Health for each fatality or serious injury for which a participant of staff person is sent home, is brought to the hospital or physician's office and where a positive diagnosis is made.

Such injuries shall include but shall not necessarily be limited to those where suturing or resuscitation is required, bones are broken, or the child is admitted to the hospital. A copy of each Accident / Injury Report shall be sent to the Massachusetts Department of Public Health within seven days of the occurrence of the injury.

Medical emergencies that require the activation of EMS include the following, but are not limited to:

- Respiratory distress
- Chest pains indicative of myocardial ischemia or cardiac arrest
- Abdominal pains indicative of internal trauma
- Excessive bleeding
- Suspected spinal cord trauma
- Head injury with loss of consciousness
- Open or multiple fractures
- Joint fracture or dislocation with no distal pulse
- Severe signs of shock or possible internal hemorrhage.

It is the responsibility of the Program Coordinator to follow up with the parents of any participant who has had an accident and report all information in an Accident Report immediately to the Summer Program Director.

EMERGENCY PROCEDURES REVIEW

- In the event of an electrical storm or other severe weather conditions, all participants should be moved to safety.
- If a participant is missing, one program staff member from the group should check likely places in order to locate the participant (site of previous activity, bathroom, etc.) If participant is not found within 5 minutes, notify the Sports Program Coordinator and Director, who will then assign more people to the search.
- Please go over the procedures in case of fire, such as how and where your participants should go into the meeting place of that program. Please do a walk-through at the start of each session.
- An injured participant should be taken to the Sports Program Director and Coordinator immediately: There is an exception, if the participant seems to have injured his/her back or neck or if the person is unable to move, bring the Sports Program Director and Coordinator to them. In the case of an injury requiring emergency care, the Sports Program Director and Coordinator will notify Public Safety, the camper's parent or guardian (or the person designated on the emergency medical form) and if necessary, the Bridgewater Police.

Fire and Evacuation Plan

In the event of fire or a fire drill, the following policies and procedures should be used:

In the event that an evacuation situation is needed, the program director or most qualified senior staff member present must assume the following responsibilities:

1. Pull the fire alarm if it has not yet been sounded
2. Implement the program's predetermined evacuation plans, reminding key staff members where evacuation plans are posted
3. Make sure everyone does a head count of their group before leaving the facility
4. Designate two staff members to check the bathrooms for participants
5. Make sure that everyone is waiting outside in a safe place. Keep the group away from busy roads and keep them a safe distance away from the evacuated building
6. Follow medical procedures if someone is in need of medical attention
7. Check with each counselor to determine that all groups are in attendance. Take a head count of the counselors and groups
8. Find the staff who were designated to check the bathrooms
9. When fire fighters and authorities arrive, introduce yourself as the group leader and inform them of any missing members of your group. Answer any questions that they have and follow any instructions they give.
10. Contact parents/guardians if applicable
11. Prepare an Accident /Injury Report and give a copy to the Sports Program Director.

Program Procedures for Evacuation (to be taught to participants)

Each program session must have a fire drill the first day. Participants must be instructed on the first day of what to do in an emergency.

The procedures are:

1. Counselors must instruct participants to remain in the same group during an emergency
2. Counselor will remain near majority of the participants and hold up his/her hand as a beacon while looking for remaining participants
3. Participants must go to a counselor and buddy up so that there are two lines
4. When all are together, counselor will lead the participants out of the building to the designated area

Disaster Plan

In the event of an unforeseen disaster:

1. Follow emergency evacuation, medical and lost child procedure as appropriate.
2. Follow the directions of the policy, fire department and other local authorities, including instructions for transporting participants to an emergency facility.
3. If outside conditions are unsafe, participants must be kept inside the facility until the situation is deemed safe (by local authorities) to leave and participants are picked up by their parents or guardians.

4. Participants may walk or be driven home only after the danger has passed as determined by the local authorities, and their parents/ guardians have communicated the need for this.
5. If a lightening storm should occur while participants are participating outdoors, they must be directed to the nearest shelter. If none is available, they must be taken to an open space away from trees and poles where they are to lie or sit down.

Weather Related Emergency Procedures

Weather reports will be monitored daily by the Program Director, the Health Personnel and the Sports Program Coordinator. Lightning is the most consistent and significant weather hazard that may affect outdoor activities. In case of a lightning storm, the Sports Program Coordinator will decide whether or not to continue outdoor activities. If the weather is deemed dangerous, all outdoor activities must immediately cease and Program Coordinator must instruct their participants to take shelter either in the Tinsley Center and Gymnasium. The Sports Program Director and Coordinator will inform the participants of the issues. The Sports Program Director will notify everyone when it is safe to return to outdoor activity (ideally 30 minutes after the last flash of lightning or sound of thunder is seen or heard).

Infection Control

- If there is an outbreak of a communicable disease, the director shall separate the infected person from the remaining participants and make that person feel comfortable.
- The parent/guardian will be contacted to pick up the participant.
- If the parent/guardian is not available, a message will be left for them *“Mr./Mrs. X, this is (your name) from the ____ camp at Bridgewater State University. I need to talk to you as soon as possible. I have some important information to give you. Please contact me at _____ or _____. The time right now is _____.”*
- The health care consultant will be notified by the director
- The health care consultant will notify the ____ Board of Health of the Massachusetts Department of Public Health.

Telephone / Threat Situations

Try to remain calm and listen closely to the caller’s voice, attempt to record the conversation verbatim.

If time permits, try to keep the caller talking until you have obtained as much of the following information as possible.

Ask the caller

- When is it going to explode
- Where is it located
- What does it look like
- What kind of a bomb is it
- What will cause it to explode
- Why did you place the bomb

Note and record the following

- Phone number
- Sex and approximate age of the caller
- Speech pattern, accent, distinctive characteristics, etc.
- Emotional state of the caller
- Background noise

After the call

1. Immediately notify BSU police by calling 911 and provide any information you were able to gather. Include your name location and phone number

Suspicious Parcel Received in the Mail

- Do not try to open the parcel! -- Isolate the parcel
- Evacuate the immediate area
- Call BSU Police (911 from campus phone 508 531 1212 from a cellular phone) to report you’ve received a suspicious parcel
- Do not handle the parcel suspected of contamination

- Make sure that damaged or suspicious parcels are isolated and the immediate area cordoned off
- Ensure that all persons who have touched the parcel wash hands with soap and water.
- List all persons who have touched the parcel. Include contact information.
- Place all items worn when in contact with suspected parcel in plastic bags and keep them wherever you change your clothes and have them available for police
- As soon as practical, shower with soap and water.

Participant Children No-show policy

1. Counselors/coaches must take attendance before the start of each day
2. If a participant is not in attendance, contact the program director
3. Program director will check to be sure that parent has not left a message for the program or with another counselor to the effect that the child will not be attending that day.
4. Follow procedures for lost participant emergency procedures step 3-5 see below.
5. If no information is available and person does not appear within 20 minutes from the start of the program, the program director will contact the parent/guardian or emergency contact.
6. If parent/guardian/emergency contact is not available, the Program Coordinator will contact the police.
- 7.

Lost Participant Emergency Procedures

1. Consult with the group to determine last point at which child was seen, what the child was wearing and at what time.
2. Determine the last place the participant was seen
3. Coordinator will designate a counselor to determine if participant is in most obvious places; bathroom, picking up personal items from bag, filling water bottle, etc.
4. Coordinator will designate a counselor to trace the steps from last place the participant was seen.
5. Check with other groups (friends and siblings) and counselors to determine if they have seen the person.
6. If the participant is not found within 20 minutes, follow emergency procedures.
 - a. Coordinator should determine a place of action
 - b. Coordinator should contact police to request assistance with the search
 - c. Coordinator should contact parents / guardians if appropriate
 - d. Director should complete Incident Report and review situation with Sports Program Coordinator.

THE FOLLOWING INFORMATION IS FOR PROGRAM COORDINATORS TO BE FAMILIAR WITH REGARDING THEIR PARTICIPANTS.

Sports Program Daily Schedule Information

- Attendance of participants and staff should be taken at the beginning of every program day. A copy of these attendance sheets will be given to the BSU Camp & Clinic Director.
- Directly and personally supervise all locker room and bathroom activities, in short, be there! Observe the 3-Person Rule at all times.
- On hot days, when outside, please have “water breaks” for all participants every 30 minutes. **MAKE SURE PARTICIPANTS ARE REGULARLY HYDRATED!**
- Participate in all activities with the participants.
- **LUNCH** (If your program includes lunch):
 - 30-60 minutes depending on daily schedule
 - **ALL STAFF EMPLOYEES, PROGRAM COORDINATORS AND GROUP LEADERS WILL EAT WITH THEIR GROUP** with no more than one or two counselors per table.
 - **CLEAN UP ALL AREAS BEFORE YOU LEAVE.**
- Remember, there must be one counselor per every ten participants over the age of six for all programs.

Expelling Participant Policies

Sending a participant home/expelling a participant

1. Contact the Program Coordinator and explain the situation, with all supportive paperwork.

2. The Program Coordinator will discuss the situation with the participant. The Program Coordinator will make the final decision on when to send a participant home based on type and number of rules broken, opportunities given to rectify situation, etc. Sending a participant home will only take place as a last resort after all other options have been exhausted or if the person's behavior is deemed to be dangerous to themselves or others.
3. The Program Coordinator will contact the parent/guardian. If no one can be reached, the participant will remain at the program although they will not participate in it.
4. Upon reaching the parent, the program director will give a clear explanation of the reason for the suspension or expulsion.
5. Let the participant and parent know exactly when and under what circumstances the participant can return to the program.
6. The Program Coordinator will complete an Incident Report, outlining every communication with participant and parent. Once completed, a copy will be given to the Sports Program Coordinator, whom will discuss the situation.
7. **A copy of the paperwork relating to this issue will be given to the BSU Athletics Camps & Clinics Director as it is addressed.**

Participants Leaving Programs Early

- A participant may be released before regular dismissal if a note is sent by the parents or legal guardians to the Sports Program Coordinator.
- A parent who just shows up to pick up a camper **MUST SEE THE SPORTS PROGRAM COORDINATOR before** leaving Bridgewater State University.
- **NO PARTICIPANT WILL BE DISMISSED EARLY WITHOUT NOTIFYING THE PROGRAM COORDINATOR.** All persons leaving early **MUST** have written permission from those listed on their application.

THE FOLLOWING INFORMATION IS FOR PROGRAM COORDINATORS

Employee and Payroll Information

Program Coordinators are asked to adhere to these guidelines and to submit a Staff Salary Request Form for all sports program employees **AT LEAST 30 DAYS PRIOR** to the start of program. This form is found in the back of the manual. **PLANNING IS ESSENTIAL FOR SUCCESSFUL STAFFING!**

Recommendation: hire staff according to the number of paying participants. Usually 1 staff person per 10 participants.

Payroll Policies

Every effort will be made to pay program employees after they have worked their appropriate times. Payroll, paperwork, and CORI checks must be submitted and approved by the BSU Athletics Camps & Clinics Director before beginning employment.

All sports program employee applications, employment, physical forms and payroll forms for summer employment must be completed and returned to the BSU Sports Camp Coordinators. Camp Coordinator will then meet with the BSU Camp & Clinic Director to review all paperwork. The Athletics Department will follow up with staff for any further BSU related paperwork or procedures.

Bridgewater State University

Sex Offender Notification Policies and Procedures

Prior to the start of each program, the Conference and Event Services Director or assigned Event Coordinator will meet with the program director to ensure camp directors / coordinators are aware there are offenders in the area and to review sex offender information, procedures and policies.

FROM STUDENT EMPLOYMENT
Summer Student Employees

Summer student employees are hired as non-work study employees paid through your department funds. In order to hire a summer student, you will need to submit a new work authorization for the dates of hire. Summer employment starts the week of May 17, 2015 and will end August 29, 2015. We ask that summer authorizations be submitted as soon as possible in order to allow us time to verify that student's status.

If you are employing summer students, there is additional paperwork to be completed by the student prior to beginning work. Any students working during the summer months that are not enrolled in summer classes must be enrolled in OBRA and are not exempt from Medicare during the summer. I have attached the OBRA form in case your student's are not enrolled in summer classes. Students that are enrolled in summer courses must verify the information with our office before reporting to work on campus.

APPENDIX

Camp and Clinic Request Form

NOTE: REQUESTS FOR BSU-SPONSORED CAMPS, CLINICS OR LEAGUES SHOULD BE COMPLETED BY THE HEAD COACHES (COORDINATORS) OF THE SPONSORING TEAM ONLY

Please answer all questions in order to expedite your program request.

BSU Sport: _____ Requester Name: _____ Date: _____

Name of Camp / Clinic / League : _____

Please list your preferred choice of dates and times for your camp. Please be sure to list alternate dates.
Preferred date and times: _____

Alternative days and times choice #1: _____

Alternative days and times choice #2: _____

Alternative days and times choice #3: _____

Time Start: _____ am/pm Time Finish: _____ am/pm Age Range: _____

Boys ____ Girls ____ Co-Ed ____ Cost per person: _____

SPACE Circle all space you will need, including rain space.

Outdoor Turf Field Field 1 2 3 Softball Field Baseball Field

Indoor Tinsley Court 1 2 3 Kelly Gym Large Small Pool

Equipment needs (be as specific as possible): _____

Description of program (What will participants learn from this program?) _____

**Attached is an example of a flyer from the past year. Please look at flyer and mark up what you would like to continue including on the flyer and write out any additional information you feel should be added to the flyer for the upcoming years.

What questions do you want on online registration? Examples already included on online registration are: Last Name, First Name, Age, Town, Emergency contact information, Position, # of years experience, etc.

Besides these online registration questions, what other necessary questions do you want to ask your participants?

BSU Athletics Department Camp and Clinic Request Form - Budget

<u>Income</u>									
		# of participants			fee per participant				
		1	Camp Fee Revenue (# @ fee)						
		2	Sponsorship Revenue						
		3	Concession Revenue						
		4	Apparel Revenue						
		5	Other Revenue (please specify)						
		6	Total Budgeted Revenue (add lines 1-5)						
<u>Expenses</u>									
		7	Food Service (Include Staff)						
				@ \$7.90 per					
		8	Food Purchase Concessions						
		9	Food Purchase Other						
		10	Apparel:						
		11	Equipment / Supplies						
		11a							
		11b							
		11c							
		11d							
		12	Awards:						
		13	Salaries:						
		13a	Professional Staff (from worksheet):						
		13b	Camp / Clinic Staff (from worksheet):						
		13c	Nurse (indicate name)						
		13d	Athletic Trainer (indicate name)						
		13e	Police Detail:						
			Number of Officers:			@ \$			
		13f	Maintainers:						
			Number of Maintainers:			@ \$			
		14	Total Budgeted Expenses (add lines 7-13)						
		15	Budget Net Profit (line 6 - line 14)						
			Sport team contribution (no less than 50% of line 15)						
			Camp Director Salary (no more than 50% of line 15)						

BSU Athletics Department Camp and Clinic Request Form - Worksheet

	Name of Program:				
	Position	Name		Amount	
1	Professional Staff				
2	Professional Staff				
3	Total Professional Staff Salary - excluding Camp Director) - (total of lines 1 and 2):				
4	Camp Staff				
5	Camp Staff				
6	Camp Staff				
7	Camp Staff				
8	Camp Staff				
9	Camp Staff				
10	Camp Staff				
11	Camp Staff				
12	Camp Staff				
13	Camp Staff				
14	Total Camp / Clinician Staff Salaries (total of lines 4 through 13):				
	Awards:	Purpose		Amount	
	Name of Award				

Any further information about this program or the budget?

Administrator comments

NOTES: _____

Program Coordinator Employee Checklist

The Coach is responsible to collect all paperwork, have student staff accomplish the Student Employment Office procedures. All processes will be accomplished at least 20 days before program start date. If staff processes are not accomplished by the deadline, they are not able to work for BSU Camp Program.

New Staff working - never worked for BSU programs:

- Application
- CORI Form -Human Resources
- OBRA Form - Human Resources
- Clear copy of Drivers License - front and back - Human Resources
- Doctor's office copy of immunizations, and physical within the past 24 months
- Students: bring Driver's License, and original social security card, with a voided check to Student Employment Office, in Boyden Hall. *
- Students- if you are taking classes, then no OBRA form needed.

New employee- never worked for BSU

- Application
- CORI Form - Human Resources
- OBRA Form - Human Resources
- Clear copy of Drivers License - front and back - Human Resources Office
- Doctor's office copy of immunizations, and physical within the past 24 months
- Students: bring Driver's License, and original social security card, with a voided check to Student Employment Office, Boyden Hall. *
- Students- if you are taking summer classes, then no OBRA form needed.

Returning Staff need to:

- Fill out CORI Form, SORI Form, Drivers license - Human Resources
- Application
- Provide Doctor's office copy of physical & immunizations within the past 24 months
- Students: bring voided check to Student Employment Office, Boyden Hall, and fill out OBRA form, CORI form.
- Students- if you are taking classes, then no OBRA form needed.

Returning clinic and camp employee

- Application
- CORI Form, SORI Form, drivers license - Human Resources Office
- Doctor's office copy of immunizations, and physical within the past 24 months
- Students: bring OBRA Form, to Student Employment Office, Boyden Hall.
- Students- if you are taking summer classes, then no OBRA form needed.

NO FAXES...WE NEED ORIGINALS SENT at least 3 weeks before program starts.

Coach will get all paperwork together and make a meeting with Sue Chaves to go over all details for hiring.

3. Please list below (or attach a separate sheet) the names and email addresses of all Authorized Adults to participate in the Program. The term “Authorized Adult” refers to any university employees, students, independent contractors or volunteers who will supervise or otherwise have contact with minors in connection with the Program.

Please note:

□ No individual, whether a university employee, student, independent contractor or volunteer, shall be permitted to serve as an Authorized Adult unless and until they have completed a self-disclosure form and completed a background check which is deemed satisfactory by the University in compliance with the Policy. The self-disclosure form may be obtained from the Office of Human Resources.

□ All employees must complete training on recognizing abuse in children and best practices in keeping children safe prior to participating in the Program. Upon completion of the program, employees must provide a certificate of completion to the Office of Human Resources.

□ All Authorized Adults must comply with the Behavioral Standards for working or interacting with minors located in the Operation Guide.

4. Please list any other organization or party that is co-sponsoring the program:

B. Communication Plan.

Please provide below or on a separate sheet a description of the communication plan to be followed by the Program. The communication plan must include:

1. A procedure for obtaining and maintaining contact information for minor participants' parents/legal guardians, as well as emergency contacts in the event the parents/guardians are unavailable;

2. A procedure for notification of all minor participants' parents/legal guardians in the event of an emergency; and

3. A procedure for parents/legal guardians to follow to contact program personnel and/or their child during program hours.

4. Notification of the Chief of Police of BSU Police Department, of the participants names, ages, locations, the Program dates and special requirements at least ten (10) days prior to the commencement of the Program. This information is intended alert the BSU PD to the possible presence of minors in an emergency and the appropriate course of action to address their health and safety.

C. Medical Emergency Plan.

Please provide below or on a separate sheet an outline of the medical emergency plan to be followed by the Program. The medical emergency plan must include:

1. A procedure for obtaining and maintaining (i) authorization from all participant's parents/legal guardians to transport participants to local hospitals as deemed necessary; and (ii) authorization for emergency medical treatment in the event that the parents/legal guardians or their designated emergency contact are not available;
2. A procedure for obtaining and maintaining disclosures of any allergies or other medical conditions or physical limitations that might impact participation in the Program; and
3. A procedure to administer medication to Program participants as necessary during program hours approved by the Director of Health Services or designee.

Please note: If the Program qualifies as a "camp" under Massachusetts regulations, there are detailed medical supervision requirements that must be met. 5

D. Supervision Plan.

Please provide below or on a separate sheet a description of the supervision plan to be followed by the Program. Please note that the Operation Guide behavioral standards prohibit any unobserved, unsupervised one-on-one contact between a minor and an Authorized Adult. A supervision plan must specify:

1. The employee having responsibility over all Authorized Adults serving in the Program;
2. The proposed ratio of participants to Authorized Adults;
3. The proposed number of Authorized Adults over the age of 21;
4. The breakdown of Authorized Adults by category of employees, students and volunteers; and
5. Curfew, rules pertaining to any visitors, and limitations on the use of free time in the event that the Program involves any overnight stay.

E. Transportation Plan.

Please provide below or on an attached sheet a description of the transportation plan to be followed by the Program. The transportation plan must include:

1. A procedure for the pick-up and drop-off of participants, specifying times and locations;
2. A procedure to obtain written permission from a parent/legal guardian in the event any participant is to be released to any person other than his/her parent/legal guardian; and
3. A description of any transportation of participants to be provided by the program, specifying the type of vehicle and drivers. Under no circumstances shall an Authorized Adult be permitted to be alone with a minor in a car or other vehicle.

Please note: If the Program qualifies as a “camp” under Massachusetts regulations, there are detailed requirements regarding the type of vehicles that may be used to transport minors.

F. Use of Space on Campus.

Please describe below the locations of all activities involving minors during the Program:
To reserve space, please contact CESO at ext. 6139. 7

G. Required Signatures by Employee(s) with Primary Responsibility for the Program:

I have reviewed the Policy and the Operation Guide

_____	(____) _____ - _____	_____
Signature	Contact Number	Date

_____	(____) _____ - _____	_____
Signature	Contact Number	Date

_____	(____) _____ - _____	_____
Signature	Contact Number	Date

H. Approval:

_____	_____
Signature of President or designee	Date

Print Name: _____

430.151: Physical Examinations by Physician and Certificate of Immunization

(A) Every camper and full time staff person shall prior to attending or after receiving a conditional offer of employment from a residential, travel sports, or trip camp, furnish to the camp the following, prepared and signed by a licensed health care provider:

- (1) A health history;
- (2) A report of a physical examination conducted during the preceding 24 months; and
- (3) A certificate of immunization.

(B) Every camper and full time staff person shall prior to attending or after receiving a conditional offer of employment from a day camp, furnish to the camp:

- (1) A current medical history which lists allergies, required medications and any health conditions or impairments which may affect the individual's activities while attending the camp. The medical history shall be signed by a parent or guardian, or by a licensed health care provider, however, in the case of a staff member 18 years of age or older, the staff member's signature shall be sufficient.
- (2) A certificate of immunization.

(C) No person known to be suffering from tuberculosis in a communicable form, or having evidence of symptoms thereof, shall be allowed to work or attend a recreational camp for children in any capacity which might bring him into contact with any camper at such camp.

430.152: Required Immunizations

Written documentation of immunization shall be required for all campers and staff as follows:

(A) For Campers and Staff under 18 Years Old:

- (1) Measles, Mumps and Rubella (MMR) Vaccine: A minimum of one dose of MMR vaccine(s) must be administered at or after 12 months of age. A second dose of live measles-containing vaccine given at least four weeks after the first, is required for all campers and staff, who will be entering grades K-12 or college in the school year immediately following the camp session (or in case of an ungraded classroom or the camper/staff does not attend school/college, campers or staff five years of age or older). Laboratory evidence of immunity is acceptable.
- (2) Polio Vaccine: A minimum of three doses of either inactivated polio vaccine (IPV) or oral polio vaccine (OPV) are required. If a mixed (I/PV/OPV) schedule was used, four doses are required;
- (3) Diphtheria and Tetanus Toxoids and Pertussis Vaccine: A minimum of four doses of DTaP/DTP/DT or at least three doses of Td is required. Where a camper or staff person is seven or more years of age and requires additional immunizations to satisfy 105 CMR 430.152(A)(3), Td is to be substituted for DTaP, DTP or DT vaccine. Effective January 1, 2004, a booster dose of Td is required for all campers and staff who will be entering grades seven through ten (or in the case of an ungraded classroom or the camper or staff does not

105 CMR: DEPARTMENT OF PUBLIC HEALTH

430.152: continued

attend school, campers or staff 12 through 15 years of age) if it has been more than five years since the last dose of DTaP/DTP/DT. For all campers and staff who will be entering grades 11 and 12 (or in the case of an ungraded classroom or the camper or staff does not attend school, campers or staff 16 through 17 years of age) a booster of Td is required if it has been more than ten years since the last dose of DTaP/DTP/DT/Td.

(4) Hepatitis B: For all children born on or after January 1, 1992, three doses of Hepatitis B vaccine are required. Laboratory evidence of immunity is acceptable.

(B) For Camper and Staff 18 Years of Age or Older:

- (1) Measles Vaccine: Unless born before 1957, two doses of live measles-containing vaccine administered at/or after 12 months of age (at least four weeks apart) are required. Laboratory evidence of immunity is acceptable.
- (2) Mumps Vaccine: Unless born before 1957, at least one dose of mumps vaccine administered at/or after 12 months of age is required. Laboratory evidence of immunity is acceptable.
- (3) Rubella Vaccine: Unless born before 1957, at least one dose of rubella vaccine administered at/or after 12 months of age is required. Laboratory evidence of immunity is acceptable.
- (4) Diphtheria and Tetanus Toxoids: At least three doses of DTaP/DTP/DT/Td are required. A booster dose of tetanus/diphtheria, adult type toxoid (Td) is required if more than ten years have elapsed since the last dose of DTaP/DTP/DT/Td vaccine.

NOTES:



ACCIDENT / INJURY REPORT FORM

Date: _____ Time of Injury: _____ am pm Time Notified: _____ am pm

Personal Data:

Name of Injured: _____ Male Female D.O.B.: _____
(Last) (First) (MI)

Address City State Zi|

Cell Phone: _____ Email: _____

Classification: Participant Faculty/Staff Alumnae Visitor Other: _____

Location of Accident:

Program:

- Gymnasium - Kelly, Tinsley
 - Pool
 - Locker Room - Men / Women
 - Turf Field, Field 1, 2, 3
 - Other _____
- Informal Recreation
 - Special Event
 - Other

Specific Activity:

Part of Body Injured:

- | | | | | |
|----------------------------------|---------------------------------|-------------------------------|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Abdomen | <input type="checkbox"/> Eye | <input type="checkbox"/> Hip | <input type="checkbox"/> Shoulder | <input type="checkbox"/> Wrist |
| <input type="checkbox"/> Ankle | <input type="checkbox"/> Face | <input type="checkbox"/> Knee | <input type="checkbox"/> Spine | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Arm | <input type="checkbox"/> Finger | <input type="checkbox"/> Leg | <input type="checkbox"/> Teeth | |
| <input type="checkbox"/> Back | <input type="checkbox"/> Foot | <input type="checkbox"/> Lip | <input type="checkbox"/> Thigh | |
| <input type="checkbox"/> Chest | <input type="checkbox"/> Hand | <input type="checkbox"/> Neck | <input type="checkbox"/> Toes | |
| <input type="checkbox"/> Elbow | <input type="checkbox"/> Head | <input type="checkbox"/> Nose | <input type="checkbox"/> Trunk | |

Which side of the body? __R __L Detailed Description of what happened: _____

Action Taken:

First Aid by Staff (Describe): _____

Referred to Hospital (specify) _____ Other (specify) _____

Method of Transportation: Ambulance

Other(specify) _____

Was there any Blood spill? Yes No

Notified Building Maintainer Yes No

Refusal Portion: (Have injured person fill this out if they are refusing further medical assistance.)

I have been advised to seek medical treatment as a result of injury. I hereby do not wish to seek medical treatment at this time.

Name: _____
(Last) (First) (MI)

Witness #1: _____
(Last) (First) (MI)

Relationship: _____

Phone: _____

Email: _____

Witness #2: _____
(Last) (First) (MI)

Relationship: _____

Phone: _____

Email: _____

Report Completed _____
(First) (Last) (MI)

Title: _____

Phone: _____

Email: _____

Date: _____

Once form is complete, please return to Summer Sports Program Director

13.12 SPORTS CAMPS AND CLINICS

13.12.1 Institution's Sports Camps and Clinics.

13.12.1.1 Definition. An institution's sports camp or instructional clinic shall be any camp or clinic that is owned or operated by a member institution or an employee of the member institution's athletics department, either on or off its campus. *(Adopted: 1/11/89, Revised: 1/10/90)*

13.12.1.1.1 Format of Camps or Clinics. An institution's sports camp or clinic shall include instruction or practice programming. The sports camp or clinic may also include competition, but shall not be solely comprised of competition. Additionally, the camp or clinic shall be one that: *(Revised: 8/3/06)*

- (a) Places special emphasis on a particular sport or sports and provides specialized instruction or practice and may include competition; *(Revised: 8/3/06)*
- (b) Involves activities designed to improve overall skills and general knowledge in the sport; or
- (c) Offers a diversified experience without emphasis on instruction, practice or competition in any particular sport. *(Adopted: 1/11/89, Revised: 1/10/90)*

13.12.1.2 Attendance Restriction. A member institution's sports camp or clinic shall be open to any and all entrants (limited only by number and age). *(Revised: 1/11/89, 1/10/91, 1/11/94)*

13.12.1.3 Advertisements. Restrictions relating to advertisements of an institution's sports camps and clinics in recruiting publications are set forth in Bylaw 13.4. Such restrictions do not apply to sports camp and clinic

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advertisements in nonrecruiting publications (e.g., a member institution's game program). (See Bylaw 12.5.1.7.) Violations of this bylaw shall be considered institutional violations per Constitution 2.8.1; however, such violations shall not affect the prospective student-athlete's eligibility. *(Revised: 1/10/05)*

13.12.1.4 Prospective Student-Athletes/No Free or Reduced Admission Privileges. In operating a sports camp or clinic, an institution, members of its staff or a representative of its athletics interests shall not give free or reduced admission privileges to any individual who has started classes for the ninth grade. *(Revised: 1/11/89, 1/14/08)*

13.12.1.4.1 Payment of Expenses. A representative of an institution's athletics interests may not pay a prospective student-athlete's expenses to attend a member institution's sports camp or clinic.

13.12.1.4.2 Awards and Mementos. Prospective student-athletes may receive awards and mementos from a member institution's sports camp or clinic. The cost of such awards are included in the admissions fees charged for participants in the camp or clinic. *(Adopted: 1/10/92)*

13.12.1.4.3 Restitution. For violations of Bylaw 13.12.1.4 and its subsections in which the value of the benefit is \$100 or less, the eligibility of the prospective student-athlete shall not be affected conditioned on the prospective student-athlete repaying the value of the benefit to a charity of his or her choice. However, the prospective student-athlete shall remain ineligible from the time the institution has knowledge of receipt of the impermissible benefit until the prospective student-athlete repays the benefit. Violations of this bylaw remain institutional violations per Constitution 2.8.1, and documentation of the prospective student-athlete's repayment shall be forwarded to the enforcement staff. *(Revised: 1/9/06, 5/10/10)*

13.12.2 Employment at Camp or Clinic.

13.12.2.1 Prospective Student-Athletes. An institution may employ a prospective student-athlete at its institutional sports camp and/or clinic provided all compensation received by the prospective student-athlete is for work actually performed and at a rate commensurate with the going rate in that locality for similar services. *(Adopted: 1/14/08)*

13.12.2.2 Student-Athletes.

13.12.2.2.1 General Rule. A student-athlete who is employed in any sports camp or clinic must meet the following requirements:

- (a) The student-athlete must perform duties that are of a general supervisory character in addition to any coaching or officiating assignments; *(Revised: 1/10/05)*
- (b) Compensation provided to the student-athlete shall be commensurate with the going rate for camp or clinic counselors of like teaching ability and camp or clinic experience and may not be paid on the basis of the value that the student-athlete may have for the employer because of the athletics reputation or fame the student-athlete has achieved. It is not permissible to establish varying levels of compensation for a student-athlete employed in a sports camp or clinic based on the level of athletics skills of the student-athlete; and *(Revised: 1/11/94)*
- (c) A student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his or her appearance at the camp/clinic. *(Adopted: 1/11/94)*

13.12.2.2.1.1 Self-Employment. A student-athlete with remaining eligibility is not permitted to conduct his or her own camp or clinic.

**Let's have a
safe, fun and profitable
program!**