

Best Practices Checklist: Hosting Youth Camps on Campus

✓ Check if meets standard

Organization

- The Department hosting the Youth Camp (Athletics, Science or Fine Arts, etc.) appoints an individual to administer the program and coordinate communications, scheduling, and oversight of the sponsored activities
- A Youth Activities Risk Management Committee is created to provide guidance and establish school policy and procedures to foster enjoyable, successful and profitable camps
- The risk management committee participants include coordination from:
 - Each department hosting an activity (athletics, recreation, science, fine arts, drama, etc.)
 - General Counsel's office
 - Insurance/Risk management office
 - Conferences Services
 - Facilities
 - Housing Public Safety
 - Occupational Safety
 - Student Health
 - Business Office

Youth Activities Risk Management Committee

- Reviews existing campus policy, guidelines and procedures for sponsored and contracted youth camps.
- Upon conclusion of the summer camp season, the risk management committee reviews the success of the most recent summer in conjunction with assessing the need to revise existing guidelines and procedures including:
 - injury and illness experience of participants
 - unfavorable events or situations experienced
 - issues and problems encountered by coaches, faculty and contracted sponsors
 - changes in recent case law or events experienced by other schools
 - review the existing "Acknowledgement of Risk and Responsibilities" and Medical Emergency Permission" documents for necessary enhancements
 - discuss specific activities that present unusual problems and concerns
- Annually, the Youth Activities Risk Management Committee collects an inventory of planned summer, winter and other camps hosted throughout the year and review the inventory and planned activities such as off-campus field trips, use of recreational facilities such as fitness and aquatic centers, etc.
- The Risk Management Committee prepares and publishes a manual outlining
 - Guidelines for sponsoring youth activities
 - Guideline for others contracting the use of campus facilities for non-sponsored programs
 - Training requirements for campus coaches and counselors
 - Bloodborne Pathogens management
 - Actions in the event of an injury/illness
 - Counselor and participant injury and illness recordkeeping and reporting
 - Controlling participant behavior including hazing
 - Orientation requirements for participants
 - Camp Rules and Regulations
 - Fire safety and evacuation for overnight participants
 - Swim test for pool, boating facilities
 - Emergency Preparedness Requirements
 - Injury or illness response
 - Emergency evacuation
 - Lightning and other foul weather plans
 - Homesick youths

- Insurance requirements
 - Workers' Compensation
 - Liability Insurance
 - Participant Medical Insurance
 - Auto Insurance requirements for bus charters
- Contract requirements
 - Acknowledgement of Risk and Responsibilities form
 - Medical Emergency Permission form
 - Indemnification from non-sponsored camp programs
 - Housing
 - Food service
 - Medical care
 - Insurance requirements
 - Safety performance requirements of the contractor
- Identifies the types of events that must be reported to Public Safety and Risk Management regardless of severity
- Assures a safe drop-off, pick up zone is available for day campers
- Define required participant to counselor ratios
- Define campus policy on finger print checks for all camp counselors
- Administers contracts and use of facilities with non-sponsored program hosts
- Schedules housing, food services, and use of facilities to avoid conflicts
- Communicates with and advises affected departments regarding camp activity schedules
- Retains certificates of insurance submitted by leasees

General Counsel's Office

- Reviews camp advertising literature
- Reviews contractual language for:
 - Acknowledgement of Risk and Responsibilities Agreement
 - Emergency Medical Permission form
 - Indemnification language
 - Program safety performance requirements

Insurance/Risk Management Office

- Recommends minimum insurance requirements for non-sponsored programs
- Receives copies of incident/injury reports involving camp participants
- Prepares and submits claim detail to the respective insurers
- Considers the need to purchase a supplementary Participant Health and Medical Insurance program and supplementary camp liability insurance to protect the deductible.
- Considers the need for a "camp specific" insurance certificate (Example: NIKE hosts a huge number of camps nationally, the insurance could be consumed in any given year, "camp specific" insurance will assure \$5 or \$10 million is available for the camps at your school.)
- Keeps the athletic and other departments informed of the liability issues related to hosting youths on campus.

Housing Office

- Prepares information regarding fire and life safety in the residence halls for over night camp program distribution to parents and participants and review during the first day orientation.
- Conducts the fire drill for over-night camp sponsors as part of the orientation

Public Safety & Security

- Prepares to receive and tend to campers that parents forgot to pick-up at the end of the day

Environmental Health and Safety

- Reviews regulatory compliance training requirements for sponsored camp employees
 - Bloodborne Pathogens
 - Emergency evacuation

Department Coordinator

- Administers the school application for accreditation by the American Camping Association
- Prepares a plan to assure Emergency Medical Care is available
- Assures a pre-camp inspection of the facilities and equipment is conducted
- Assures drinking water and toilet facilities are available at off-campus sites
- Coordinates a review of participant and counselor health histories by school medical staff
- Assures individual with special medical needs are identified and made known to camp administrators
- Retains emergency contact information for parents
- Coordinates emergency contact with parents and campus crisis communications
- Oversees the orientation and training of camp counselors
- Prepares an orientation for participants that includes:
 - Camp Rules and Regulations
 - Facilities and activities that are not permitted
 - Camp harassments policy (hazing and sexual harassment)
 - Policy on alcohol and illicit drug consumption
 - Camp security
 - Emergency evacuation procedures
 - Inclement weather program
 - How to report injury or illness
 - How to report a hazard

Camp Administrator (host coach, faculty)

- Assures sufficient time is allocated to the participant orientation and employee training programs
- Assures facilities are safe and in good condition
- Prepares an Inclement Weather Agenda
- Assures emergency medical services are available
- Maintains an Injury/Illness/Incident log including:
 - Names of participants involved
 - Nature of the injury, illness or incident
 - How it occurred
 - Emergency action taken immediately
 - Other actions taken
 - Narrative section to expand in detail
- Notifies the Risk Management office in the event of a serious incident
- Assures sufficient water and rest is available to participants
- Assures a minimum of "free time" is available to participants
- Assures all permission slips, medical forms, consent forms, and emergency contact information are signed by the participant and parent/guardian prior to allowing the participant to engage in activities
- Assures appropriate and expeditious action is taken for rule violations or other unacceptable behavior
- Assures participants are supervised 100% of the time

Camp Insurance Requirements

- Non-sponsored Camps
 - Minimum \$2,000,000 Comprehensive General Liability
 - Workers' Compensation and Employers' Liability Insurance, Statutory Limits (Note, many camps hire the counselors as independent contractors and do not purchase workers' compensation insurance for them. Additional, the camp is often operated as a proprietorship and the owner may not be eligible for workers' compensation benefits. However, they can enroll the counselors in the participant medical and injury insurance program purchased on behalf of the camp.)
 - Minimum \$1,000,000 Automobile Liability
 - Participant medical and accident insurance
 - Note, the National Association of Collegiate Athletic Directors has created a group insurance program for sport camp sponsors. Cost is approximately \$.59 cents per day per participant for \$25,000 medical and limit, \$2,000,000 program liability limit, with an option to purchase additional \$1,000,000 catastrophic medical/injury coverage, per participant all for less than \$1.00 per day per participant.)

- Sponsored Camps
 - Personal health/medical insurance for “unpaid, volunteer” counselors
 - Consider enrolling “volunteers” in the school workers’ compensation program
 - Considers purchasing participant medical and accident insurance and not be concerned with the administration of the availability of existing participant insurance.
 - Considers purchasing supplementary comprehensive liability insurance, \$2,000,000 limit for sport camps

Camp Contracts

- The contract contains an indemnification favoring the university, all trustees, employees, agents of the university
- The indemnification extends to the use of any/all facilities, food services, incidental medical care, premises security, etc.
- Agreements with third party camps require participant orientation to:
 - Rules and regulations
 - Fire and personal safety, evacuation
 - How to report injuries, illnesses, incidents
- Agreements with third party camps require the sponsor to:
 - Provide for on-site medical care (some schools afford the service under contract)
 - Report all hospitalizations immediately
 - Prepare incident reports and submit a summary at the end of the camp
 - Perform field inspections daily
 - Provide a copy of the camp Safety Management Plan
 - Orientation for Counselors
 - Orientation for Participants
 - Emergency medical preparedness plan
 - Maintain an inclement weather agenda

Camp Facilities

- All related facilities, playing fields, laboratories, workshops, recreational facilities are inspected for safety prior to the start of the camp and daily thereafter during the camp
- Damage and hazards are reported to the Athletic or Facilities Department or other appropriate department immediately and participants are not allowed near the hazard
- Male and female over-night participants are housed in separate residence halls
- Each overnight participant is provided an individual key and lanyard
- Free swim time is scheduled to avoid overcrowding. The university provides a sufficient quantity of certified lifeguards; however each camp sponsor is required to provide sufficient participant supervision.
- A safe drop-off and pick up location is available for day campers
- Camp Rules and Regulations include at minimum:
 - Prohibit cooking and candles of any kind in residence halls
 - Prohibit participants from bringing air conditioners and refrigerators to the camp (window fans are okay)
 - Summary of prohibited and permissible activities during free time
 - Discussion of university policy on harassment, sexual harassment and hazing
 - Prohibit consumption of alcohol, illicit drugs, and tobacco
 - Communicate disciplinary action to be taken including expulsion

Camp Administration

- The minimum counselor to participant ratio of 1:10 for age 15 and older, 1:8 for age 11-14, 1:6 for age 8-10
- For sponsored programs, the school physician or nurse reviews medical issues relayed in medical consent forms, discusses the issue with the camp administrator, telephones the parent to discuss the issue further if necessary, but maintains medical privacy for the individual involved.
- If a parent visits mid-week and wants to take the participant off-site, the parent must sign the child out of camp and report/sign upon return
- Qualified medical services are available on site
- The camp administrators have ability to report emergency by wireless telephone or radio communications

- Employee coaches and counselors are screened including:
 - Application
 - Interview
 - Reference Check
 - Fingerprint/criminal check
 - Motor vehicle record check, if necessary
- A swim test administered by certified lifeguards is administered prior to permitting use of the recreational pool and also if the camp involves any aquatic activities (crew camp, sailing, etc.)
- Non-swimmers are restricted to the shallow side of the pool. Bright colored wristbands are issued to those passing the swim test.
- Participants in sailing and rowing camps are required to wear coast guard certified life vests on the water (camp should be technique, not performance oriented)
- Participants are grouped by age, skill level and size
- The drop-off, pick-up sites for day campers are supervised by counselors. Allowable drop-off and pick-up times are published in camp literature
- Arrangements are made to pick up participants at security should the parent be late
- If participant are observed using damaged or substandard gear they are removed from participation until it can be replaced
- Overnight camps are to participants age 11 or older
- The school sponsoring youth camps applies for inspection and certification by the American Camping Association

Camp Literature

- Contracted camps not sponsored by the university are not permitted to use the school name in camp advertising (some schools require the sponsor to state "not sponsored by ABC University" in the advertising literature enhancing the defense posture for claims arising out of non-sponsored activities.)
- The university requires the camp sponsor to submit copies of advertising literature for review prior to agreeing to a facility lease.
- If the camp permits unsupervised free time (typical of 2-4 week camps), advertising literature and the acknowledgement risk clearly communicates that fact.
- If participants are required to bring their own equipment and industry certifications exist for the required equipment, camp literature should state certified equipment must be provided.