

**SECTION: Provost/Athletic Department**  
**SUBJECT: Sports Camp/Clinic/Workshop Guidelines with Request Form**

**ISSUED BY:** Provost  
**REPLACES:**  
**APPROVED BY:** Provost  
**EFFECTIVE DATE:** June 1996

1. Asbury College athletic staff holding sports camps, sports clinics and/or sports workshops, regardless of duration, that utilize any Asbury College facilities, must first be requested and approved by the Director of Athletics at least **four months** in advance of requested dates. The Director of Athletics will work with the Facility Director and/or Conference Services Director, as appropriate.
2. The following items must be submitted to the Director of Athletics, at least **four months** in advance (for resident camps) or **two months** in advance (for a clinic, day camp or workshop):
  - an itemized projected budget of income and expenses
  - proposed total number of staff and anticipated salaries of each staff member
  - Use of Facilities for Sport Camps/Clinics/Workshops Request Form
  - name of athletic trainer or planned provision for athletic training services
  - emergency plan of action appropriate to type of camp/clinic/workshop
  - ratio of camp participants/staff
  - waiver form to be used for liability purposes
  - camp/clinic/workshop brochure, if applicable.
3. Notice of approval of dates will be given within **2** working days, if possible.
4. A **finalized** budget including all income and expenses must be submitted within **one (1) month** of the completion of the camp/clinic/workshop.
5. Fifteen percent (15%) of the fees charged for the camp/clinic/workshop will go toward overhead expense. Five percent (5%) will go to the Luce Center, and ten percent (10%) to the general college budget.
6. All camps/clinics/workshops must fully fund themselves. All expenses, including advertising, brochures, copying, telephone and overhead must be covered by the fees collected. College budgets should not be used to fund camps.
7. Development of camp materials (advertising, releases, brochures, etc.) are the responsibility of the coach (camp director) and must be approved by the Sports Information Director and/or Athletic Director prior to being distributed.
8. Secretarial assistance by the athletic secretary must be approved by the Director of Athletics.

9. Utilization of any currently enrolled student-athletics must comply with the current governing athletic affiliation guidelines.
10. All camps/clinics/workshops that follow the set guidelines/procedures and are approved by the college through the Director of Athletics, will have insurance coverage provided by the athletic department through the college.
11. Each coach (camp director) will sign a contract with the Athletic Department after dates are approved. Said contract will detail expectations of both parties.
12. All employees of the Athletic Department involved in an official capacity (paid or volunteer staff member/director) in any off-campus sports camps/clinics/workshops not hosted by Asbury College, shall notify the Director of Athletics of that involvement, at the earliest date possible, prior to the camp.

The Athletic Director reserves the right to cancel a camp, clinic, or workshop, in consultation with the coach (camp director), due to low enrollment, up to one week in advance of the camp date. The coach (camp director) will be responsible for requesting refunds through the Athletic Director.

**SAMPLE FORM**

**ASBURY COLLEGE ATHLETIC DEPARTMENT**  
Use of Facilities for Sports Camps, Clinics, Workshops

**REQUEST FORM**

A separate form must be completed for each date requested. Must be returned to the Director of Athletics

Coach/Camp

Director: \_\_\_\_\_ Sport \_\_\_\_\_

Telephone:(Home)\_\_\_\_\_ (Work)\_\_\_\_\_ (FAX)\_\_\_\_\_

Camp Level:

(check one) Beginning \_\_\_\_\_ Intermediate \_\_\_\_\_ Advanced \_\_\_\_\_

Requested Date(s)(1st)\_\_\_\_\_ (2)\_\_\_\_\_ (3rd)\_\_\_\_\_

Years camp held:\_\_\_\_\_ Number of campers expected:\_\_\_\_\_ Age of campers:\_\_\_\_\_

**Specific facilities requested and requested time of use:**

	<b>Facility</b>	<b>Specific Area</b>	<b>Time (Begin - End)</b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

Additional requests (include any special set-up or equipment needed):