



Policy

University Policy SA-15.03-02/15

Policy Title: Camp and Youth Programs Administration Policy

Originator: Dr. Jim Hurd, Senior Associate Vice President

Responsible Office: Division of Student Affairs

Reason for Policy/Purpose:

This policy describes University of West Florida requirements regarding camps and similar youth programs.

Who Does this Govern and Who Needs to Know this Policy?

Personnel with responsibilities for camp and youth program activities including camp sponsors, camp directors, and their supervisors; facility managers responsible for scheduling events that include minors; activity directors responsible for planning events and activities that include minors.

Definition of Terms:

1. Camp: any program or organized group activity for minors advertised as a camp or operated only during school vacations or on weekends by a person, partnership, corporation, association, or University department for three consecutive days or more. These programs may be organized as a day only or an overnight program.
 - a. University Sponsored Camps: Camps planned, promoted, and operated by a University department or division.
 - b. Third Party Contract Camps: Camps planned, promoted, and operated by a non-University entity using University facilities and/or services for a fee.
 - c. Athletic Coach Contract Camps: Camps planned, promoted, and operated by a University Intercollegiate Athletics Head Coach using University facilities and services for a fee.
2. Youth Program: any program or organized group activity for minors operated by a person, partnership, corporation, association, or University department of a duration less than three consecutive days. Examples include, but are not limited to, sports skills clinics, youth athletic tournaments, science fairs, robotic competitions, and testing activities.

Policy Statement:

Camps and Youth Programs must follow the applicable guidelines set forth in this policy.

I. Camps.

1. University Sponsored Camps. The sponsoring division/department (Division of Continuing Education, the Department of Recreation and Sports Services, or the Department of Intercollegiate Athletics) shall:
 - (A) Conduct staff background screening in accordance with Section III of this policy,
 - (B) Ensure appropriate operational standards are in place to promote the safety and security of camp participants including, but not limited to, any state mandated training for the protection of minors and other vulnerable populations, and
 - (C) Adhere to the current University Camp Procedures Manual.
2. Third Party Contract Camps. University Commons Conference Services is the campus entity that is responsible for the administration of Third Party Contract Camps. All Third Party Contract Camps must engage in an agreement with the University for these purposes. The agreement must be approved by the Office of General Counsel prior to execution. The Director of the University Commons and Student Involvement (or designate) is authorized to negotiate and administer all Third Party Contract Camps. Contract signature authority is provided by the University's contract authority policy and applicable delegations of authority.
3. Athletic Coach Contract Camps. Recreation and Athletic Facilities is the campus entity that is responsible for the administration of Athletic Coach Contract Camps. All Athletic Coach Contract Camps must engage in an agreement with the University for these purposes. The agreement must be approved by the Office of General Counsel prior to execution. Coaches, as independent contractors, own the camps and bear full responsibility for camp participants and all aspects of camp administration. Athletic Coach Contract Camps must adhere to the current University Camp Procedures Manual.

The UWF Athletic Director shall maintain and enforce appropriate employment-related procedures for Athletic Coaches including annual leave and conflict of interest/outside activities approval. The Associate Director for Recreation and Athletic Facilities (or designate) in consultation with the UWF Athletic Director is authorized to negotiate and administer all Athletic Coach Contract Camps. Contract signature authority is

provided by the University's contract authority policy and applicable delegations of authority.

II. Other Youth Programs: Other youth programs sponsored by the University or sponsored by non-University organizations.

1. University sponsored youth programs shall adhere to the University Policy on Minor Children including the requirements for Level 2 Background Screening as described below.
2. All University sponsored youth programs should have a designated program director as the responsible authority for complying with applicable laws, regulations, and policies related to minors on campus.
3. All non-University sponsored youth programs must engage in an agreement with the University for these purposes. In addition to regular facility use terms and conditions this agreement will specify University requirements and expectations regarding minor children. The agreement must be approved by the Office of General Counsel prior to execution. Contract signature authority is provided by the University's contract authority policy and applicable delegations of authority.

III. Level 2 Background Screening.

1. University of West Florida Employees.
 - (A) In addition to the Level 1 background screening required as a condition of employment, all University employees, including OPS employees, who will or are working in University programs or University sponsored or affiliated programs with minors are required to undergo Level 2 background screening as defined in Chapter 435, F.S., before being hired or as a condition of continued employment.
 - (B) The University of West Florida will not hire, select, or otherwise allow an employee to have contact with a minor, or place the employee in a role that requires background screening, unless the screening process demonstrates the absence of any grounds for the denial or termination of employment that requires working with minors, unless the employee has been granted an exemption by the Florida Department of Children and Families.
2. Contracted Consultants/Facilitators

- (A) Individuals hired to lead workshops or clinics involving minors on a contractual basis (independent contractors) are not required to undergo Level 2 background screening if there will be a University employee who has met the screening requirements present for the entire length of the workshop or clinic who is able to keep the workshop or clinic leader in his or her line of sight while the leader works with minors.
- (B) Workshops and clinics for the purposes of this policy are activities with a duration of eight hours or less, and do not involve an overnight stay of the participants.

3. Volunteers.

- (A) All volunteers, except those described below, who will be or are working in University programs or University sponsored or affiliated programs with minors are required to undergo a Level 2 background screening, as defined in Chapter 435, F. S. before being permitted to volunteer or being permitted to continue to volunteer in those programs.
- (B) A volunteer who works with minors in a University, University-sponsored or University-affiliated summer day camp or summer 24 hour camp does not have to undergo Level 2 background screening if the volunteer work is:
 - (i) On an intermittent basis for less than 10 hours per month, and
 - (ii) Performed in the presence of an employee who has met the screening requirements and is able to keep the volunteer in his or her line of sight while the volunteer works with minors.
- (C) The University of West Florida will not select a volunteer, or otherwise allow a volunteer to have contact with a minor, or place a volunteer in a role that requires background screening, unless the screening process demonstrates the absence of any grounds for the denial or termination of permission to work with minors, unless the volunteer has been granted an exemption from the Florida Department of Children and Families.
- (D) Volunteers with backgrounds which provide grounds for denial of permission to have contact with minors shall be denied permission to work with minors or shall be terminated from such positions even in instances that otherwise meet the conditions of Section 2(B), above.

- 4. If a criminal background check reveals adverse information or unfavorable results, the Florida Department of Children and Families will conduct an individualized assessment using criteria designed to identify potential risk to minors.

5. Level 2 criminal background checks of University faculty, staff, students and volunteers that are conducted pursuant to this Policy will be used only for purposes consistent with this Policy and will otherwise be kept confidential except as provided by law.
6. Non-University Entities.
 - (A) Non-University organizations and entities that operate programs or activities on campus involving minors must comply with Section 409.175 and Chapter 435, Florida Statutes.
 - (B) Any contracts entered into between the University and a non-university entity for the operation of a camp or program which will involve minors must require the non-university entity to comply with Section 409.175 and Chapter 435, Florida Statutes.

Procedures:

The Camp and Youth Programs Risk Management Committee (a University standing committee) is responsible for developing and maintaining procedures related to this policy.

Change Justification:

This policy is being amended to reflect clarification that addresses short-term clinics and workshops.

APPROVED: Dr. Judith A. Bense, President

Date: 3/3/15

History: SA-15.00-06/01 Camps and Clinics, adopted July 2001; SA-15.02-09/14 Camp and Youth Programs, adopted September 2014; revised hereby.