



## Camp Activity Guidelines

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### PURPOSE

This document provides guidance to reduce the potential for loss and mitigate university exposures related to camps. These guidelines provide tools to assist in the operation of the university's sponsored and co-sponsored on- and off-campus camps.

### SCOPE

A camp is an activity where registered participants are provided structured activities with the goal of academic learning or athletic improvement through learning, but which are not part of the university's main academic and athletic programs. Camp duration may be part day, full day, or multiple days/weeks and may include overnight stays.

This guideline applies to university-sponsored and co-sponsored camps:

- A university sponsored camp is an on- or off-campus activity where registered participants are provided structured activities with the goal of academic or athletic improvement through learning under the operation and direction of the university, but which are not part of the university's main academic or athletic programs.
- A university co-sponsored camp involves partnering with a non-university entity as host/director/operator, providing funding or support in kind.

Mere use of university facilities by a third party does not constitute co-sponsorship.

The following activities are normally NOT considered camps:

- field trips as part of university course work
- field trips to campus
- conferences and seminars
- third-party camps not sponsored by the university
  - This includes on-campus camps where the university is providing only facilities and support services, even when the camp includes overnight stays on campus.
  - Third-parties using university facilities must adhere to campus' use of facilities policies.
  - University employees who operate camps for personal gain are third parties, and are subject to the same requirements as any other third-party utilizing university facilities for camps. As such, these employees are not afforded the university insurance coverage or liability protection while engaged in camp activities.

## **RESPONSIBILITY AND ACCOUNTABILITY**

### **Camp Sponsors**

Camp sponsors may fund and operate the camp. Camp sponsors are university departments or CU affiliated groups. Camp sponsors are ultimately responsible for all aspects of administering their camp in conjunction with university policies, procedures, and recommended camp practices including this guideline.

### **Camp Coordinators**

Individuals who plan, organize, and administer the camp. They have primary authority and responsibility for conducting the camp and are the primary point of contact for the camp sponsor. Camp coordinators should be familiar with these guidelines, university policies and procedures, and the camp insurance process. Camp coordinators are responsible for submitting camp participant totals to the URM camp coordinator after camp concludes for accurate records/charges when camp insurance has been purchased.

### **Camp Participants**

Camp participants are the individual campers. Participants may be minors or adults and be required to submit health forms, waivers, consents and other registration documents prior to participating in any camp activities and must adhere to rules of conduct and participate such that camp activities are a positive and safe experience for all.

### **Volunteers**

Volunteers are individuals who are authorized by the university to volunteer for a specific camp, and receive direction from the CU camp sponsor. Camp sponsors should refer to the URM guidelines on use of volunteers and to campus background check policies.

### **Facilities Managers**

Facilities managers are personnel who work with camp coordinators to schedule use of CU facilities. They may work with camp sponsors and their designees, URM, and others campus representatives on safety risk assessments for camp use. Third-party facilities managers are responsible for providing safe facilities at off-campus sites.

## **UNIVERSITY RISK MANAGEMENT**

Campus URM, on request, will assist the camp coordinator with completing the [Camp Risk Assessment and Emergency Planning Checklist](#), as well as review insurance-related documents and contracts for the camp.

URM offers camp insurance to provide medical, accidental death and dismemberment (AD&D) insurance coverage for a nominal fee.

The URM camp coordinator will provide the URM camp insurance policy, claim procedure and rate information (per participant per day/overnight). [Camp insurance applications](#) can be completed online.

## PROCEDURAL GUIDELINES

1. **Camps sponsored by the university.** The university is operating and sponsoring the camp and, to the extent possible, will put in place sound risk management procedures.

- Refer to other URM guidelines for information and assistance in minimizing risks:
  - [Guidelines Regarding Minors](#)
  - [Guidelines for Off-Campus Activities](#)
  - Guidelines for On- Campus Activities
  - [Use of Volunteer and Trainee Guidelines](#)
- Develop appropriate informed consent, waiver, health and emergency treatment forms, consulting with campus URM and Legal as required.
- Register the camp with URM and plan for camp insurance.
- Utilize the [Camp Risk Assessment and Emergency Planning Checklist](#) to identify and assess hazards that may apply to either your day or overnight camps.
- Assemble camp file:
  - documentation (e.g. advertising, contracts, insurance, emergency plan, risk assessment)
  - training and orientation (e.g. outline, signed attendance sheets)
  - camp counselors and volunteers (e.g. background checks, medical information, waivers, training, certifications)
  - participant information (e.g. SIGNED [Camp Participant Informed Consent Form and Medical History Form](#) as applicable to the activity).

2. **Camps where the university provides ONLY facilities and minor services (Third-party camps)** Third-party camps are camps not operated or sponsored by the university, including camps operated by an employee for personal gain. Third-party camps must follow Use of Facilities policies including indemnification and insurance requirements.