SECTION 18

Camps & Clinics
INTRODUCTION

The Niagara University Department of Athletics fosters and encourages the conduct of sports camps and clinics for each of its athletics programs. Current legislation, intended to address potential abuses associated with sports camps and clinics, requires the Department to develop and update policies and procedures to ensure institutional control and compliance with these rules.

Appropriate policies and procedures to be followed before, during and after the operation of a sports camp or clinic are presented in this manual for your information and use.

All camp/clinic requests must be filed by the following dates:

Fall/Winter/Spring/Summer Camps/Clinics (Dec. 15) for the following calendar year.

(Please submit a copy of your camp brochure by email, so it can be approved, advertised, and included in the all-camps brochure and web site.)

The Associate Athletic Director will meet with all camp directors annually to review this section of the manual. A post-camp meeting to review and reconcile will also be required 45 days after the conclusion of the camp/clinic. Therefore, all camp directors will be notified of these meetings and will be required to attend.

The scope and complexity of NCAA legislation precludes complete coverage in this manual. Please refer to your copy of the NCAA Manual or contact the Assistant Athletic Director-Compliance Services if you have any additional questions.

SECTION 18-Camps & Clinics August 2005

1
PURPOSE OF CAMPS AND CLINICS

A Niagara University sports camp or clinic shall be one that [NCAA Bylaw 13.13.1.1.1]:

1. Places special emphasis on a particular sport or sports and provides specialized instruction, practice or competition;

2. Involves activities designed to improve overall skills and general knowledge in the sport; or

3. Offers a diversified experience without emphasis on instruction, practice or competition in any particular sport.

Institutions cannot conduct a camp or clinic that does not include instruction and that involves only sessions or tests (tryouts) during which prospects reveal, demonstrate or display their athletic ability in any sport. Such a camp or clinic would be considered an evaluation or try out and is prohibited under NCAA legislation.

NIAGARA UNIVERSITY’S CAMPS AND CLINICS

Niagara University’s sport camps and clinics are offered to the community for the purpose of providing opportunities to learn skills and strategies and to provide competitive experiences to individuals with unusual or above average interest, potential and/or ability. The following sports are considered a part of the sports camp and clinic program at Niagara University:

- Baseball
- Basketball (mixed)
- Ice Hockey (men)
- Soccer (men)
- Swimming (mixed)
- Lacrosse
- Softball
- Tennis (mixed)
- Ice Hockey (women)
- Soccer (women)
- Volleyball
KEY DEFINITIONS

**Definition of Camp or Clinic**

**Institutional Camp or Clinic**

A camp or clinic that is *owned or operated* by Niagara University or by an employee of its Athletic Department, either on or off campus, and in which prospective student-athletes participate, is considered an institutional camp or clinic and is subject to all pertinent NCAA legislation [NCAA Bylaw 13.12.1.1].

An institutional camp or clinic that is run by an Athletic Department employee as a “non-departmental” camp (e.g., the Athletic Department assumes no direct operational, clerical managerial or financial responsibility) either on or off campus is still considered an “institutional” camp if it conforms to the above definitions and, is therefore, subject to all NCAA legislation regarding institutional camps.

**Non-institutional (privately-owned) Camp or Clinic**

A camp that is *not* owned or operated by a member institution or any of the employees of its athletic department is considered a “non-institutional” (or privately-owned) camp by the NCAA, even if the camp or clinic utilizes a member institution’s facilities.

**Definition of Developmental Clinic**

Developmental clinics (including competition conducted in conjunction with the clinic) involving prospects are permissible, provided [NCAA Bylaw 13.11.3.1]:

1. They are designed to develop fundamental skills in a sport (rather than to refine the abilities of skilled participants in the sport);

2. They are open to the general public (except for restrictions in age or number of participants);

3. They are conducted by and subject to the control of the host member institution;

4. They are conducted primarily for educational purposes and do not include benefits for the participants (e.g., awards, prizes, merchandise, gifts);

5. Clinic participants do not receive a recruiting presentation; and

6. Clinic participants reside in the state of New York or within 100 miles of the University.
Definition of Diversified Sports Camp

A diversified camp is a camp that offers a balanced camping experience, including participation in seasonal summer sports and recreational activities, without emphasis on instruction, practice or competition in any particular sport. [NCAA Bylaw 13.02.1.1]

Definition of Specialized Sports Camp

A specialized sports camp is a camp that places special emphasis on a particular sport or sports and provides specialized instruction in the sport(s). [NCAA Bylaw 13.02.1.2]

Definition of Prospective Student-Athlete

A prospective student-athlete (prospect) is a student who has started classes for the ninth grade, regardless of whether the ninth grade is part of the junior high school system. A student who has not started classes for the ninth grade becomes a prospect if the institution provides such an individual (or the individual’s relatives or friends) with any financial assistance or other benefits that the University does not provide to prospective students generally. In addition, for purposes of the tryout rule, a prospect will also include any individual who is not enrolled at the University at the time of the practice or test therein described. [NCAA Bylaws 13.02.11.1 and 13.11.1.1]

Definition of High School or Two-Year University Athletics Award Winner

A high school or two-year University athletics award winner is considered to be any high school or two-year University letter winner as determined by the prospective student-athlete’s educational institution.

Definition of Senior Prospect

A “senior prospect” is a prospect who is eligible for admission to the University or who has started classes for the senior year in high school. A preparatory school or two-year college student is considered to be a “senior prospect”. [NCAA Bylaw 13.13.1.2.1.1]
WHEN CAMPS AND CLINICS CAN TAKE PLACE
AND RECRUITING CALENDAR EXCEPTIONS

Procedures

All sports camp/clinic directors proposing a sports camp/clinic program will submit their schedule and budget on the appropriate Camp/Clinic Budget Approval Form (Appendix A) to the Associate Athletic Director for final approval by the Director of Athletics. The Director of the Kiernan Center and Dwyer Arena will not approve facility requests until there is notification from the Associate Athletic Director that a Budget Request Form is on file. Requests must be made December 15th for all winter, spring, summer and fall camps/clinics. An agency (Camp) account must be set up with the Niagara Treasurer’s Office. All funds from the camp must be processed through the account. Coaches are responsible for submitting deposits, check requests and purchase orders associated with camp through the Assistant Athletic Director-Operations. Paperwork will then be forwarded to the Treasurer’s office for processing.

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YOU MAY

• For sports other than basketball, conduct a camp or clinic (e.g., developmental, diversified or specialized) at any time except during a dead period for that particular camp’s or clinic’s sport.
• Conduct a basketball camp/clinic that is developmental only during the months of June, July and August. [NCAA Bylaw 13.12.1.1.2]
• In addition, interaction during sports camps and clinics between prospects (as defined earlier) and those coaches employed by the camp or clinic is not subject to the recruiting calendar restrictions. However, an institutional staff member employed at any camp or clinic is prohibited from recruiting during the time period that the camp or clinic is conducted. The prohibition against recruiting includes extending verbal or written offers of financial aid to any prospect during his or her attendance at the camp of clinic. Other coaches wishing to attend the camp as observers must comply with appropriate recruiting contact and evaluation periods. [NCAA Bylaw 13.12.1.3]

YOU MAY NOT

• Schedule or conduct any physical activity (e.g., practice session or test/tryout) at which one or more prospects (as defined earlier) reveal, demonstrate or display their athletic abilities in any sport except as provided in NCAA Bylaws 13.11.2 and 13.11.3. [NCAA Bylaw 13.11.1]

In addition, an institutional staff member may not give recruiting presentations (including showing recruiting videos) in conjunction with sports camps and clinics; and coaching staff may not evaluate prospective student-athletes at a scouting service camp that uses the University’s campus outside of a permissible contact and evaluation period, inasmuch as the recruiting calendar exceptions per 13.12.2.3 are intended to encompass only camps or clinics in which the institution’s coach actually is employed.
1. Upon receipt of the proposed schedule and budget the Director of Athletics will review and approve or deny requests. Upon approval, other university offices will be informed of camps and dates.

2. It is the responsibility of the sports camp director to work directly with the Asociate Athletic Director to ensure proper camp budgets have been established.

√ PLEASE NOTE
- A basketball sports camp or clinic must include an educational session presented in-person or in video format detailing NCAA initial-eligibility standards and regulations related to gambling, agents and drug use to all camp and clinic participants. [NCAA Bylaw 13.12.1.6]
PROMOTING CAMPS AND CLINICS

Procedures

1. All sport camp directors are required to ensure brochures are produced for their camps and clinics. In addition, a camp director has the ability to develop advertising for their camps and clinics. Projected costs for brochures and advertising are required to be indicated on the Camp/Clinic Budget Approval Form (Appendix A).

2. All sport camp directors are responsible for developing and producing their respective brochures using the required wording listed (Appendix B). Sports Information will design and proof all brochures for accuracy and consistent university image for a nominal fee. Please contact the Assistant Athletic Director-Media Relations for an estimated cost. The Associate Athletic Director MUST approve all camp/clinic brochures.

😊 YOU MAY
- Use the name or picture, only in the camp counselor section of the brochure, of any student-athlete employed as a counselor to publicize or promote the camp or clinic. Pictures can not be used in any other way. [NCAA Bylaw 12.5.1.7]
- Provide a camp brochure to a prospect prior to September 1 of their junior year in high school. [NCAA Bylaw 13.4.1.(c)]
- Men’s Basketball only- Provide a camp brochure to a prospect prior to June 15 at the conclusion of the prospects sophomore year in high school [NCAA Bylaw 13.4.1] 
- Produce a single, two-sided sheet not to exceed 17” x 22” when opened in full.

√ YOU WILL
- Include in the sports camp/clinic brochure, in the participant information section, the request “School grade just completed.”
- Include in the sports camp/clinic brochure a request for information pertaining to his/her athletic experience in high school:
  a. The statement “I have_____/have not____ won an athletic letter since entering the ninth grade (check one).”

🌟 YOU MAY NOT
- Pay a student-athlete for allowing his or her name or picture to be used to advertise a sports camp or clinic. [12.5.1.6.(e) and 12.5.1.7]
- Prior to September 1, mail the brochure with a letter unless you are responding to a prospect’s letter requesting information. The written response cannot include information that would initiate the recruitment of the prospect or which is related to the University’s athletic program. The reply may contain an explanation of current NCAA legislation or a referral to the Admissions Office.
2. All sport camp directors may arrange advertising for their respective camp or clinic if paid for out of their budgets. If advertising is arranged the sport camp director is responsible for developing and producing the advertising with the approval of the Assistant Athletic Director-Compliance Services. Sports Information should proof for accuracy and consistency of image.

3. Additional advertising in the all-sports camp brochure, on the Niagara University website and online through www.active.com will be provided to all programs at no extra charge.

![YOU MAY](#)

- Advertise in non-recruiting publications (e.g., Niagara University game program, Niagara University website, a local newspaper or magazine) without restrictions. [NCAA Bylaw 13.12.1.4]
- Advertise in a recruiting publication (other than a high school or two-year University game program) that provides information concerning the athletics participation or evaluation of prospects provided the publication includes a camp directory that meets the following conditions: [NCAA Bylaw 13.4.4.1.3]
  a). Includes multiple listings of summer camps on each page (e.g., at least two summer camp advertisements of the same size must appear on each page); and
  b). The size and format of such advertisements must be identical and cannot exceed one-half page.

![YOU MAY NOT](#)

- Agree to advertise in recruiting publications without first reviewing the page layout plan with the Assistant Athletic Director-Compliance Services prior to production.
- Distribute a poster promoting a sports camp or clinic to prospective student-athletes or high school coaches. [NCAA Bylaw 13.4.1]
ATTENDANCE AND ADMISSION FEES

Procedures

1. All sport camp directors are required to indicate a projected camp admissions fee on the Camp/Clinic Budget Form (Appendix A) keeping in mind that the admissions fee should be based on an assessment of fees at similar camps or clinics in the area.

2. All sport camps or clinics must be open to any and all entrants (limited only by number and age). [NCAA Bylaw 13.12.1.2]

3. It is up to each camp director as to whether or not their camp/clinic will offer reduced admissions or camp discounts. Examples of free or reduced admission rates are the following:
   a. Children of Niagara University Employees (staff, faculty or coaches) - 10% (round to nearest dollar)
   b. Multiple family members
   c. Multiple weeks
   d. Gift certificates, etc.

Some commonly asked questions about who is eligible for these types of discounts:

i. Can children of camp employees receive free or reduced admissions?
   Yes, as long as it is available on an equal basis to all employees.

ii. Can children of athletic department employees receive free or reduced admissions?
   Yes, as long as it is available on an equal basis to all employees.

iii. Can children of University employees receive free or reduced admissions?
    Yes, as long as it is available on an equal basis to all employees.

iv. Can s/he utilize a certificate or voucher to attend a camp for free or at a reduced rate?
   NO.

v. Can s/he receive a discount if s/he is attending multiple weeks or has a sibling attending the same camp?
   NO. However, if the sibling is not of prospect age and an athletics award winner than the discount can be provided to him/her.

vi. Can s/he be provided a discount if s/he is part of a group?
    Yes. Coaches and athletes may receive a discount as long as it is available on an equal basis to all groups.

vii. Can s/he be an athletics award winner in basketball and attend the swimming camp and receive free or reduced admissions?
    NO. The classification of “athletics award winner” is not sport specific.
4. It is up to each camp director as to whether or not they will provide refunds. Examples of refund requests when a deposit has already been given are the following:
   a. Child becomes ill, breaks a bone or sustains an injury prior to the start of camp.
   b. Family emergency
   c. Child has to attend summer school

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<td>• Provide free or reduced admission privileges to a group registering a specified number of youths, as long as the reduced admission is available to all such groups registering the same specified number of youths.</td>
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<td>• Provide free or reduced admission privileges to children of coaches or staff who work the camp, as long as the reduced admission is considered part of the coach’s or staff member’s compensation and such an opportunity is available to all children of coaches or administrators working the camp.</td>
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<td>• Provide free or reduced admission privileges to children of staff and faculty at Niagara University, as long as the reduced admission is provided to all such staff and faculty.</td>
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<td>• Provide free or reduced admission privileges to youths who have NOT entered the ninth grade.</td>
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<td>• Provide free or reduced admissions privileges to an individual who neither is a high school athletics award winner (as defined earlier) nor has been recruited by the University, regardless of the fact that the individual has started classes for the ninth grade.</td>
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<td>• Invite particular prospective student-athletes to your camp, provided that you legitimately advertise the camp, making it open to all entrants, limited only by number and age; further, a coaching staff member employed in such a camp would be precluded from working exclusively with certain prospective student-athletes, inasmuch as such selective tutelage would constitute a special arrangement for the prospective student-athletes.</td>
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<td>• Give free or reduced admission privileges to a high school, preparatory school or two-year University athletics award winner (as defined earlier). [NCAA Bylaw 13.12.1.5.1]</td>
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<td>• Give free or reduced admission privileges to any individual being recruited by the institution, even if the individual never has lettered in high school (e.g., the individual participates on club teams).</td>
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<td>• Permit a representative of Niagara University’s athletic interests to pay a prospect’s expenses to attend a Niagara University sport camp or clinic. [NCAA Bylaw 13.12.1.5.2]</td>
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CAMP REGISTRATION

Procedures

1. The sport camp director is responsible for assuring that all application forms are processed in a timely manner.

2. Once an application has been received with the required deposit the sport camp director may provide the following forms to the applicant, however, these forms are required to be provided no later than the first day of camp registration:
   a. Niagara University Camp Health Form (Appendix C)
   b. Niagara University Camp Letter (Appendix D) which must include the following information:
      • Registration procedures
      • Camper Needs
      • Insurance Coverage
      • Campus Limits

3. On the day(s) of camp registration the camp director or his/her designee will:
   a. Ensure that each applicant has paid in full.
   b. Ensure that each parent or guardian has completed, in full, and signed the Niagara University Camp Health Form (Appendix C), which includes an Authorization for Release section indicating only those individuals who may pick-up the applicant during the camp.
EMPELOYMENT/PAYROLL

Procedures

1. The camp director is responsible for obtaining all necessary employees (counselors, trainers, etc.) for his/her camp or clinic.

2. Athletic Department employees must follow the policy on vacation time listed below:

   - Coaches are allowed to work two weeks of camp during the summer at off-campus sites without using vacation time if the camps include student-athletes that are of prospect age and recruitable by Niagara University. Any additional weeks of working off-campus camps and receiving compensation will require you to use your remaining vacation time.
   - Anyone receiving compensation for working outside camps must include the income received on the Athletically Related Income form in the Contracts section of the Policies and Procedures Manual. This form must be completed by all athletic department employees and turned in to the compliance office May 31st of each year.
   - If a coach has used his/her two weeks, and is attending a camp for recruiting purposes only (not being paid/strictly evaluation), then no vacation time will be charged.
   - Coaches are allowed to participate in two weeks of camp annually on Niagara University’s campus without using vacation time. Any additional weeks will exhaust vacation time.
   - All coaches working off-campus camps must inform the sport administrator.
   - Hourly workers can only be compensated for hours worked beyond their normal schedule.
   - Additional hours would be at a normal rate up to 40 hours per week. Beyond 40 hours, compensation will be time-and-a-half.

😊 YOU MAY

- Athletic department personnel may serve in any capacity at a noninstitutional camp or clinic as long as it is conducted under the following conditions.
- The camp or clinic is designed to develop fundamental skills in a sport (rather than refine the abilities of skilled participants in the sport);
- It is open to the general public (except for restrictions in age or number of participants);
- It is conducted primarily for educational purposes and does not include material benefits for the participants (e.g., awards, prizes, merchandise, gifts);
- Participants do not receive a recruiting presentation; and
- All participants reside in the state in which the camp/clinic is located or within 100 miles of the camp or clinic.
3. University employees will be paid in accordance with Department of Athletics and University guidelines:

- A Stipend/Bonus Form must be completed for full-time university employees working camp to receive payment. **(Available in Payroll Office)** Also available from Athletic Secretary or logging into MyNU online at http://mynu.niagara.edu/index.php?auth=no, clicking on Human Resources on the left hand side of the page and then clicking on Hiring and Compliance Forms.
  - This form must be completed and signed by the Camp Director and Associate Athletic Director before it is sent to Payroll for processing.

4. Once a sport camp director has made a final decision on all non-university employees (including student-athletes) s/he is then responsible for completing the following:

- A Request for Temporary Employment Form **(Yellow form from HR)** Also available from the athletic secretary or MyNU online at http://mynu.niagara.edu/index.php?auth=no, clicking on Human Resources on the left hand side of the page and then clicking on Hiring and Compliance Forms.
  - One form for all temporary employees needed. (Please include hourly rate of pay)
- A Compliance in Hiring Report for Temporary Employment **(Yellow form from HR)** Also available online at MyNU http://mynu.niagara.edu/index.php?auth=no, clicking on Human Resources on the left hand side of the page and then clicking on Hiring and Compliance Forms.
  - One form for all temporary employees is needed for each position being hired. (Please include hourly rate of pay and camp payroll account number)
  - Reference Checks. **(Please initial next to references)**

5. The camp director is responsible for making sure all non-university employees complete the following:

- Niagara University Non-University Temporary Camp Employees **(Appendix E)**, so they are put on university payroll and paid in accordance with Department of Athletics and University guidelines.
- Form W-4 (Can obtain these from Human Resources)
- Employment Eligibility Verification form I-9 [minimum of 3 sources] (Can obtain these from Human Resources)

6. The sport camp director is responsible for providing the Associate Athletic Director with the following information no later than two (2) weeks prior to the start of his/her camp/clinic (The same documentation must also be provided to Human Resources Office):

  a. Niagara University Sports Camp/Clinic Staff Payment Form **(Appendix F)**
  b. Job descriptions for each position.

7. The sport camp director is responsible for completing, in full, and submitting a payment of staff memorandum **(Appendix H)**, each week, to the Payroll Office, and copy the Associate Athletic Director and Human Resources no later than the Monday following the week that is being submitted.

8. The memorandum MUST include all employee names, addresses, social security numbers and the salary amount for the week.

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9. Subsequent memorandums for camps/clinics which conduct multiple week sessions are not required to include an employee’s address if it was provided on a previous memorandum.

10. Camp directors are also responsible for making sure part-time camp employees complete and sign time sheets when working any university camp. (Payment must match hours on the time sheet)

**Employment of Student-Athletes**

**√ YOU WILL**
- Prorate a student-athlete’s compensation based on his/her actual length of employment if they are employed only for a portion of the camp or clinic.
- Not pay a student-athlete who is limited only to lecturing or appearing for demonstration purposes. [NCAA Bylaw 13.12.2.1.(c)]
- Include any required participation by a student-athlete in camps, clinics or workshops during the academic year in your sports countable “athletically-related activity” hour limitations.

**🙂 YOU MAY**
- Employ a student-athlete at a rate commensurate with the going rate for camp or clinic counselors of like teaching ability and camp or clinic experience. [NCAA Bylaw 13.12.2.1.(b)]
- Employ a student-athlete to perform duties that are of a general supervisory character in addition to any coaching or officiating assignments. [NCAA Bylaw 13.12.2.1.(a)]
- Employ any number of student-athletes as counselors in camps or clinics, subject to the following:
  a) The student-athlete will not participate in organized practice activities other than during the University’s playing season in the sport. [NCAA Bylaw 13.12.2.1.5]
- Pay actual travel expenses (including lodging and meals in transit and prepaid plane tickets or cash advances) only if such travel expenses are paid for all employees of the camp or clinic. [NCAA Bylaw 13.12.2.1.2]
- Pay a cash advance based on anticipated earnings to a student-athlete only if such an advance does not exceed the estimated actual and necessary cost of travel or the student-athlete’s estimated employment earnings, whichever is less, and such benefit is available to all camp employees. [NCAA Bylaw 13.12.2.1.3]
- Employ a student-athlete at a reasonable rate to operate a concession to sell items related to or associated with the University’s sports camps to campers or other in attendance. [NCAA Bylaw 13.12.1.5.3.2]
- Employ or give free or reduced admission as compensation for working to any prospect who neither is a high school, preparatory school or two-year University athletics award winner and has not been recruited by the University. [NCAA Bylaw 13.12.1.5.1]
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<td>Permit or arrange for a prospect, at the prospect’s own expense, to operate a concession to sell items related to or associated with a University’s camp. [NCAA Bylaw 13.12.1.5.3.1]</td>
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<td>Establish varying levels of compensation for a student-athlete employed based on the level of athletics skills, reputation or fame achieved by the student-athlete. [NCAA Bylaw 13.12.2.1.(b)]</td>
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<tr>
<td>Pay a student-athlete who is limited only to lecturing to camp or clinic participants or appearing for demonstration purposes. [NCAA Bylaw 13.12.2.1.(c)]</td>
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<tr>
<td>Permit or arrange for a student-athlete at the student-athlete’s own expense to operate a concession to sell items related to or associated with the camp or campers or others in attendance. [NCAA Bylaw 13.12.1.5.3.2]</td>
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<td>Provide a credit card to a student-athlete to pay for actual and necessary travel expenses to the camp/clinic. [NCAA Bylaw 13.12.2.1.2]</td>
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<td>Allow currently enrolled student-athletes to participate in the University’s camps or clinics. [NCAA Bylaw 17.____.7]</td>
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<tr>
<td>Allow a student-athlete with remaining eligibility to conduct his/her own camp or clinic. [NCAA Bylaw 13.12.2.1.1]</td>
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<tr>
<td>Allow a student-athlete to receive compensation from a professional sports organization or team for employment at the professional team’s youth camp during the summer. The student may work on a volunteer basis, without compensation.</td>
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Employment of High School, Preparatory School and Two-Year University Coaches

😊 YOU MAY
- Employ a high school, preparatory school or two-year University coach to speak or participate in the camp or clinic as long as they receive compensation that is commensurate with the going rate for camp counselors of like teaching ability and camp experience. [NCAA Bylaw 13.12.2.2.(a)]

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😊 YOU MAY NOT
- Compensate a high school, preparatory school or two-year University coach based on the value the coach may have for you because of the coach’s reputation or contact with prospective student-athletes. [NCAA Bylaw 13.12.2.2.(b)]
- Compensate a high school, preparatory school or two-year University coach based on the number of campers the coach sends to the camp. [NCAA Bylaw 13.12.2.2.1]

Employment or Involvement of Athletic Department Staff Members in Camps/Clinics

😊 YOU MAY
- Attend only Niagara University basketball camps and non-institutional events (e.g., camps, leagues, tournaments and festivals) that are certified by the NCAA per Bylaw 30.16 and women’s basketball per Bylaw 30.17 and held during basketball contact and evaluation periods.
- As a coach in sports other than basketball, serve in any capacity (e.g., guest lecturer, consultant, instructor) in a non-institutional (privately-owned) camp, clinic or coaching school, provided high school, preparatory school or two-year University athletics award winner are not employed at the camp or clinic. [NCAA Bylaw 13.12.2.3.3]

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😊 YOU MAY NOT
- Be employed (either on a salaried or volunteer basis) by a camp or clinic established, sponsored or conducted by an individual or organization that provides recruiting or scouting services concerning prospects. [NCAA Bylaw 13.12.2.3.1]
- Be employed (either on a salaried or volunteer basis) in a non-institutional camp, clinic or coaching school in which high school, preparatory school or two-year college athletics award winners are employed. [NCAA Bylaw 13.13.4]
- As a basketball coaching staff member, you may not be employed at a non-institutional privately-owned camp/clinic during the month of June, July and August. You may only participate in your institutions basketball camps. (Bylaw 13.12.2.3.2)
AWARDS, GIFTS AND MEMENTOS

Procedures

1. The sport camp director is responsible for clearly defining any and all awards, gifts or mementos that will be provided to a participant of his/her camp or clinic on the Summer Camp Budget Approval Form (Appendix A).

😊 YOU MAY
- Provide prospects awards, provided the cost of such awards has been included in the admission fee charged for participants in the camp. [NCAA Bylaw 13.13.1.5.4]
- Provide “materials” (e.g., clipboards, file folders, etc.) to each person attending a coaches’ clinic provided the items are included in the registration or admission fee.
- Provide mementos with the University’s name or logo to prospects and high school coaches for participating in a University camp or clinic, provided the fair market value of the memento is included as part of the admission fee for the camp or clinic.

😢 YOU MAY NOT
- Provide gifts to high school, preparatory school or two-year University coaches in conjunction with its coaches’ clinic (or other events). This specifically prohibits the provision of a door prize (regardless of the source of the item) to a coach even if the cost of the prize is included in the admission fees charged.
LOST CAMPER POLICY

Procedures

1. When notice is made that a camper is missing, the sport camp director must be immediately notified.

2. If after a search of the immediate area, the camper is NOT located, Campus Safety is notified, and they conduct a thorough search of the University campus and immediate environment.

3. If the missing camper is still NOT found within 30 MINUTES, his or her parents are then contacted and local police authorities are called in to assist in the search.

FINANCIAL REPORT

Procedures

1. At the completion of all camp/clinic weeks the sports camp director is responsible for providing the Associate Athletic Director with a camp roster memorandum, list (Appendix I) and Reconciliation Sheet. (Appendix J) This list is due no later than (4) weeks after the final week of the camp/clinic.

2. This roster list must include, by age group (12 and under, 13-15 and 16-18), the full name of each participant (last name first), age, total amount paid and notations for any discounts provided.

3. The lists should be broken down by camp week and roster dollar totals MUST agree with the total amount of money deposited.
MEDICAL SERVICES AND TRAINER COVERAGE

Procedures

1. The sport camp director is responsible for ensuring that medical/trainer coverage has been procured for all camp weeks. The camp director can work with the Sports Medicine Office to help him/her consider all of the medical needs of the events the camp/clinic are planning. The decision on whether medical/trainer coverage is needed for clinic will be the decision of the Assistant Athletic Director-Sports Medicine.

2. Characteristics of sports camps and clinics that require planning for medical services are:
   a. Large number of participants (greater than 50)
   b. Participants with special needs (handicapped)
   c. Week-long day camps
   d. Week-long residential camps
   e. Athletic competitions

3. Required considerations:
   a. Personnel – physicians, nurses, EMTs, trainers
   b. Equipment – first aid, other life support
   c. Deployment – especially on site for athletic events
   d. Ambulance services
   e. Authorizations for treatment, especially with minors
   f. Insurance coverage – individual and University
   g. Cost and payment for medical services
   h. Accessibility of non-University services
   i. Information about medical resources adequately supplied to participants.

4. All campers are required to turn in a Niagara University Camp Health Form (Appendix C) no later than the completion of the on-site registration.

5. After completion of the on-site registration, the assigned trainer will be given the original signed medical history form for each camper. The trainer will return the originals to the respective sport camp director immediately following the last day of the camp.

6. The assigned camp trainer will review all medical histories to determine what medical problems are current in camp (e.g., diabetics, asthmatics, epileptics, strep throat, etc.)

7. All campers are required to have a waiver for care and treatment by a trainer and/or physician signed by the parent/guardian. (Appendix B) This waiver will be on file with either the trainer or sport camp director.

8. A trainer will, carefully screen an injury or illness that occurs at camp, and then appropriate first aid care will be given. When the injury or illness requires additional medical attention, referral will be made to the hospital emergency room.
9. The trainer for each injury or illness will complete an injury or illness report.

10. The trainer will report each injury/illness to the sports camp director.

11. The trainer will send a referral form with the camper when referral is made to a hospital emergency room or to a physician. This will be done so we have a record of the physician’s diagnosis and prescription of care/treatment. This referral form will be attached to the injury report.

12. Serious injuries will be transported by an ambulance service. When transportation by another vehicle is acceptable, select the most appropriate vehicle.

13. Notification of Parents. With regard to all injuries and illnesses of significance, the sports camp director, camp trainer or both will notify the camper’s parents.

14. Decisions to Remain in Camp or to Go Home. Following an injury or illness, the campers’ parents will be notified about the nature of the injury or illness and what the remaining schedule for the day or week will be for the camper. The parents will then decide to let the camper stay or bring the camper home.

15. Medication. NO medications will be given to campers without the camper being seen by a physician and a prescription written. Preferably, the prescription will be filled at a pharmacy with the camper paying for it. Notify parents prior to filling the prescription.

16. Emergency telephone numbers for each camper along with the authorization for medical treatment will be readily accessible to the trainer.

17. Consideration will be given to the camper/trainer ratio. Keep in mind location, sites utilized and probability of injury.
# Niagara University Camp/Clinics
## Budget Approval Form

<table>
<thead>
<tr>
<th>Sport:____________________</th>
<th>Camp/Clinic Weeks: 1)_______________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camp Name:__________________</td>
<td>(ie. dates, times) 2)_______________</td>
</tr>
<tr>
<td>Camp type: Resident ___, Commuter ___</td>
<td>(Check type) 3)_______________</td>
</tr>
<tr>
<td>4)_______________</td>
<td></td>
</tr>
</tbody>
</table>

Coaches Name: ___________________    Phone Number:____________________

### PROJECTED EXPENSES

| Head Coach | _________________________ |
| Assistant Coach | _________________________ |
| Assistant Coach | _________________________ |
| Administrative Staff | _________________________ |

**TOTAL SALARY**

| EQUIPMENT | _________________________ |
| T-SHIRTS | price of shirt $__________ |

**ADVERTISING**

| BROCHURES | Please attach brochure/flyer |
| Est. Cost | Check if attached: ____________ |

| HOUSING COSTS | _________________________ |
| MEAL COSTS | _________________________ |
| TRAINERS | _________________________ |
| Other (specify) | _________________________ |

**TOTAL EXPENSES**

<table>
<thead>
<tr>
<th>PROJECTED INCOME</th>
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<tbody>
<tr>
<td>NO. CAMPERS</td>
</tr>
</tbody>
</table>

| Ratio of coaches to attendees: ____ : _____ |
| COST PER WEEK | _________________________ |
| # of campers@ ______________________ |
| $___/wk = ______________________ |

**INCOME-EXPENSES**

| PROJECTED PROFIT: | _________________________ |

1. Coach____________________  Signature
2. Assoc. Director____________________  Signature
3. Ath. Director____________________  Signature
4. AAD-Compliance____________________  Signature
5. AAD-Operations____________________  Signature
Niagara University Camp/Clinics
Athletic Facility Management Policy
Checklist

Niagara University sport camp and clinic personnel can arrange and contract Gallagher Center with the Athletic Secretary and the Kiernan Center with the Kiernan Center Director. These services would include actual and necessary costs for sound facility management. The building staff will manage the facilities as with all rental contracts. The coaches of sport camps will be responsible for supervision of the camp. Use of the pool at camp requires one lifeguard for each 25 swimmers. The Kiernan Center Director will arrange for these lifeguards and will include this in the rental costs as needed.

An athletic trainer must be hired for all week-long camps. Any alternate arrangements must be cleared through the Assistant Athletic Director for Sports Medicine. All camps are covered by the university liability insurance. All campers must provide proof of insurance. **NO INSURANCE, NO PARTICIPATION.**

You must meet with or speak to the following individuals in order to set up and finalize plans:

- **A.) Associate Athletic Director** (camp schedule and Budget Sheet) [Check off (Completed)]
- **B.) Kiernan Center Director** (Facility reservation and pool requirements) [___]
- **C.) Athletic Secretary** (Gallagher Center Reservation) [___]
- **D.) Ice Rink Manager** (Dwyer Rental) [___]
- **E.) Assistant Athletic Director-Sports Medicine** (medical coverage) [___]
- **G.) Human Resources/Payroll/Hiring** [___]

**MISCELLANEOUS CHECKLIST ITEMS FOR THE KIERNAN ATHLETIC CENTER AND GALLAGHER CENTER:**

- Kiernan Center Requests need to be made by you with the Kiernan Center Director.
- All Facilities Services and equipment requests must be submitted in writing 10 days prior to the camp.
- Work orders must be processed through Niagara University Facilities Services and the Facility Manager for bleachers, scoreboard repair, lights, repairs, etc.
- Daily inquires and work orders are processed through the Assistant Athletic Director-Operations and the Facility Manager.
REQUIRED WORDING FOR CAMP APPLICATIONS

Below is the application for a sports camp brochure. This is included as an example of the required wording for any camp application. This wording must be included in your camp application brochure in order for your camp and brochure to be approved.

Name __________________________________ Parent/Guardian Names ____________________________
Address __________________________ City __________________ State _______ Zip ________
Home Phone ( ) __________ Business Phone ( ) __________ Age ____ Sex: M or F
DOB __/___/____ School ________________________________________________________________
School grade just completed: ______
I have___/have not___ won an athletic letter since entering the 9th grade.(check one)
Family Physician Name __________________________ Phone ( ) __________________________
HEALTH HISTORY: Please list any allergies, disease, and/or medications! (Conditions physicians should be made aware of. Please include a separate sheet if you need more room.) Date of last tetanus immunizations: __________
Parent or Guardian Health Insurance Company: ________________________________
Policy No. __________________________ My child has had a physical recently and may participate in all activities.
I hereby authorize directors of the Purple Eagles Camp to act for me according to their best judgment in any emergency if I cannot be contacted. I further agree that the Niagara University Purple Eagles Camp should be held harmless from and indemnified against any and all liability, cost claims, loss or damage which it or they may occur as a result of an accident to my child.

Waiver and Release: I acknowledge that Niagara University has made no representations concerning the operation, supervision, staffing, equipment, or any other aspect of the Youth Camp. I release and forever discharge Niagara University of and from all actions, causes of action, suits, damages, judgments, expenses, claims and demands whatsoever in law or in equity, that my child or I or our successors, assigns, heirs or distributees may have against Niagara University for any claim directly or indirectly arising from or out of my child’s attendance at the Youth Camp described in this Registration. I understand that any camper who does not abide by the rules and regulations promulgated by the camp or university is subject to dismissal without reimbursement or recourse.

________________________________________ Parent/Guardian Signature

________________________________________ Date

Camp Dates: __________________________

Make Checks payable to the Niagara University Purple Eagles _________ Camp.

If you have any questions, please call _______ at (716) 286-86___

Mail to: Sports Camps, ULGC, Niagara University, NY 14109
Copies of this application are acceptable.
# APPENDIX C

## NIAGARA UNIVERSITY HEALTH FORM

**RETURN TO:**

This side to be completed by parent or legal guardian.

<table>
<thead>
<tr>
<th>Name</th>
<th>Birthdate</th>
<th>Sex</th>
<th>Age</th>
<th>Last</th>
<th>First</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parents/Guardians</th>
<th>Phone</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Area Code &amp; Number</td>
<td>Area Code &amp; Number</td>
</tr>
<tr>
<td>Home Address</td>
<td>Street &amp; Number</td>
<td>City</td>
</tr>
<tr>
<td>If parents/guardians not available in emergency, notify:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Name (local contact)</td>
<td>Phone</td>
</tr>
<tr>
<td>2.</td>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Name</td>
<td></td>
</tr>
</tbody>
</table>

Street & Number | City | State | Zip Code |

<table>
<thead>
<tr>
<th>Address:</th>
<th>Street &amp; Number</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
</table>

**Authorization to release child** – I understand that in addition to the names listed above for emergency, these individuals are also authorized to pick up the camper. I must also include at least one local name and phone number for emergency purpose, other than immediate family members. Under no circumstances will my child/children be released to individuals other than those listed above without my written authorization.

**Health History (check and give approximate dates)**

- **Ear Infections**
- **Rheumatic Fever**
- **Convulsions**
- **Diabetes**
- **Behavior**
- **Allergies**
- **Disease**
  - Hay Fever
  - Poison Ivy, etc.
  - Insect Sting
  - Penicillin
  - Other Drugs
  - Chick Pox
  - Measles
  - German Measles
  - Mumps
  - Asthma

<table>
<thead>
<tr>
<th>Operations or serious injuries (dates)</th>
<th>Chronic or recurring illness</th>
<th>Other diseases or details of above</th>
<th>Any specific activities to be restricted?</th>
</tr>
</thead>
</table>

**Important:** Please notify the campus if this camper is exposed to any communicable diseases during the three weeks prior to camp attendance.

This health form is correct as far as I know, and the person herein described has permission to engage in all prescribed camp activities, except as noted by me. In the event that I cannot be reached in an EMERGENCY, I hereby give permission to the physician selected or the camp director to hospitalize, secure proper treatment for, and to order injection, anesthesia or surgery for my child.

Signature: __________________________ Date: __________________

---

Section 18-Camps & Clinics 24 August 2005
Dear Parents and Camper:
Campers for the 2006 Niagara University _____ Camp should arrive at _______________ on the first day at 8:30 a.m. for registration. You are registered for the week of ________________, with a balance of $____________. Camp starts at 9:00 a.m. each day. Please make sure the camper arrives on time each day.

REGISTRATION PROCEDURES:
1. Check in at _______________.
2. Submit balance payment. If you prepay the balance or registered online you will not have to wait in line.
3. Camp t-shirts will be given to each camper at the beginning of camp.
4. Inoculation records should be submitted before or on the first day of Camp. Enclosed is the medical history form requested by the New York State Health Department. This is mandatory, and no camper will be allowed to participate unless their health form is complete and signed by a physician.

CAMPER NEEDS:
1. Each camper should bring the following items: _________________.
2. Campers should bring bag lunches. Bags should be marked with the camper’s name.

INSURANCE COVERAGE:
Each camper is required to have primary insurance coverage. Niagara University holds liability insurance coverage, a group “camper” accident policy issued by Niagara University. A medical staff will be on duty for the camp. First aid will be administered to all minor injuries. Accident forms will be completed by the Camp Director or medical staff. **Please make us aware of any medical concerns your child may have.**

CAMPUS LIMITS:
Campers are restricted to the Niagara University Campus and may not leave the Campus at any time without the permission of the Camp Director or Head Coach.
Any use of alcohol, tobacco, or drugs will result in immediate dismissal from Camp.

We anticipate three outstanding weeks of camp. I hope that I have covered Most of the information needed for every camper. If there are any questions Please feel free to call at 286-______.

Sincerely,

Head Coach
APPENDIX E1

NIAGARA UNIVERSITY SPORTS CAMP
NON-UNIVERSITY
APPLICATION FOR EMPLOYMENT

NAME_______________________________________________________________

HOME ADDRESS______________________________________________________

CITY________________________________STATE___________ZIP____________

SCHOOL______________________________________________

SCHOOL ADDRESS____________________________________

HOME PHONE #_______________________SCHOOL PHONE #_______________

SOCIAL SECURITY #__________________________________________________

You must be 18 yrs. or older to work a Niagara University sports camp.
Are you 18 or over? Yes____ No____ (Mark One)
Are you legally eligible for employment in the U.S.? Yes____ No____ (Mark One)

List Sport: __________
Disability: Yes____ No_____ (Mark One) (If yes, circle disability)
   a. Hearing impairment   c. Mental Impairment        e. Speech Impair
   b. Vision Impairment   d. Wheelchair               f. Other__________________

Do you have a disability that will require any accommodations? Yes____ No____ (Mark One)

SPORT SPECIFIC COACHING AND TEACHING EXPERIENCE
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

What weeks are you available to work?

_____________________________________________________________________
_____________________________________________________________________

Have you ever worked a camp at Niagara University?_______ If yes, when__________
Have you ever been convicted of a crime in the past 10 years? Yes____ No____ (Mark One)

Please list three (3) references:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

(OVER)
I authorize Niagara University to verify the statements on my employment application and/or resume and any other information I have provided, to make inquiries regarding my employment, education, and criminal or driving record, and to obtain any and all information it deems necessary in order to evaluate my application for employment. I authorize any employer, school and other individual or entity that has knowledge of me, or my records to release such information to and communicate freely with Niagara University. I hereby release any individual or entity providing information about me, and Niagara University and its employees from all claims or liabilities whatever that might arise from the inquiry into or disclosure of such information, including claims under federal, state, or local civil rights law and any claims for defamation or invasion of privacy.

The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

Please read the following statements carefully as they constitute conditions for employment with Niagara University.

1. The information that I have provided on this application is accurate and true to the best of my knowledge.
2. I affirm that I have read this completed application and I have not withheld any information or response to any question and the information I have furnished is true and correct. I understand that any misrepresentation or omission of a fact on my application or during the interview process, regardless of when such misrepresentation or omission is discovered, may result in the refusal of employment, or if employed, immediate termination of employment.
3. The persons, schools current and prior employers, and other organizations or employers named in this application are authorized by me to verify the information I have provided and to provide information that may be requested to arrive at an employment decision. I am willing that a photocopy of this authorization be accepted with the same authority as the original. I hereby waive and release all persons, schools current and prior employers and other organizations from any liability arising from the disclosure of any of the above information whether in writing or orally, and further waive and release from any liability arising from reliance on the aforementioned information or the use, publications, or retention of such information within the context of its applicant review procedures.
4. I agree to protect confidential information and will not disclose any confidential information of others.
5. In the event that I am employed, I agree to conform to all rules and regulations of Niagara University. I understand and agree that if I am employed, I shall be on an at-will basis. As an at-will employee, I understand and agree that I can terminate our employment relationship at any time for any reason, with or without cause. I understand and agree that, although over the course of my employment, other terms and conditions of my employment may change, the at-will term of employment will not change.

_________________________________________  __________________________
Signature of Applicant                             Date

Return this form to the Camp Director at Niagara University, P.O. Box 2009, Niagara University, NY 14109
NIAGARA UNIVERSITY
OFFICE OF HUMAN RESOURCES
NEW HIRE FORM
FOR TEMPORARY CAMP EMPLOYEES
(CAMPS/CLINICS)

SPORT CAMP: ___________________ WEEK: ___________________
SOCIAL SECURITY #: ____/____/____ EMPLOYEE NAME: ___________________

MARITAL STATUS: Single Married SEX: Male Female
BIRTHDATE: ___/__/____

RACE:
(1) White
(2) Black or African American
(3) Hispanic or Latino
(4) Asian or Pacific Islander
(5) American Indian or Alaska Native
(6) Other

HOME ADDRESS: _____________________ CAMPUS ADDRESS: Phone: ( )___-_____
CITY/STATE: _________________________ Building: __________ Room: __________
ZIP CODE: __________________________ E-Mail Address: _____________________

HOME TELEPHONE: ( )___-_____

EMERGENCY CONTACT INFORMATION

Name 1: ____________________________ Spouse name: _______ DOB________
Phone number 1: ( )___-__________ Child: _______________ DOB_______

Name 2: ____________________________ Child: _______________ DOB_______
    Child: _______________ DOB_______

HIGHEST EDUCATION SUMMARY
Year Degree Awarded: ________________ HIGHEST DEGREE COMPLETED

Major Field: ________________________  High School
Institution: _________________________  Associate’s Degree
Degree Country: _____________________  Bachelor’s Degree

__________________________________________  Master’s Degree
__________________________________________  PhD
__________________________________________  Other

__________________________________________  __________________________
Employee Signature Date

Section 18-Camps & Clinics  28  August 2005
NIAGARA UNIVERSITY
Sports Camp/Clinic Staff
Payment Form

Camp _______ Sport _______ Camp Dates ____________________________

Please list the following information for ALL members of the camp staff:

1. Name
2. Staff position (counselor, administrator, etc.)
3. Occupation (high school coach, college student, etc.)
4. Salary

**CAMP STAFF PAYROLL**

<table>
<thead>
<tr>
<th>Athletic Department Staff Members</th>
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</thead>
<tbody>
<tr>
<td><strong>Staff Member’s Name</strong></td>
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<thead>
<tr>
<th>High School, Junior College Staff Members</th>
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<tbody>
<tr>
<td><strong>Staff Member’s Name</strong></td>
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Section 18-Camps & Clinics 29 August 2005
### Miscellaneous

<table>
<thead>
<tr>
<th>Staff Member’s Name</th>
<th>Title</th>
<th>Position</th>
<th>Salary</th>
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</table>

### Student-Athlete Staff Members

<table>
<thead>
<tr>
<th>Staff Members Name</th>
<th>Title/Institution</th>
<th>Position</th>
<th>Salary</th>
<th>Signature of student-athletes listed below indicates they were only paid for work actually performed and coaching or officiating duties did not represent more than 50% of their camp duties.</th>
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*Please Note: No incoming freshman or transfers can work an institutional camp.*

Must be turned in to the Associate Athletic Director one week prior to the start of camp/clinic for audit purposes. Any changes to the camp staff must be approved by the Director of Athletics in writing and provided to the Associate Athletic Director.
TO: Director of Human Resources
FROM: _______________, Camp Director
DATE: 
RE: Payment of Staff for 2006 Niagara University __________ Camp/Clinic

Listed below please find the names, addresses, social security numbers and amount of payment for staff working the 2006 Niagara University __________ Camp held on___________. Attach stipend/forms for all current salaried university employees.

Camp/Clinic payroll account #: ___ - ___ - ______ - ______ (AAD-Operations)

<table>
<thead>
<tr>
<th>NAME</th>
<th>SS#</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

If you have any questions, please do not hesitate to call.

Thank you.

Cc: Associate Athletic Director

Section 18-Camps & Clinics 31 August 2005
NIAGARA UNIVERSITY

TO: Associate Athletic Director
FROM: Head Coach, ____________ Summer Camp
DATE:
RE: Rosters for the _______ Niagara University Baseball Camp

Attached please find the rosters for the three weeks of _______ Camp held July 5-9, 2006, August 2-6, 2006 and August 9-13, 2006 on the Niagara University Campus. Rosters are broken down by weeks and age categories.

If you have any questions, please do not hesitate to contact me.

Attachment

Cc: Controller’s Office
## APPENDIX H2

### CAMP RECONCILIATION

**July 5-9, 2006**

**12 and Under**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Age</th>
<th>Total Paid</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker</td>
<td>Simon</td>
<td>12</td>
<td>$170</td>
<td></td>
</tr>
<tr>
<td>Cahill</td>
<td>John</td>
<td>10</td>
<td>$160</td>
<td>$10-Same Family</td>
</tr>
<tr>
<td></td>
<td>Joe</td>
<td>7</td>
<td>$160</td>
<td>$10-Same Family</td>
</tr>
<tr>
<td>Smith</td>
<td>Bob</td>
<td>8</td>
<td>$0</td>
<td>100%-Friend</td>
</tr>
</tbody>
</table>

**$490 TOTAL**

*Prospect-age campers can not receive free or reduced admissions.*
NIAGARA UNIVERSITY
CAMP/CLINIC
RECONCILIATION SHEET

Camp Title: ______________________________________________

Camp Dates: ______________________________________________

Total Camp Revenue: $________

Facility Rental Cost: $________

   Meal Cost: $________

   Staffing Cost: $________

   Housing Cost: $________

Print/Advertising Cost: $________

   Misc. Expenses: $________ (Please explain)__________
                      __________________________________
                      __________________________________

Total Expenses: $________

Net Revenue: $________

NOTE: All statements must be turned in one month following the last day of the camp.

__________________________
Signature

__________________________
Date