

## Centenary Employee Sports Camps Policy & Requirements

All sports camps operated by Centenary Athletics personnel must comply with all NCAA rules and regulations as well as the facility use/rental policy of Centenary College.

All employees, assistants, volunteers, etc., paid and unpaid, involved in any camp must submit to a criminal background check by Southern Research Company or another pre-approved agency and cleared by Centenary Department of Public Safety prior to any involvement.

Centenary sports camps operated by Centenary Athletics personnel are outside of regular employment duties and requirements with the primary purpose of generating additional salaries while also developing relationships with the community and potential future student athletes.

All camps will have a designated Camp Director (should be the head coach) as point of contact and directly responsible for all required reporting, fee payment, and other responsibilities as described in this policy.

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### **Costs:**

**Camp Fees:** All camps will pay Centenary \$2.50 per camp participant per day of the camp (this fee covers wear and tear on equipment and facilities along with custodial, maintenance, employment, insurance, administrative, etc. costs). No partial days.

**Facility Use Fees:** The use of one athletic facility is covered by the Camp Fees. If additional facilities are required, costs will be: Gold Dome and/or Fitness Center-\$100/day each; Mayo Field, Shehee Field, Jones-Rice Field, Softball Field, and/or the Tennis Courts- \$50/day each. No partial days.

**Dorm Room Rental:** \$15 per person per night.

**Meals:** Breakfast: \$7.00; Lunch: \$8.50; Dinner: \$9.50 – All-you-can-eat and drink.

An estimated number of eaters, meals, menu and schedule are required at least 30 days prior to the camp; final numbers are due 7 days prior to the camp. The number of people eating will be counted at every meal and the camp will be billed for the exact number at each meal. Sodexo has exclusive rights to all catering on campus but an occasional pizza night or sandwich lunch is acceptable if prior approval is received.

Note: Camp will be billed for all meals eaten connected with the camp; it is the Camp Director's responsibility to inform any commuters or parents who are not supposed to eat with campers that they must pay for meals at the door. Meals must be billed through Conferences and Events and cannot be billed direct from Sodexo

Where appropriate, Conferences and Events will generate an invoice outlining all of the incurred costs and deliver it to the Camp Director and Director of Athletics following the conclusion of the camp. The Camp Director and head coach are(is) responsible for payment within 30 days of receipt of the invoice. Payment will be made to Centenary Conferences and Events.

Two structural options are available for employee sports camps at Centenary:

**Option 1 – Centenary Camp** - Camp is operated as a Centenary institutional camp.

### **Requirements:**

- Complete a camp and facility use agreement with the office of Conferences and Events three months (or longer) prior to the camp to reserve needed facilities in the calendar and allow sufficient time to promote the camp. Approving the camp agreement initiates reservation of facilities. All camp finances must be run through the college's financial accounting system.
  - Promote and market the camp as a Centenary College Camp. Centenary External Relations will assist in marketing and promoting.
  - Document and maintain complete participant and support staff records. A complete list of participants and staff is to be submitted to the Director of Athletics, Conferences and Events, and the Business Office on the first day of the camp.
  - No equipment or expenses related to the camp will use any portion of the Centenary athletic budget.
  - Collect and be accountable for all camp fees received using the College's business office. All revenues and expenses will be routed through an account specific to each camp and monitored through the Athletics and Business office. A credit/debit card machine will be available for use in the Athletics office.
  - All employees and staff are paid through the college's payroll department. Proper HR paperwork, including a criminal background check (paid for by the camp) for all paid and unpaid staff, must be submitted and approved prior to any involvement with the camp.
  - A final accounting of expenses and properly coded and signed invoices delivered to the Business Office for payment is due within 14 days of the end of the camp. Final proceeds as salary will be paid via payroll to the Camp Director after all other expenses and salaries (including camp fees, facility use fees, dorm fees, meals, t-shirts, equipment purchases, pizza, awards, etc.) are paid through the proper Business Office procedures and a final accounting of all revenue and paid expenses is submitted to the Director of Athletics and the office of Community Services.
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**Option 2 – Company Camp** - Establish an LLC or other independent business organization capable of hiring staff and obtaining liability insurance. Company Camps are considered the same as any other outside organization contracting with Centenary to hold camps on campus; except with preferential facility fees and no security deposits.

**Requirements:**

- Company will handle all camp financial transactions; no money will flow through the Athletics office or the Centenary Business office. All revenue will be held and expenses paid by the company.
- Complete a camp and facility use and costs agreement with the office of Conferences and Events three months (or longer) prior to the camp. Approving the camp agreement initiates reservation of facilities.
- Provide a certificate of liability insurance with appropriate coverage and limits naming Centenary College as an additional insured to the Director of Athletics and the Conferences and Events prior to the start of the camp.
- Verify that all legal requirements of employment, employees, and IRS business reporting are met.
- Schedule and pay Southern Research Company or another pre-approved agency to perform criminal background checks on all paid and unpaid camp staff that are not Centenary employees with a preexisting background check on record and supply the results to Centenary Department of Public Safety for approval before the start of the camp.
- Company will promote and market the camp as its own camp, not as a Centenary Camp.
- Document and maintain full and complete participant and support staff records. A full list of participants and staff must be submitted to the Director of Athletics and the office of Conferences and Events on the first day of the camp.
- No equipment or expenses related to the camp will use any portion of the Centenary athletic budget.
- Company will be invoiced by the Conferences and Events after the camp has ended for all Camp and Facility Fees (housing and meals if appropriate) at the prices listed above. CENTENARY COLLEGE CONFERENCE AND

## FACILITY USE AGREEMENT Camp Use

This agreement is made and entered into by Centenary College, herein after referred to as the "COLLEGE" and

Event Name: \_\_\_\_\_

Camp Director: \_\_\_\_\_

Signature of Camp Director: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Hereinafter referred to as the "CLIENT" this \_\_\_\_\_ day of \_\_\_\_\_

### DATES OF AGREEMENT:

Dates: \_\_\_\_\_ Times: \_\_\_\_\_

CLIENT agrees to the following facility use and fees:

<b>Camp 1 (Centenary Sponsored) or Camp 2 (LLC or Independent Business/Organization):</b>
<b>PRIMARY FACILITY:</b>
<b>ADDITIONAL FACILITY:</b>
<b>NUMBER OF CAMP PARTICIPANTS EXPECTED:</b>
<b>HOUSING FOR PARTICIPANTS:</b>
<b>MEAL FOR PARTICIPANTS:</b>
<b>FACILITY FEE (if applicable):</b>

### PAYMENT/RENTAL FEES

The fee for facilities (Required for Camp 2) and camp participants is due no later than 14 days after completion of the athletic camp.

**Camp Fees:** All camps will pay Centenary \$2.50 per camp participant per day of the camp (this fee covers wear and tear on equipment and facilities along with custodial, maintenance, employment, insurance, administrative, etc. costs). No partial days.

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Note: Camp will be billed for all meals eaten connected with the camp; it is the Camp Director's responsibility to inform any commuters or parents who are not supposed to eat with campers that they must pay for meals at the door. Meals must be billed through Community Services and cannot be billed direct from Sodexo

## **ATHLETIC CAMP RESPONSIBILITIES AND REQUIREMENTS**

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All camps will have a designated Camp Director (should be the head coach) as point of contact and directly responsible for all required reporting, fee payment and other responsibilities.

IN WITNESS WHEREOF, intending to be legally bound, this Agreement is entered into by:

CENTENARY COLLEGE:

By \_\_\_\_\_ Date \_\_\_\_\_  
Brittany Graham, Conference and Events Coordinator

\_\_\_\_\_ Date \_\_\_\_\_  
Monica Powell, Controller

\_\_\_\_\_ Date \_\_\_\_\_  
Director

\_\_\_\_\_ Date \_\_\_\_\_  
Director

CLIENT:

By \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Authorized Representative