The coaching staff at the University at Albany conducts camps and clinics in a wide variety of sports. These clinics are beneficial to the community at large; allowing coaches and staff the opportunity to share their knowledge and expertise in their respective sport. In all cases, the University at Albany Department of Athletics is committed to ensure that its clinics are open to the public and in compliance with all NCAA and University rules. The University at Albany recommends a 1 to 10 ratio of counselors to participants for all camps and clinics held on campus. Please note that all camps and clinics conducted by University at Albany coaches must be approved per guidelines established by the University at Albany and the Department of Athletics.

Per NCAA Bylaw 13.12.1.1, an institution's sports camp or instructional clinic shall be any camp or clinic that is owned or operated by a member institution or an employee of the member institution's athletics department, either on or off its campus, and in which prospective student-athletes participate.

Per NCAA Bylaw 13.12.2.3.9 an institution's athletics department personnel may serve in any capacity at a noninstitutional camp or clinic conducted under the following conditions:

   (a) The camp or clinic is designed to develop fundamental skills in a sport (rather than refine the abilities of skilled participants in the sport);

   (b) The camp or clinic is open to the general public (except for restrictions in age or number of participants);

   (c) The camp or clinic is conducted primarily for educational purposes and does not include material benefits for the participants (e.g., awards, prizes, merchandise, gifts);

   (d) Participants do not receive a recruiting presentation; and

   (e) All participants reside in the state in which the camp/clinic is located or within 100 miles of the camp/clinic.

Coaches are responsible for reviewing all regulations in Bylaw 13.12 of the NCAA Division I Manual.

INSTITUTIONAL CAMPS AND CLINICS POLICY

1. FACILITY AVAILABILITY

Camp Directors should submit their camp/clinic requests to the Assistant Athletic Director for Facilities or Designee, through the Institutional Camps and Clinics Request Form in ARMS.
Conditional approval will be granted based on availability. It is the Camp Director's responsibility to obtain the necessary approvals as outlined in this document.

2. PAPERWORK

The University recognizes all summer camps as external facility rentals. Therefore, a revocable permit must be obtained and the application can be found at the following link: [http://www.albany.edu/controller/revocable_permits.php](http://www.albany.edu/controller/revocable_permits.php). The permit application, certificate of insurance and $50 application fee must be submitted in a single packet addressed to the University Controller’s office at least 30 days in advance. Please allow two weeks for approval. The Controller’s Office will contact the Camp Director (and copy the Assistant Athletic Director for Facilities or Designee,) via email when the permit is approved or if additional information is required.

Complete the camp and clinic reservation request form electronically to the Compliance and Facilities personnel. Camp Directors will be notified via email when their request has been approved. The event(s) will not be considered confirmed until the revocable permit has been approved AND you have received written approval from the Compliance and Facilities offices.

3. INSURANCE

The insurance requirements are outlined on the permit application. Camp Directors may choose to purchase an individual insurance policy or a group insurance policy with other University at Albany Camp Directors who also plan to host summer camps. Camp Directors are encouraged to obtain a policy that will cover their organization for the entire year (or at least the summer) and not just the specific camp dates. If a camp is hosted on a date not covered by your policy, Camp Directors will be held personally liable for any damages and/or injuries that may occur.

4. UNIVERSITY AFFILIATION AND PROMOTIONAL ITEMS

Camp Directors are not permitted to advertise or promote summer camps until they have received an approved revocable permit and confirmation from the Assistant Athletic Director for Facilities or Designee.

Camps are not affiliated with the University at Albany, they are simply hosted on University property. Camp Directors are not permitted to make any statements in advertisements that associate their camp with the University. For example, it can be John Doe's Luge Camp at the University at Albany, but cannot be the University at Albany Luge Camp. University at Albany logos are not permitted on any promotional materials. Camp Directors are not permitted to use University materials (paper, envelopes, mail services, etc.) in conjunction with camps. All
communication regarding camps must be via personal phone, fax, email and/or website. The University at Albany is not permitted to promote camps on its website, or any affiliated website, however it is permissible to provide a link from the University's website to the camp website, if applicable.

University employees, particularly those in media relations/web development, are prohibited from designing any promotional materials for camps.

A brochure may not exceed 17” x 22” in size when opened in full.

A picture of a University at Albany student-athlete with remaining eligibility may appear in the brochure only if the student-athlete will be employed at the clinic. Such pictures may appear only in a specifically designated camp counselor section of the brochure. Please keep in mind the previously stated policy regarding University affiliation and use of logos.

All camp brochures and promotional materials must be reviewed and approved by the Office of Compliance Services and the Facilities Office before they are distributed.

5. RESIDENTIAL CAMPS

Contact the Department of Residential Life to inquire about availability and pricing information for overnight camps. Additional insurance may be required by the University Controller's office for overnight camps.

6. MEAL SERVICES

Contact University Auxiliary Services (UAS) to inquire about food service availability and pricing for campers. Please note that Sodexo has exclusivity on campus and has the first-right of refusal for food services. The appropriate approvals must be obtained prior to using an off-campus food service provider.

7. FACILITY SET UP

Submit any facility set up requests to the Assistant Athletic Director for Facilities or Designee at least two weeks prior to the start of your camp. It is the responsibility of the Camp Director to coordinate field set up (e.g., lines, goals, etc.) with the Grounds Manager. Portable toilet requests may be made via the Facilities Office but the cost of the units will be at the Camp Director's expense.
8. RENTAL FEES

ALL camps will be charged rental fees, based on facility usage and hours of operation. Camp Directors will receive an invoice within two weeks of the conclusion of camp. Full payment is required 30 days thereafter.

9. PARKING

The Facilities Office will review the designated parking areas with each Camp Director. A parking fee will be applied to all weekday camps hosted between the hours of 7am-6pm.

10. CAMPUS FOUNTAINS

The podium fountain and main entry fountains are not water recreation areas. They were not constructed to be safe for use as a pool. Please ensure campers do not enter the water.

11. ATHLETIC TRAINERS

Camp Directors may employ certified athletic trainers to support summer camp events. For liability purposes, University employed athletic trainers who are not hired by the Camp Director are prohibited from providing any medical assistance during the camp.

12. TIME ACCRUALS

Since camps are considered to be private business ventures, University employees who are also employed by the camp must charge the appropriate vacation time through the campus' online leave reporting system. Supervisors are responsible for reviewing online submittals for accuracy. For verification purposes, Camp Directors are responsible for submitting a list of camp employees to the Assistant Athletic Director for Compliance and the Assistant Athletic Director for Facilities at least one week prior to the start of each camp session.

INSTITUTIONAL CAMPS AND CLINICS PROCEDURES

1. CAMP/CLINIC APPROVAL

Before a camp/clinic can be conducted, all required forms must be submitted through ARMS 60 days before the expected start date of the clinic. Summer camps/clinics must be submitted by February 1 for the upcoming summer. All forms, along with a camp brochure, must be submitted first to the Office of Compliance Services and the Facilities Office for review and approval.
A **Camp/Clinic Procedures Checklist** has been developed to assist coaches in following the required steps for gaining approval and to assist coaches in the successful operation of the camp/clinic. In addition to receiving a hard copy of both the policy and procedures and checklist, the following forms are submitted through ARMS:

2. **PRE CAMP/CLINIC**

   a) **Camp/Clinic Information and Facilities Request Form (Form 1)**

      This form must be submitted to the Office of Compliance Services and Facilities Office for review at least 60 days before the camp/clinic begins. **Summer camps/clinics** must be submitted by February 1 for the upcoming summer. This form provides important information about the camp/clinic that will aid in verifying that the camp/clinic will be conducted in accordance with the applicable NCAA rules and regulations. This will also aid our athletic facilities staff in the review of the request for location, dates and times. Additionally, any brochures and marketing materials will be uploaded to the approval form in ARMS. No promotion or advertising of the camp/clinic can take place until the camp/clinic has been approved by both the Office of Compliance Services and the Facilities Office.

   b) **Individual Associated with a Prospect Form (Men’s Basketball ONLY) (Form 1a)**

      In Men’s Basketball, an institution or staff member shall not employ (either on a volunteer or paid basis) an individual associated with a recruited prospective student-athlete at the institution's camp or clinic. The prohibition on camp employment applies only to an individual associated with a prospect (IAWP) who is tied to a recruited prospect IAWRP. Therefore, it is permissible to hire an IAWP to work camp if that IAWP is not tied to a prospect that UAlbany is or has recruited based on definition of a "Recruited Prospective Student-Athlete." The coach must provide all completed IAWRP Forms to the Office of Compliance Services prior to the camp/clinic commencing.

3. **POST CAMP/CLINIC**

   All of the forms indicated below are to be uploaded in to the Camp/Clinic Information and Facilities Request Form, within the Post Camp/Clinic Summary section. The templates are located on the Office of Compliance Services website at [http://www.ualbanysports.com/ViewArticle.dbml?DB_OEM_ID=15800&ATCLID=1285685](http://www.ualbanysports.com/ViewArticle.dbml?DB_OEM_ID=15800&ATCLID=1285685).
a) Camp/Clinic Employee List (Form 2)

The coach must provide all of the requested information on the form for every individual (including UAlbany Athletics staff, student-athletes and other individuals) who worked the camp/clinic.

b) Camp/Clinic Participant List (Form 3)

The coach must provide all of the requested information on the form for every individual who participated in the camp/clinic.

c) Camp/Clinic Financial Report (Form 4)

The coach must provide all of the requested information the form as it pertains to expenses and revenues.

NCAA RULES AND REMINDERS

NCAA rules and regulations must be followed when conducting a camp/clinic. Coaches and staff members involved in clinics should be generally familiar with the provisions of NCAA Bylaw 13.12. Any questions regarding the rules pertaining to camps/clinics should be directed to the Office of Compliance Services. Some of important items to remember include the following:

Instructional Component

Every clinic must have an instruction component. It is not permissible to simply organize competition for groups/teams of prospects. For example, it is not permissible to conduct a “5 on 5” team camp which consists exclusively of competition among teams of prospects.

Educational Sessions

All basketball clinics must include an educational session for all camp participants presented in-person or in a video format describing NCAA initial-eligibility standards and rules related to gambling, agents and drug use. Please contact the Office of Compliance Services to discuss these.

Attendance

All institutional sports camps/clinics must be open to any and all entrants limited only by age and number. It is permissible to send invitations to specific prospects, but the camp/clinic must be legitimately advertised to the general public, and admission must be based on a first-come,
first-served basis (i.e., no reserving of places for elite or invited prospects). During the camp/clinic, a coach is precluded from working exclusively with certain prospects.

**Enrolled University at Albany Student-Athlete**

A currently enrolled University at Albany student-athlete may not take part as a participant in an institutional sport camp/clinic.

**Payment**

Prospects who are high school, preparatory school or two-year college athletics award winners may not receive free or reduced admission privileges to attend a clinic, nor can a “booster” pay a prospect’s expenses to attend a camp/clinic.

**Permissible Time Periods**

In all sports except basketball & football, a clinic can occur at any time of the year. However, in all sports, a camp/clinic cannot occur during a recruiting dead period. In basketball and football, clinics may occur only in June, July and August or any calendar week (Sunday through Saturday) that includes days of those months (i.e., May 28-June 3).

**Recruiting**

NCAA recruiting calendars do not apply to campsclinics (except dead periods), with it being understood that all individuals associated with the clinic are prohibited from recruiting a prospect at any time during the camp/clinic (i.e., from the time the prospect reports for the camp/clinic until the clinic has concluded and the prospect has left campus). No written or verbal offers of financial aid may be made during the camp/clinic, and no recruiting presentations may be given.

**Employment**

**Prospects**

A prospect may **not** be employed at a University at Albany sports camp/clinic in any capacity.

**Exception:** Per Bylaw 13.12.1.7.1.1, an institution may employ a prospective student-athlete in a camp/clinic, provided he or she has signed a NLI or the institution’s written offer of admission and/or financial aid or the institution has received his or her financial deposit in response to its offer of admission.
Compensation may be paid only for work actually performed and at a rate commensurate with the going rate in the locality for similar services. Such compensation may not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability. A prospective student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his or her appearance.

**Student-Athletes**

An enrolled student-athlete may be employed in an institutional sports camp/clinic, provided all conditions set forth in Bylaw 13.12.2.1. Student-athletes are not allowed to miss class time and any skill instruction done during the clinic will count towards that student-athletes countable athletic related activity for that week.

**High School and Two-Year College Coaches**

Institutional sport camps/clinics may employ a high school, prep-school, or two-year college coach, provided the coach:

1) Receives compensation commensurate with the going rate for camp counselors of similar teaching ability and experience; and

2) Is not paid based on the number of prospects he or she sends to the clinic or on the basis of the value the coach may have because of the coach’s reputation or contact with prospects.
INSTITUTIONAL CAMPS AND CLINICS CHECKLIST

Please make sure that you have reviewed the Institutional and Non-institutional Camps and Clinics Policy and Procedures packet prior to requesting approval to conduct sport camps/clinics.

AT LEAST 60 DAYS BEFORE CLINIC (BY FEBRUARY 1 FOR SUMMER)

___Complete and submit Camp/Clinic Information and Facilities Request Form to the Office of Compliance Services and the Facilities Office through ARMS

___Attach sample brochure/flyer and provide website link, if applicable

___Confirm facility availability

___Confirm sports medicine staffing

UPON APPROVAL

___Obtain and provide revocable permit and signed off estimate of costs to the Assistant Athletic Director for Facilities or Designee

___Secure meals through Sodexo, if applicable

___Purchase necessary apparel and equipment for clinic

AFTER CLINIC—WITHIN 1 WEEK

___Complete and submit Post Camp/Clinic Summary within the Camp/Clinic Information and Facilities Request Form to the Office of Compliance Services through ARMS

___Attach completed Camp/Clinic Employee List (template on UAlbany Office of Compliance Services website)

___Attach completed Camp/Clinic Participant List (template on UAlbany Office of Compliance Services website)

___Attach completed Camp/Clinic Financial Report (template on UAlbany Office of Compliance Services website)

___Maintain accurate record of any income received. This will need to be reported on the annual Outside Income Report Form.
NONINSTITUTIONAL CAMPS AND CLINICS POLICY

Employment of any University at Albany Department of Athletics personnel at a non-institutional camp/clinic shall conform the rules set forth in NCAA Bylaw 13.12.

NONINSTITUTIONAL CAMPS AND CLINICS PROCEDURES

1. CAMP/CLINIC APPROVAL

Before employment at a non-institutional camp/clinic may commence, a Non-Institutional Camps/Clinics Form must be submitted through ARMS 14 days before the expected start date of the camp/clinic.

A Camp/Clinic Procedures Checklist has been developed to assist coaches in following the required steps for gaining approval and to assist coaches in the successful operation of the camp/clinic.

NCAA RULES AND REMINDERS

A non-institutional sports camp or clinic is owned or operated by an individual or organization not affiliated with the member institution’s athletics department. In sports other than basketball and football, an employee of the Department of Athletics is permitted to be involved with a non-institutional camp or clinic, with exceptions.

Non-institutional camps and clinics must be operated in accordance with restrictions applicable to an institutional camp (open to any/all entrants, no free or reduced admission to or employment of athletics award winners). Employment must be reported to the Office of Compliance Services for prior approval on the Non-Institutional Camps/Clinics Form.

No Department of Athletics staff member may be employed (salaried or volunteer) in any capacity by a camp or clinic established, sponsored or conducted by an individual or organization that provides recruiting or scouting services concerning prospects. Staff members can serve as officials at such camps.

In baseball, during a quiet period, an institution’s coach or non-coaching staff member with responsibilities specific to baseball may NOT be employed in a non-institutional camp or clinic.

In basketball, it is NOT permissible for a coach or a non-coaching staff member with responsibilities specific to basketball to be employed at other institutional camps or clinics or at non-institutional camps or clinics.
In football, employment at a non-institutional camp or clinic may occur only during the months of June, July and August or any calendar week (Sunday through Saturday) that includes days of those months (e.g., May 28 – June 3).

In volleyball, it is not permissible for a volleyball coach or non-coaching staff member with sport specific responsibilities to be employed at a non-institutional, privately owned camp or clinic that is conducted off the institution’s campus during a quiet period.

A non-coaching staff member with department-wide responsibilities may present an education session at a non-institutional, privately owned camp or clinic provided they do not make a recruiting presentation.

In sports other than basketball, an institution’s athletic department personnel may serve in any capacity (e.g., counselor, lecturer, consultant) in a non-institutional, privately owned camp/clinic, provided the camp/clinic is operated in accordance with restrictions applicable to institutional camps (e.g., open to all entrants, no free or reduced admission to or employment of athletics award winners).

Although interaction during sports camps and clinics between prospects and those coaches employed by the camp or clinic is not subject to the recruiting calendar restrictions regarding contacts and evaluations, it is NOT permissible for coaches to be employed at institutional or non-institutional camps or clinics that are conducted during a Dead Period.

**Fundamental Skills Camp**

Department of Athletics personnel may be employed in ANY capacity (e.g., counselor, guest lecturer, and consultant) in a non-institutional, privately owned camp or clinic conducted under the following conditions:

1) The camp or clinic is designed to develop fundamental skills in a sport (rather than refine the abilities of skilled participants in the sport).

2) The camp or clinic is open to the general public (except for restrictions in age or number of participants).

3) The camp or clinic is conducted primarily for educational purposes and does not include material benefits for the participants (e.g., awards, prizes, merchandise, gifts).

4) Participants do not receive a recruiting presentation.

5) All participants reside in the state in which the camp/clinic is located or within 100 miles of the camp/clinic.
NON-INSTITUTIONAL CAMPS AND CLINICS CHECKLIST

Please make sure that you have reviewed the Institutional and Non-institutional Camps and Clinics Policy and Procedures packet prior to requesting approval to conduct sport camps/clinics.

AT LEAST 14 DAYS BEFORE CLINIC

___Complete and submit Non-Institutional Camps/Clinics Form to the Office of Compliance Services through ARMS

AFTER CLINIC-WITHIN 1 WEEK

___Maintain accurate record of any income received. This will need to be reported on the annual Outside Income Report Form.