

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
ADMINISTRATIVE PROCEDURES**

TITLE: Camps or Clinics on TCC Campus	NUMBER: 11-02AP
AUTHORITY: Florida Statute: 39.205, 435, 409.175	SEE ALSO:
UPDATED: 8/28/17, 8/14/19	

A. PURPOSE:

The purpose of this procedure is to standardize the process for camps and clinics on Tallahassee Community College “College” premises. For the purpose of this procedure, camps are defined as instructional or recreational opportunities for school-aged children in the area of athletics, academics (e.g. theatre, dance, music) and enrichment. All camps must be consistent with the mission and values of the College.

B. DEFINITIONS:

Camp Administrator – The Camp Administrator is the person who operates and/or leads the camp and may be a Tallahassee Community College employee (faculty or staff). This individual is responsible for ensuring all requirements to operate a camp on campus are met and bears the responsibility for the proper functioning of the camp. Camp Administrators are responsible for the enforcement of TCC policies, protocol and regulations, as a condition for permission to provide a camp or clinic for minors on the campus of the College.

Clinic – An athletic program designed to focus on the fundamental skills and knowledge of a specific sport. Athletic clinics are usually held throughout the summer and academic school year and may be facilitated by TCC coaches.

College Sponsored Camp or Clinic – A camp or clinic that is operated by the College, or by formal agreement of the College.

Minor – A “minor” is a person under the age of 18, and considered a dependent.

Non-College Sponsored Camp or Clinic – A camp or clinic that is not operated by the College and is not operated by formal agreement with the College. The camp or clinic may still be administered by a College employee or may include the participation of College employees.

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Summer Camp – Recreational, educational, or other enrichment programs operated during summer vacations for children who are between 5 years of age on or before September 1 and 18 years of age.

Screening – The act of assessing the background of personnel includes, but is not limited to, employment history checks as provided in Chapter 435, Florida Statutes, using the Level 2 standards for screening set forth in that Chapter.

C. PROCEDURE:

To Request a Camp and/or Clinic

Prior to the start of any camp or clinic, Camp Administrators must obtain approval to host the camp/clinic.

For Non-College Sponsored Camps or Clinics

1. The Camp Administrator must submit a request for use of facilities to the Auxiliary Services Manager.
2. The Auxiliary Services Manager will review and approve the request for use of facilities as appropriate.
3. The Camp Administrator and/or sponsoring organization is liable for adherence to all applicable laws, rules and regulations regarding the camp, clinic or associated activities.

For College Sponsored Camps or Clinics

1. The Camp Administrator must complete the Camp Request Form and submit it to the Vice President within that area for initial approval.
2. The approved Camp Request Form is submitted to the Vice President of Administrative Services and Chief Business Officer 60 days prior to the anticipated camp/clinic start date. Camp Administrators are permitted to use the College's facilities to host camp events. However, priority for facility use at the College will be given to internal activities intended for TCC students. Beyond that, the College's Auxiliary Services Manager and appropriate College leadership are tasked with determining which requests are given priority when there are competing demands for facilities.
3. The College provides a standard Summer Camp Registration Packet for participants. If additional information is needed or will be requested from participants, Camp Administrators

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should submit the additional information needed to the Vice President of Administrative Services/Chief Business Officer for approval. This request for additional information should be submitted along with the Use of Facilities/Camp Request Form.

Camp Counselor Supervision Requirements

Camp Administrators are responsible for the safety and protection of all minors participating in a camp or clinic on the campus of the College. The College strongly discourages Camp Administrators from being alone with minor campers, and requires use of the 3-person rule. The College recommends a second adult or child be present at all times during the camp.

Camp Administrators and counselors must ensure that all campers are escorted by Camp Administrators, coaches and/or counselors at all times while on campus. Camp participants must be supervised at all times.

Risk Management

The Camp Administrator is responsible for complying with all College rules and requirements relating to risk management procedures. The Camp Administrator is responsible for contacting the College's Auxiliary Services Manager to submit required forms.

For College sponsored camps or clinics, campers may not be transported in any vehicle to any off campus locations without authorization from the parent/guardian. Camp Administrators must show proof of liability and personal injury protection insurance prior to transport.

Reporting Suspected Abuse of a Minor

Camp Administrators, counselors, volunteers and staff are required to adhere to Florida Statute 39.205, which requires educational institutions and its law enforcement agency to report known or suspected child abuse, abandonment, or cases of neglect. To ensure compliance with this mandate, all camp personnel must report any known or suspected incidents of child abuse, neglect, or abandonment.

For more detailed information on reporting requirements, please see [TCC Policy, 03-33, Protection of Vulnerable Persons – Reporting Suspected Child Abuse](#).

Background Screenings for College Sponsored Camps or Clinics

Once the camp/clinic is approved, the camp administrator must submit the names of all new and current personnel being considered for employment or a volunteer role in the summer camp to the Human Resources Department. This includes all new candidates for employment, volunteers, current TCC

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employees and TCC students that will be involved in the camp. All personnel involved at any level with the camp must successfully complete a Level 2 Background Check (fingerprinting).

Current employees who have previously had a summer camp background check do not need a new background check unless the Level 2 background check was five (5) or more years ago; however, all requests should be submitted to Human Resources for determination.

In accordance with Chapter 409.175 of the Florida Statutes, a Level 2 Background Check is required on all summer camp personnel prior to employment. Volunteers who assist on an intermittent basis for less than 10 hours per month do not need a background check if a person who has passed a background check is always present and has the volunteer in his or her line of sight.

All camp volunteers, coaches, counselors and camp administrators must meet the background screening requirements as established by the Florida Department of Children and Families (DCF) and any additional requirements as established by the camp funding source.

Human Resources will fingerprint volunteers, current TCC employees, students, coaches and Camp Administrators. Once the background screening results are received, HR will notify the Camp Administrator whether the individual is cleared to work/volunteer in the camp. Offers of employment or volunteer service may not be extended to candidates until HR has cleared the hire or service.

Applicants for employment or volunteer service must also complete the Affidavit of Good Moral Character each year before employment or volunteer service commences.

Camp Sign-In Procedures

For College sponsored camps or clinics, prior to the camp commencing, parents and guardians must be provided with a daily arrival and departure time and location. A counselor or coach must supervise this location until all campers arrive or depart from the camp. Parents/Guardians should accompany their child to the assigned location so that the camp staff is aware that the child arrived safely.

Campers must be signed in and out each day by a parent/guardian or an individual authorized by the parent/guardian. Parents/Guardians are required to present a photo identification during pick-up until camp administrators are familiar with parents/guardians. Camp Administrators must keep an attendance log.

Prior to or during registration, the Camp Administrator/designee should provide parents/guardians with a name, title, and telephone number of a person to call, once camp begins, to have their questions answered or to report an emergency. Parents/guardians should be directed to use this number to report an emergency, such as an unanticipated need to take the camper from camp early or to change the pre-authorized camper pick-up arrangements, an illness, or other circumstance

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that will prevent the camper from attending camp that day. Campers should not be released from camp for any reason without the Camp Administrator's knowledge.

Human Resources

For all non-College sponsored camps and clinics, current employees who desire to be a Camp Administrator or camp employee must submit a request for Outside Employment. Use of College resources for non-sponsored camps or clinics is strictly prohibited. This may include but is not limited to postage, copying, office supplies, etc.

College employees must be on approved leave during the hours they are working for a non-College camp. The employee's supervisor is responsible for determining the hours of leave that must be taken. Employees are prohibited from working for a camp while on duty for the College. Non-College sponsored camps or clinics may not use College logos, emblems, or any branding on their materials. Failure to adhere to this procedure may result in disciplinary action, up to and including dismissal.

Camp Administrators

Camp Administrators are responsible for the following:

- Submit Camp Request Form by 60 days prior to the anticipated camp/clinic start date. Coordinate use of facilities and conference space with the College's Auxiliary Services Manager.
- Ensure camp counselors and volunteers receive required background screenings prior to camp commencement (College sponsored camps/clinics only).
- Provide written instruction to participants and parents/guardians of appropriate check-in and checkout procedures.
- Inspect facilities immediately prior to and after each session.
- Familiarize participants with College policies.
- Contact Campus Police in the event of an emergency.
- Adhere to the Reporting Suspected Abuse of a Minor policy.
- Ensure camp participants adhere to the Standards of Conduct as outlined by Camp Administrator.
- Ensure camp counselors and staff are provided adequate training.

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D. FORMS (IF ANY):

- Request for Summer Camp - to be submitted 60 days prior to camp/clinic anticipated start date.
- Affidavit of Good Moral Character.

Camp/Clinic Application Packet for Participants, to include:

- Camp Information & Rules (to include at a minimum camp schedule, participant rules and conduct, expectations, dress code, and contact information for participants and their families).
- Applicant Information.
- Informed Consent and Release (to be completed by each participant).
- Medical Information.
- Medical Release & Authorization (to be completed by participant).
- Medication Authorization (to be completed by participant if necessary).
- Authorized Pick-up Form.
- Media Release Form (if appropriate).
- Field Trip Permission Form (if appropriate).