

Camps and Clinics (R)

The following regulations govern the administration of Youth Camps/Clinics and Team and Player Development Camps and Summer Leagues.

A. Youth Camps/Clinics (K-8).

1. Person(s) may be authorized to conduct youth camps. Person(s) approved to conduct youth camps will be considered to be independent contractor(s). The independent contractor shall be required to follow all school district policies and regulations.
2. The rental fee for youth camps will be \$15/hour for the approved facility. The payment of rental fees to the District is not optional and will not be waived based on the profit or loss incurred by the respective camp. All camp rental fees must be paid in full to the District by the first day of business following the final day of the camp. Camp directors that do not pay the District for the rental of facilities in a timely manner will not be approved to hold a camp the following year.
3. Person(s) authorized to conduct a youth camp shall provide a certificate of insurance for liability in the amount of \$1,000,000 and shall name the Edmond Public Schools as an additional insured. The certificate of insurance is to be submitted to the district's athletic office for approval by May 1.
4. A current student shall not receive pay or expenses for working at a youth camp involving a sport/activity in which he/she participates. School uniforms are not to be used in youth camps.
5. Camp directors will be fully responsible for the issuance of 1099 tax forms to camp workers and following all local, state, and federal requirements.
6. The independent contractor must complete the *Youth Camp/Clinic Request Form* and the *Assumption of Responsibility Form* and return to the site Activities Director by February 15th of each year in order to be considered for conducting a summer youth camp. Camps recommended for approval will be presented to the Edmond Board of Education at the March board meeting. Request to conduct a youth camp while school is in session must be submitted to the site Activities Director at least ninety (90) days prior to the requested camp date.

B. Player/Team Development Camps and Summer Leagues.

1. Team and player camps and summer leagues will include activities organized by a District coach or teacher for the benefit and development of the students, participants

and the team. Such team or student groups shall include but not be limited to Band, Pom-pon, Cheerleading, and Athletics.

2. No coach or other school representative may directly or by implication require or direct a student to attend a team/player development camp as a condition for team membership.
3. The school district's athletic director must approve the team camp or summer league and the use of facilities, dates, and player cost. The coach/teacher will strictly adhere to all Edmond Public Schools and OSSAA policies and regulations.
4. In order for these camps to operate efficiently and be able to meet the daily needs of the camps and the participants, the camps will deposit all revenue and pay all expenses through a private banking account that is established outside the school district's activity fund. The board and administration shall have the right to request full disclosure of financial information as deemed necessary.
5. Fifteen percent (15%) of gross revenue shall be reinvested into the program and shall be deposited into the appropriate activity sub-account within ten business days of completion of the camp. With the exception of concession sales, gross revenues shall include but not be limited to team and player registration, gate receipts, corporate and individual cash donations.
6. All of the coaches and assistant coaches working in the team camps must be current employees of the school district. Any adult worker who is not currently employed by the Edmond Schools will be considered a new employee and must complete all of the necessary personnel application forms, including the OSBI background check. The full cost of the background check shall be paid by the worker.
7. The head coach/teacher will be responsible for completion of all financial documents in an accurate and comprehensive manner. Payments to camp workers will not be processed until all financial documents and the 15% contribution to the activity fund has been submitted.
8. All compensation paid to the camp workers will be paid through the District's payroll services and will be included in the employee's W-2 tax form. Reimbursement to the district for compensation will include the employer FICA which is an additional 7.65% of the gross wages paid. For example, a payment of \$500 in wages to a camp employee will require a reimbursement to the District in the amount of \$538.25 ($\$500 * 1.0765$).
9. Camp assistant coaches/workers should be paid no less than \$15.00/hour. The amount of compensation paid to camp assistants may vary based on the total funds

available. Compensation to camp directors/head coaches will be dependent upon the overall financial success of the camp.

10. The coach/teacher must complete the *Team & Player Development Camp/Summer League Request Form* and return to the site Activities Director by February 15th of each year in order to be considered for conducting a player/team camp or summer league. Camps recommended for approval will be presented to the Edmond Board of Education at the March board meeting.