



## CAMPS AND CLINICS

### Procedures

- Each sport shall designate a Camp Director as the primary contact for the Compliance and Business Offices.
- Coaches submit camp dates to Event Management to prevent conflicts.
- The Camp Checklist is followed for all institutional camps as defined by NCAA Bylaw 13.12.1.1.
- The Camp Director submits proofs of camp brochures/flyers/advertisements to the Compliance Office for approval.
- The Camp Director submits job descriptions, position titles and pay scale of all employees to the Compliance Office for approval.
- The Camp Director provides free and reduced discount policy to the Compliance Office for approval.
- If employing student-athletes outside the academic year, a Summer Tracking Form must be completed for each student-athlete.
- If employing a student-athlete during the academic year, see “Student-Athlete Employment” section and complete.
- All UT camps may be pro-rated upon compliance office approval.
- The pro-rated amount must include all actual benefits (t-shirt), meals, housing and camp tuition received.
- No camp may be prorated to less than one day including meals, housing and lodging. (i.e. no half-day camps)
- Documentation must be kept for each camper who receives a pro-rated fee. This documentation must specify exactly how the prorated rate was determined.
- Notice of the availability for proration must be included in the camp brochure.
- The proration procedures and rates must be placed on file with the Compliance Office along with the camp brochure.
- Coaches submit all invoices to the Business Office for payment.
- Coaches submit all deposits to the Business Office.
- The Business Office confirms the amount of the deposit.
- Compliance Office performs spot checks while camps are in session.
- Compliance Office or Basketball staff speaks to all basketball camps (prospect aged) about gambling and agent issues.
- Thornton Center staff members speak to all basketball camps (prospect aged) about eligibility issues.
- Occasional internal audits are performed on camps and clinics.
- No recruiting or offering of scholarships to prospects is permitted during camps.
- No institutional arrangement for media at camps is permitted.
- All payments made by prospects (or family members) must be recorded with a proper receipt.
- The following statements must be included in any and all camp brochure(s) and/or advertisement(s) (flyers, postcards, etc): (1) It is not permissible for boosters to provide expenses for individuals to attend any of the Tennessee Sports Camps. Expenses include but are not limited to lodging, meals, transportation and/or

camp tuition; (2) All Tennessee Sports Camps are open to any and all entrants; (3) “The University may postpone or cancel this event due to circumstances or conditions beyond its control, such as, but not limited to natural disasters, acts of war, acts of God, or public health emergencies.”

- All Men’s Basketball camps must be advertised and promoted in a similar manner.
- Unadvertised or “pop-up camps” are not permitted.

#### Private Lessons

- University of Tennessee facilities may not be used by institutional staff conducting private lessons unless express written permission is provided by the Director of Athletics.

## **Forms**

Sports Camp/Clinic Checklist (*UT Compliance Website, Coaches Page*)

Sports Camp/Clinic Position Titles & Job Descriptions (*UT Compliance Website, Coaches Page*)

Sports Camp/Clinic Staff Compensation (*UT Compliance Website, Coaches Page*)

Sports Camp/Clinic Group Discount Log & Policy (*UT Compliance Website, Coaches Page*)

Sports Camp/Clinic Individual Discount Log & Policy (*UT Compliance Website, Coaches Page*)

Sports Camp/Clinic Payment Ledger (*UT Compliance Website, Coaches Page*)

Sports Camp/Clinic Refund Ledger & Policy (*UT Compliance Website, Coaches Page*)

Summer Tracking Form (*UT Compliance Website, Current S-A Page*)