

NOTICE OF NEW REGULATION

May 9, 2013

DEPARTMENT OF EDUCATION

Division of Universities
University of North Florida

REGULATION TITLE:

Camps and Similar Other Programs Involving Minors

REGULATION NO.:

6.0170R

SUMMARY:

A regulation is being promulgated in order to document the operating guidelines for hosting a camp or other similar program involving minors on Campus, and a university-sponsored camp or other similar program involving minors at a site off-campus.

FULL TEXT:

The full text of the regulation being proposed is attached.

AUTHORITY:

Resolution of the Florida Board of Governors dated January 7, 2003;
Sect.7 (d), Art.IX Fla.Const.; Florida Statutes 409.175

UNIVERSITY OFFICIAL INITIATING THE PROPOSED REGULATION:

Shari Shuman, Vice President, Administration and Finance

INDIVIDUAL TO BE CONTACTED REGARDING THE PROPOSED REGULATION:

Stephanie Howell, Paralegal, Office of the General Counsel, showell@unf.edu, phone (904)620-2828; fax (904)620-1044; Building 1, Room 2100, 1 UNF Drive, Jacksonville, FL 32224.

Any comments regarding the repeal of the regulation must be sent in writing to the contact person on or before May 23, 2013, to receive full consideration.

Policies & Regulations

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| Subject: Camps and Similar Other Programs Involving Minors | |
| Number | |
| Effective Date | 06/11/2013 |
| Revised Date | |
| Responsible Division/Department: Administration & Finance/Environmental Health & Safety | |
| <input checked="" type="checkbox"/> New Regulation <input type="checkbox"/> Major Revision of Existing Regulation <input type="checkbox"/> Minor/Technical Revision of Existing Regulation <input type="checkbox"/> Reaffirmation of Existing Regulation | |

I. OBJECTIVE & PURPOSE

To document the policy for operating:

- a camp or other similar program involving minors on campus, and
- a university-sponsored camp or other similar program involving minors at a site off-campus.

This regulation does not address activities involving minors conducted by UNF employees as outside employment, except as noted in III.A.2. of the procedures. The provisions governing those activities are contained in UNF Regulation 4.0170R, Conflicts of Interest and Outside Employment/Activity.

The regulation also does not address events on campus involving minors which are sponsored by third-parties.

The terms “minor” and “child” refer to individuals who are under the age of 18, but does not include emancipated minor).

II. STATEMENT OF REGULATION

Camp, clinics, and other programs involving minors (hereinafter “camp” or “camps”) are planned recreational, athletic/sports, arts, cultural, social, or instructional group programs that are offered to children for the purpose of improving their knowledge and/or skills, and that offer experience in and/or exploration of a particular area of interest. Camps include, but are not limited to: sports, fitness, recreation, music, art, math, science, engineering, cheerleading, flag corps, religious, child education, and similar activities or areas of interest.

A. Types of Camps

1. A University-sponsored camp is one in which
 - a. the University provides resources for its operation, regardless of the type of resource, fund source (i.e., E&G, C&G, Auxiliary, or Foundation), or amount of funding provided, and
 - b. participant fees are deposited into a University account.
 University-sponsored camps may be offered on and/or off campus.

2. A Non-sponsored-Affiliate camp is a camp
 - a. operated by an employee of the University who is acting independently of his/her University affiliation, and
 - b. in which participant fees are paid directly to the camp director or organizer.

3. A Non-sponsored-Third-party camp is a camp
 - a. affiliated with an organization or individual external to UNF, and
 - b. in which participant fees are paid directly to the camp director or organizer.

III. REQUIREMENTS FOR OPERATING A CAMP ON CAMPUS

A. Approvals

Applications, including all required documents, must be submitted to the Office of Environmental Health and Safety not less than six weeks prior to the start of the camp. In no case shall a camp operate on campus until written approval has been received from the University. The Director of Environmental Health & Safety (EH&S) is responsible for reviewing all requests to operate a camp. The EH&S Director shall coordinate, as appropriate and/or necessary, with other UNF departments/units regarding any logistics applicable to the operation of the camp. All required documents must be submitted to EH&S no later than six weeks prior to the start of the camp. The Vice President for Administration and Finance is responsible for final approval of all requests to operate a camp.

B. Required Documents

The camp sponsor/organizer is responsible for ensuring all required documentation is completed and submitted in a package for approval by the appropriate Department Head prior to review by EH&S. The following documents must be included in an application packet to operate a camp. Additional information regarding these documents, including applicable legal and regulation requirements, is included at [EH&S Weblink].

1. For University-sponsored camps:
 - a. Camp application [EH&S Weblink].
 - b. A list of the employees and volunteers all of whom have been cleared by the Division of Children and Families (DCF) to work/volunteer at the camp. For employees who are simultaneous employed by the University and the camp, this list shall confirm that the employee has received approval to work at the camp (i.e., an approved Outside Activity/Employment form is on file with Academic Affairs or HR). Additions or changes to this list shall be submitted to EH&S.

- c. A list of the camp participants that includes confirmation that an Acknowledgement and Waiver of Liability form has been received for each participant. Additions or changes to this list shall be submitted to EH&S as needed.

2. For Non-sponsored Affiliate camps:

- a. Camp application [EH&S Weblink].
- b. Facility Use Agreement(s)
- c. A list of the employees and volunteers all of whom have been cleared by the Division of Children and Families (DCF) to work/volunteer at the camp.
 - i. If any such employee or volunteer has received DCF clearance but has been convicted of a crime which is not included in the DCF database, the DCF clearance memo as well as the documents attached to that memo will be submitted as an attachment to this list. In no case shall an employee/volunteer begin work/volunteering until approval has been received from the University.
 - ii. Additionally, for UNF employees who are simultaneously employed by the University and the camp, this list shall confirm that the employee has received approval to work at the camp (i.e., an approved Outside Activity/Employment form is on file with Academic Affairs or HR).
- d. Proof of Liability Insurance
- e. Proof of Accident/Health Insurance.

3. For Non-sponsored-Third-party camp:

- a. Camp Application
- b. Facility Use Agreement(s)
- c. Proof of Liability of Insurance
- d. Proof of Accident/Health Insurance

C. Standard Operating Procedures Manual

Each camp shall maintain and make available, upon request, its Standard Operating Procedures Manual or other written operating guidelines.

D. Counselor-Participant Ratio

The camp director/organizer must provide an adequate number of counselors/chaperones to supervise and escort camp participants at all times. Generally, the number of chaperones/counselors should be determined by the age of the participants and the nature of the camp, but in no case shall the counselor-participant ratio be less than one counselor/chaperone for every ten (10) participants.

E. Orientation for Employees and Volunteers

For University-sponsored and Non-sponsored-Affiliate camps, the director/organizer shall, prior to the start of the camp, provide an orientation for employees and volunteers. The camp director/organizer is responsible for the content of the orientation, but in all cases the orientation shall include dissemination of information regarding child abuse reporting requirements, pursuant to HB 1355, Vulnerable Persons Reporting Act.

F. UNF Logo or Trademark

The UNF logo and trademark are protected by copyright and cannot be used in conjunction with camp advertising by Non-sponsored camps without permission from the University. Requests to use the UNF logo or trademark by Non-sponsored camps shall be submitted to the UNF Office of Marketing and Publications and such approval, if granted, shall be noted on the camp application. Also, in order to protect the liability interests of the University, use of the UNF logo or trademark by Non-sponsored camps must also include a disclaimer that UNF does not sponsor the respective camp.

Resolution of the Florida Board of Governors dated January 7, 2003;
Sect.7 (d), Art.IX Fla.Const.; Florida Statutes 409.175
New – Approved by the Board of Trustees _____