

**INTERCOLLEGIATE ATHELETICS HIGH-RISK COMPLIANCE GROUP  
SPORT CAMPS MONITORING PLAN**

**Category / High-risk Area:** Third party Management / Sport Camps

**Responsible Party:** Athletic Director

**Source:** NCAA Bylaws 13.13

**Risk:** Non-compliance could result in financial risk and negative publicity to the institution as well as jeopardizing the health and welfare of camp participants.

Specific Risk	Operating Control	Evidence of Control	Supervisory Control	Evidence of Control	Oversight Controls	Evidence of Control
<b>Fiscal Management</b>						
Lack of proper documentation.  No account reconciliation.  Camp conducted during a prohibited time period.	Camp Director submits proposal for camp, outlining budget and general operational information, to the Compliance Office for approval.  Compliance Office reviews and approves camp proposal after determining that dates are appropriate and that all necessary documentation has been obtained (i.e. camp insurance, etc.).  Camp Director compiles all necessary financial support documentation and assists the Business Office in completing an accurate financial statement that both parties approve. The statement should be reconciled to the official accounting records of the institution.	Camp proposal completed and properly approved by the Compliance Office.  Financial statement approved by Camp Director and Business Office that is complete, accurate, and reconciled to the official accounting records of the institution.	Select every nth sport camp to ensure that camp proposal and camp financial statement are completed and properly approved.	The reviewer initials and dates the documents.	Select every nth sport camp at a later date (e.g. end of semester) to ensure that camp proposal and camp financial statements are completed and properly approved.	Memorandum is sent to management and to the ICC detailing review.

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<b>CAMP PARTICIPANTS</b>						
Free or reduced admissions.  Selective invitees.  Ineligible participation.	The camp director compiles a listing of all participants, including the amount paid and payment method, for each sport camp.  Participants are required to fill out a camp registration form and provide a copy of their birth certificate.	Camp roster indicating amount paid.  Camp registration form with copy of birth certificate.	Select a sample of participants from the camp roster to determine if participant is eligible and paid an appropriate amount.	The reviewer initials and dates by the participants that were selected and examined for appropriateness.	Select a sample of participants from the camp roster to determine if participant is eligible and paid an appropriate amount at a later date (e.g. end of semester). Also review camp roster for evidence of prior review (supervisory control).	Memorandum is sent to management and the ICC detailing review.
<b>CAMP EMPLOYEES</b>						
Improper employment of camp employees.	Training sessions are held with camp directors to discuss the rules and regulations related to employment of sport camps.  Camp directors who plan to employ prospects, student-athletes, or coaches need to get written permission from the Athletic Director. Documentation should include duties and responsibilities of the employee as well as compensation to be received.	Sign-in list and agenda of the training sessions are documented.  Exams or surveys results of the participants.  Approved employment plan for prospects, student-athletes, and coaches.	Select a sample of camp employees and review training session documents.  Select a sample of camp employees and review documentation to determine compliance with rules.	The reviewer initials and dates the training documents indicating review.  The reviewer initials and dates the documentation indicating review.	Select a sample of camp employees and review training session documents.  Select a sample of camp employees and review documentation to determine compliance with rules.	Memorandum is sent to management and the ICC detailing review.

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<p>Inadequate health and safety for the participants.</p>	<p>Overnight camp participants are housed in university facilities and supervised by university personnel.</p> <p>Trainers are readily available and sign check-in and out sheets during camp sessions.</p> <p>Camp director or employees are provided with phone to contact participant's emergency contact as well as trainer/ambulance.</p> <p>Camp employees are provided adequate training related to the health and safety of camp participants.</p> <p>Camp participants are provided adequate refreshments on a regular basis to prevent heat related accidents.</p> <p>Also see inclement weather and facilities safety monitoring plans.</p>	<p>Check-in sheet signed by the camp employee providing supervision.</p> <p>Check-in and out sheets</p> <p>Registration form with emergency numbers and phone checkout list or document indicating camp employees have access to phone.</p> <p>Sign-in list and agenda of the training sessions are documented.</p>	<p>Observes camp activity and fills out a daily log of activities observed and fills out a checklist ensuring that the camp is providing adequate health and safety for the participants.</p>	<p>Checklist and Daily log.</p>	<p>Select a sample of camp participants and review their check-in sheets to ensure proper supervisory.</p> <p>Select a sample of camp days and review check –in and out sheets to ensure trainer was available.</p> <p>Select a sample of camp participants from the camp roster and review camp registration forms for emergency contact numbers. Also review documents indicating camp director or camp employees are provided with access to a phone.</p> <p>Select a sample of camp employees and review training session documents.</p> <p>Select a sample of camp days and review daily logs to ensure that the camp is providing adequate health and safety for the participants on a daily basis.</p>	<p>Memorandum is sent to management and the ICC detailing review.</p>