



## Required Safety Procedures for Seasonal Camps and Contracted Programs

The following procedures outline Murray State University's (MSU) safety and risk management requirements for all seasonal camps, and related programs, hosted on campus or off-campus as an MSU-sponsored program.

### To whom do these procedures apply?

Anyone working with seasonal camps and programs needs to comply with the terms of these procedures. The procedures are assigned to all University Sponsored (Academic) Camps, Athletic Camps, and Contracted Programs, particularly those programs involving the care of minors. Its terms apply to all camp personnel, including Camp Directors, staff, and volunteers.

### Definition of Terms:

1. **Camp** - a program or organized group activity for minors and/or other guests that is typically advertised as a camp, workshop, or academy and operates seasonally, during school vacations or on weekends. A camp is organized as day (commuter) and/or overnight program that invites minors and/or other guests to participate on campus, or as a part of an off-campus MSU sponsored program, for an extended period of time.

Murray State University recognizes three types of camps:

- A. **MSU Sponsored Camp** - an MSU sponsored programs that is planned, promoted, and operated by an MSU department, and is typically academic in nature.
  - B. **Athletic Camp** - a program planned, promoted, and operated by MSU Athletics using MSU facilities and services.
  - C. **Contracted Program** - a camp, program, and/or event planned, promoted, and operated by a non-University entity using MSU facilities and services for a fee.
2. **Camp Director** - the designated person with oversight of a camp and who has responsibility for minors and/or other guests participating in the camp. The

Camp Director shall be responsible for adhering to camp procedures, University safety regulations, proper hiring and training of camp staff, emergency communications, and overall supervision and responsibility of the program and its participants. A Camp Director may be an MSU faculty or staff member, hired individual, or designated appointee of contracted program.

**Procedure Statement:**

All MSU Sponsored Camps, Athletic Camps, and Contracted Programs must follow the applicable guidelines set forth in the following procedures.

**1. MSU Sponsored Camps**

The sponsoring department or division for an MSU Sponsored Camp shall:

- a. Abide by MSU Human Resources (regular employees/temps paid on PA) or Student Financial Aid (students paid on EPAF) policies and procedures on background checks for anyone employed by the university. Background checks shall be conducted on all camp staff and volunteers that will work directly with minors, including all new employees and former employees who have more than a 12-month break in service. Current MSU employees will not need to conduct an additional background check as long as a background check was a part of their initial hiring process.
- b. Document the camp at least 60 days prior to the first day of camp on the *“Contracted Program and Seasonal Camp Notification Form,”* located here: [murraystate.edu/campdirectors](http://murraystate.edu/campdirectors)
- c. The Camp Director must have in place, and be responsible for, a Crisis Communication Plan, that will serve to contact guardians of camp attendees in the event of an emergency or campus-wide crisis. This plan will be acknowledged and described on the *“Contracted Program and Seasonal Camp Notification Form”* (noted in section 1.b.).
- d. The camp registration process shall collect emergency contact information for all participants. The information must include but is not limited to, participant’s name, address, guardian name, guardian address, guardian phone number, and guardian email. The Camp Director will keep all emergency contact information for camp staff, volunteers, and participants in a format that is easily accessible.
- e. Director and Staff Training - associating a camp with MSU, or hosting a camp on the MSU campus, requires the Camp Director and staff to receive training that will allow MSU to comply with state and federal requirements including non-discrimination laws, Title IX of the Civil Rights Act, the federal Clery Act, and Kentucky’s Minger Act. Trainings

coordinated through the Office of Institutional Diversity Equity and Access (IDEA) can be accessed here:

<https://learn.ue.org/365FN588738/MurrayStateProtectingChildren> and trainings from the University Police Department can be found here:

[www.goo.gl/JyfDaC](http://www.goo.gl/JyfDaC). You may also access the trainings at

[murraystate.edu/campdirectors](http://murraystate.edu/campdirectors). It is the responsibility of the Camp Director to ensure and document that the entire camp staff has received trainings.

- f. The Camp Director or designated appointee shall work with the Office of Student Disability Services to assist a camper seeking a reasonable accommodation. The Office of Student Disability Services can be reached at (270) 809-2018.
- g. MSU Sponsored Camps should purchase a group accident policy to cover campers and staff in the event of a program related accident or illness. Camp Directors may work with Regional Academic Outreach to coordinate this effort, prior to May 1.

## 2. Athletic Camps

The sponsoring coach or individual for an athletic camp shall:

- a. Certify that all staff and volunteers working directly with minors have successfully and satisfactorily completed a comprehensive, national background check. The background check must include searches for criminal felonies and misdemeanors, as well as the National Sex Offender Registry. Background checks meeting these specifications may be provided by a current employer. Current MSU employees will not need to conduct an additional background check as long as a background check was a part of their initial hiring process.
- b. Document the camp at least 60 days prior to the first day of camp on the "*Contracted Program and Seasonal Camp Notification Form*," located here: [murraystate.edu/campdirectors](http://murraystate.edu/campdirectors)
- c. The Camp Director must have in place, and be responsible for, a Crisis Communication Plan, that will serve to contact guardians of camp attendees in the event of an emergency or campus-wide crisis. This plan will be acknowledged and described on the "*Contracted Program and Seasonal Camp Notification Form*" (noted in section 2.b.).
- d. The camp registration process shall collect emergency contact information for all participants. The information must include, but not limited to, participant's name, address, guardian name, guardian address, guardian phone number, and guardian email. The Camp Director will keep all

emergency contact information for camp staff, volunteers, and participants in a format that is easily accessible.

- e. Director and Staff Training - associating a camp with MSU, or hosting a camp on the MSU campus, requires the Camp Director and staff to receive training that will allow MSU to comply with state and federal requirements including: non-discrimination laws, Title IX of the Civil Rights Act, the federal Clery Act, and Kentucky's Minger Act. Trainings coordinated through the Office of Institutional Diversity Equity and Access (IDEA) can be accessed here: <https://learn.ue.org/365FN588738/MurrayStateProtectingChildren> and trainings from the University Police Department can be found here: [www.goo.gl/JyfDaC](http://www.goo.gl/JyfDaC). You may also access the trainings at [murraystate.edu/campdirectors](http://murraystate.edu/campdirectors). It is the responsibility of the Camp Director to ensure and document that the entire camp staff has received trainings.
- f. The Camp Director or designated appointee shall work with the Office of Student Disability Services to assist a camper seeking a reasonable accommodation. The Office of Student Disability Services can be reached at (270) 809-2018.
- g. Athletic Camps should obtain proper liability and accident insurance for their camp. Murray State University shall be named on the liability policy as an additional insured.

### **3. Contracted Program**

The Camp Director of the contracted program shall:

- a. Certify that all staff and volunteers working directly with minors have successfully and satisfactorily completed a comprehensive, national background check. The background check must include searches for criminal felonies and misdemeanors, as well as the National Sex Offender Registry. Background checks meeting these specifications may be provided by a current employer.
- b. Document the camp at least 60 days prior to the first day of camp on the "*Contracted Program and Seasonal Camp Notification Form*," located here: [murraystate.edu/campdirectors](http://murraystate.edu/campdirectors)
- c. The Camp Director must have in place, and be responsible for, a Crisis Communication Plan, that will serve to contact guardians of program attendees in the event of an emergency or campus-wide crisis. This plan will be acknowledged and described on the "*Contracted Program and Seasonal Camp Notification Form*" (noted in section 3.b.).

- d. The program/camp registration process shall collect emergency contact information for all participants. The information must include, but not limited to, participant's name, address, guardian name, guardian address, guardian phone number, and guardian email. The Camp Director will keep all emergency contact information for camp staff, volunteers, and participants in a format that is easily accessible.
- e. Director and Staff Training - associating a camp with MSU, or hosting a camp on the MSU campus, requires the Camp Director and staff to receive training that will allow MSU to comply with state and federal requirements including: non-discrimination laws, Title IX of the Civil Rights Act, the federal Clery Act, and Kentucky's Minger Act. Trainings coordinated through the Office of Institutional Diversity Equity and Access (IDEA) can be accessed here: <https://learn.ue.org/365FN588738/MurrayStateProtectingChildren> and trainings from the University Police Department can be found here: [www.goo.gl/JyfDaC](http://www.goo.gl/JyfDaC). You may also access the trainings at [murraystate.edu/campdirectors](http://murraystate.edu/campdirectors). It is the responsibility of the Camp Director to ensure and document that the entire camp staff has received trainings.
- f. The Camp Director or designated appointee shall work with the Office of Student Disability Services to assist a camper seeking a reasonable accommodation. The Office of Student Disability Services can be reached at (270) 809-2018.
- g. The Contracted Program must provide proof of liability insurance to the University liaison, listing MSU as an additional insured.

**Approved by the Camp and Event Planning Committee**

The Camp and Event Planning Committee is responsible for developing and maintaining safety and risk management procedures related to all seasonal camps and related programs, hosted on the MSU campus or off-campus as an MSU-sponsored program.

**Updated:**

10/23/18