



UNIVERSITY OF SOUTH DAKOTA

DEPARTMENT OF ATHLETICS, COMPLIANCE OFFICE

USD Camps/Clinics Checklist

<u>Completed</u>	<u>Item:</u>	<u>Submit to:</u>	<u>Due Date:</u>
Prior to Camp (initial)			
	Fill out and submit camp/clinic approval form	Compliance Office	Prior to Establishing Camp/Clinic Dates
	Camp Brochure <ul style="list-style-type: none"> • Current SA picture <u>only</u> in “Camp Counselor/ Staff” section – no ads • USD Logo Use • Release/liability/Consent for Treatment section • Single two-sided sheet, 9”x12” max Open to any and all (except by gender, age, number & grade level)	Compliance Office	Prior to Publication
	All Camp Advertisements	Compliance Office	Prior to Publication
	Camp Activities Itinerary <ul style="list-style-type: none"> • Athletic Timing/Testing • Activities • Filming/Videotaping Activities • WBB/MBB educational session Other	Compliance Office	Two Weeks Prior to Start of Camp
	Employment List for ALL employees (see form)	Compliance Office	One Week Prior to Start of Camp
	Student-Athlete Employment Agreement(s) (see form)	Compliance Office	One Week Prior to Start of Camp
	Free or Reduced Admission List (see form)	Compliance Office	One Week Prior to Start of Camp
	List of Participants/Contact Info/Payment (see form)	Compliance Office	At least the Day Prior to Camp
	Facility Use: Dates; Schedule Set-ups	Dome Staff (Gary & Staff)	At Least Two Weeks Prior to Start of Camp
After the Camp			
	Final Roster Submitted with Camper Fees (e.g. Megan/Business Office spreadsheet)	Administration (Jeanette)	Within One Week After Camp
	FINAL CAMP FINANCIAL REPORT !	Administration (Jeanette)	Within One Week After Camp