



Office of Legal Counsel

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[www.memphis.edu](http://www.memphis.edu)

## MEMORANDUM

**To: Athletics**

**From: The Office of Legal Counsel**

**Date: April 9, 2018**

**Re: Requirements for Sports Camps**

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All athletics camps utilizing University of Memphis facilities are subject to the following requirements:

- For those individuals/organizations who have NOT already entered into a Facilities Use Agreement with the University, execution of a University facilities use agreement as well as the Minors on Campus amendment to the Facilities Use Agreement (attached **Addendum A**). The proof of insurance referenced in the amendment should be provided to and maintained on file with Athletics Compliance.
- For those individuals/organizations who have already executed a Facilities Use Agreement with the University, they should:
  - Certify the completion of background checks and sex offender registry checks for all employees and volunteers involved, including student volunteers. (see attached **Addendum B**)
  - Camp administrators should be informed that they must provide proof of comprehensive liability insurance including an appropriate amount of sexual abuse and molestation insurance, and must name the University of Memphis as an additional insured. Proof of insurance must be provided to Athletics Compliance at least seven (7) days prior to the scheduled use of University property or facilities.

Attached as **Addendum C** is a notification regarding the state law mandatory reporting requirement which can be distributed for use in satisfying the certification requirements.

Addendum A

**THE UNIVERSITY OF MEMPHIS**

**PROGRAMS/ACTIVITIES INVOLVING MINORS: AMENDMENT TO FACILITIES USE AGREEMENT**

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Program/Activity: \_\_\_\_\_

Date(s): \_\_\_\_\_

The indemnification provisions of paragraph 14 of the Terms and Conditions of the Facilities Use Agreement are amended to specifically include any and all claims brought against the University for any injury to the participants including, but not limited to, child abuse and child sexual abuse/molestation.

User must provide satisfactory evidence of insurance including appropriate amounts of sexual abuse and molestation insurance. Provider must be listed as an additional insured. Proof of such coverage shall be provided to Provider along with the certificate of insurance.

User certifies that background checks and sex offender registry checks have been completed for all individuals working for User and involved with the activity or program. User certifies that neither the background checks nor the sex offender registry checks revealed convictions for crimes involving neglect or abuse of a child.

User certifies that it has informed all individuals working for User and involved with the activity or program that under Tennessee state law s/he has a duty to report if he/she has reasonable cause to suspect that a child is a victim of child abuse or neglect based on information shared with him/her by the child or any other individual or his/her own observations or knowledge.

The Provider and User have agreed to and have executed this Agreement by their authorized representatives as of the dates indicated below.

USER (ORGANIZATION OR COMPANY):	PROVIDER: The University of Memphis
PRINT NAME: FIRST and LAST NAME	PRINT NAME:
PRINT TITLE:	PRINT TITLE: Director, Procurement and Contract Services
SIGNATURE:	SIGNATURE:
DATE:	DATE:

Addendum B  
**UNIVERSITY OF MEMPHIS**  
**MINORS ON CAMPUS CERTIFICATION**

NAME OF PROGRAM: \_\_\_\_\_  
DATES OF PROGRAM: \_\_\_\_\_

As an individual or organization providing services to children and youth through the use of University of Memphis facilities, you are subject to the policies and guidelines of the University as it relates to minors on campus.

University guidelines require that all individuals who will be working with and/or providing services to children and youth must have undergone background and sex offender registry checks prior to service. Further, all individuals should be notified of their responsibilities under Tennessee state law for the mandatory reporting of child abuse or neglect.

The University further requires proof of comprehensive liability insurance. The insurance should also include coverage for sexual misconduct with limits not less than One Million Dollars (\$1,000,000) combined single limit for any one occurrence/Two Million Dollars (\$2,000,000) aggregate. The University of Memphis must be named as an additional insured. Proof of insurance must be provided to Athletics Compliance at least seven (7) days prior to the scheduled use of University property or facilities.

**Certification**

This document should be signed by the Program Director acknowledging that background checks and sex offender registry checks have been completed on all employees and volunteers working with the program/activity and that all have been notified of their mandatory reporting responsibilities.

*By signing below, I acknowledge that background and sex offender registry checks have been completed on all individuals associated with the program/activity and that they have been notified of their mandatory reporting responsibilities under Tennessee law.*

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Title Organization

## REPORTING RESPONSIBILITIES

### **Mandatory reporters of child abuse and neglect.**

Tennessee Code Annotated 37-1-403(i)(1) requires all persons to report suspected cases of child abuse or neglect. "Any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition, shall report such harm immediately if the harm is of such a nature as to reasonably indicated that it has been caused by brutality abuse, or neglect or that, on basis of available information, reasonably appears to have been caused by brutality, abuse, or neglect."

### **What to do if you suspect that a minor has been abused or neglected or is otherwise unsafe.**

If you know, suspect, or receive information indicating that a minor has been abused or neglected, or if you have other concerns about a situation involving the safety of minors, follow the procedures below.

- **Emergencies**

In case of an emergency, immediately call University of Memphis's Police Services emergency number at 901.678.HELP(4357) or 911.

- **All Other Reports of Known or Suspected Abuse or Neglect of Minors**

Anyone participating in a University-run or affiliated program or activity involving minors or non-University program or activity operating on campus involving minors who knows, suspects, or receives information indicating that a minor has been abused or neglected , or who has other concerns about the safety of minors MUST inform University Police Services who will determine appropriate next steps.

Anyone who knows or suspects abuse or neglect of minors may also notify the Memphis Police Department or Shelby County Sheriff's Office.

### **Questions**

If you have any questions about your obligations or what you should do in a situation that makes you uncomfortable, contact University Police Services.