



Guess Who's Coming to **CAMP**us?

What You Need to Know About
Camps and Youth Programs

What's a camp or youth program?

Any program or activity providing services or activities to individuals under the age of 18.

- Under Tennessee law a minor is “a person under the age of 18 years.” (TCA § 1-3-105)



Types of camps/youth programs

- University Sponsored are operated by University departments.
 - Camp CHEF (School of Health Studies)
 - Honors Band Camp for high school students (Music)
 - Frosh Camp (Student Leadership and Involvement)
- Affiliated Entities are external organizations who affiliate with the University or University departments to host a camp or youth program.
 - Soccer Camp
 - Young WallStreet Traders Finance Bootcamp
- External Entities are entities who contract for space use or rental.
 - Via Conference and Event Services
 - Via Residence Life Conference Housing
 - Via Business Services

Exclusions

- Events open to the general public that are not targeted toward minors.
- Campus tours and visitation programs for prospective students that do not involve an overnight stay.
- Practicum activities, student teaching activities, or college-approved academic curriculum activities that include University student interaction with minors.
- Events where minors are accompanied by teachers, parents, and/or guardians and where University staff will not have one on one unsupervised interaction with the minor.

Today we will cover...

- The approval process for University Sponsored and Affiliated Entities
- Getting set up
- Operational controls
- Legal risk management





The Approval Process

University Sponsored v. Affiliated Entities

WHY SHOULD
WE CARE?

University Sponsored

A University Sponsored program or activity is any program or activity on University owned or controlled property that the University operates and in which University students, faculty, staff or volunteers engage through their University roles or on behalf of the University.

The University
incurs ALL liability
for these
programs/activities!

University Sponsored: Requirements

1. Designate a Program Coordinator: the individual responsible for ensuring that the requirements are met and for record keeping.
2. Obtain divisional level approval for the program or activity.
3. *Everyone* interacting with and supervising minors must:
 - Have a criminal background check; and
 - Have a sex offender registry check.
4. Program Coordinator must complete Minors on Campus Department certification.
5. Program Coordinator maintains all acknowledgements and certifications.

University Sponsored: Requirements

- Employees must complete the Minors on Campus training in Learning Curve. Students and volunteers must be provided a copy of the training.
 - The Learning Curve training can be found under the “General” tab.
 - The training PPT can be found on the Legal Counsel website at Forms: Minors on Campus: Minors on Campus PowerPoint Training.
- Everyone must complete a Statement of Acknowledgement acknowledging receipt of the Guidelines for Working with Minors and the training.
 - The Acknowledgement and Guidelines can be found on the Legal Counsel website at Forms: Minors on Campus: Academic and Staff Programs.

Office of Legal Counsel

FAQs

Common questions and answers regarding legal matters

HIPAA Hybrid Designation

University's Statement of Designation

Contact Us

For more information about the Office of Legal Counsel and the services provided

[About](#)[Contracts](#)[Immigration](#)[Forms](#)[Open Records](#)[Resources](#)[Training](#)

[Home](#) > [Legal Counsel](#) > [Forms](#)

Forms

[Certificate of Self Insurance](#)[Contract Form](#)[Employee/Student Confidentiality Form \(edit the form according to use\)](#)[Financial Interests Disclosure Form](#)[General Conflict of Interest Disclosure Form](#)[Media Release](#)[Minors on Campus](#)

- [Minors on Campus: Athletics](#)
- [Minors on Campus: Academic and Staff Programs](#)
- [Minors on Campus: Residence Life Conference & Conference and Event Services](#)
- [Template Forms for use by University programs](#)
- [Minors on Campus FAQ's](#)
- [Minors on Campus Training Power Point](#)



Affiliated Entities

- External organizations who affiliate with University departments to:
 - Get access to space
 - Utilize University resources
 - Provide services or funding that a University department can't provide



Affiliated Entities: Things to know/consider

- The University department is assuming responsibility for the actions of the external organization unless there is an MOA, facilities use, or rental agreement that allocates risk.
 - Facilities use agreements are handled by Business Services.
 - Rental agreements are handled by Conference and Event Services.
- Without an agreement you need to consider your level of involvement. The less involvement you have, the more control you give to the external organization which potentially increases the University's risk.

Affiliated Entities and University Policy

- Departments and activities may be assigned space for use, but all space belongs to the University, not to a particular college, school, department, or activity ...AA3024
- ...the University does not ordinarily make its buildings or other facilities available to outside individuals or outside groups. BF4022
- Affiliated entities may apply to obtain permission for the repeated use of a campus facility or space to conduct regular meetings using campus facilities or property... BF4022

Conference & Event Services

Facilities

- > FedEx Institute of Technology
- > University Center
- > Rose Theatre
- > Lambuth Campus
- Downtown Law School

Facilities

[Accommodations](#)[Conference Services](#)[Internal Scheduling](#)[Contact Us](#)

[Home](#) > [Conference & Event Services](#) > [Facilities](#)

Ultra-Modern Facilities and Exceptional Accommodations

The **FedEx Institute of Technology** is a \$23 million, state-of-the-art facility like no other. The Zone is the premiere meeting space in the Mid-South, featuring a 187-seat tiered amphitheater that is complimented by a 70-seat high definition presentation theater and 10 additional meeting rooms to accommodate events from 5 to 200. Large projection screens, web cams, touch panel screens, a campus-wide wireless network, and video conferencing are just some of the cutting-edge features of this facility.

Built in 2010, the **University Center**, together with its sister facility, the **Michael D. Rose Theatre**, form the cultural heart of campus. Consisting of more than 210,000 square feet, the facilities provide space for campus and community events ranging from six to 1,000 participants; as well as offices for student organizations and University departments, a variety of food service options, and much more.

You may review the University's Access to and use of Campus Property and Facilities policy [HERE](#).

Cotton Institute

The ACSA International Cotton Institute is a six-week residential program taking participants from field to fabric.

Facility Use Application (Non-UofM/External Client use only)

Are you a client not affiliated with the UofM interested in booking an event on campus? Fill out this form and a member of our team will contact you.

[Contact Us](#)



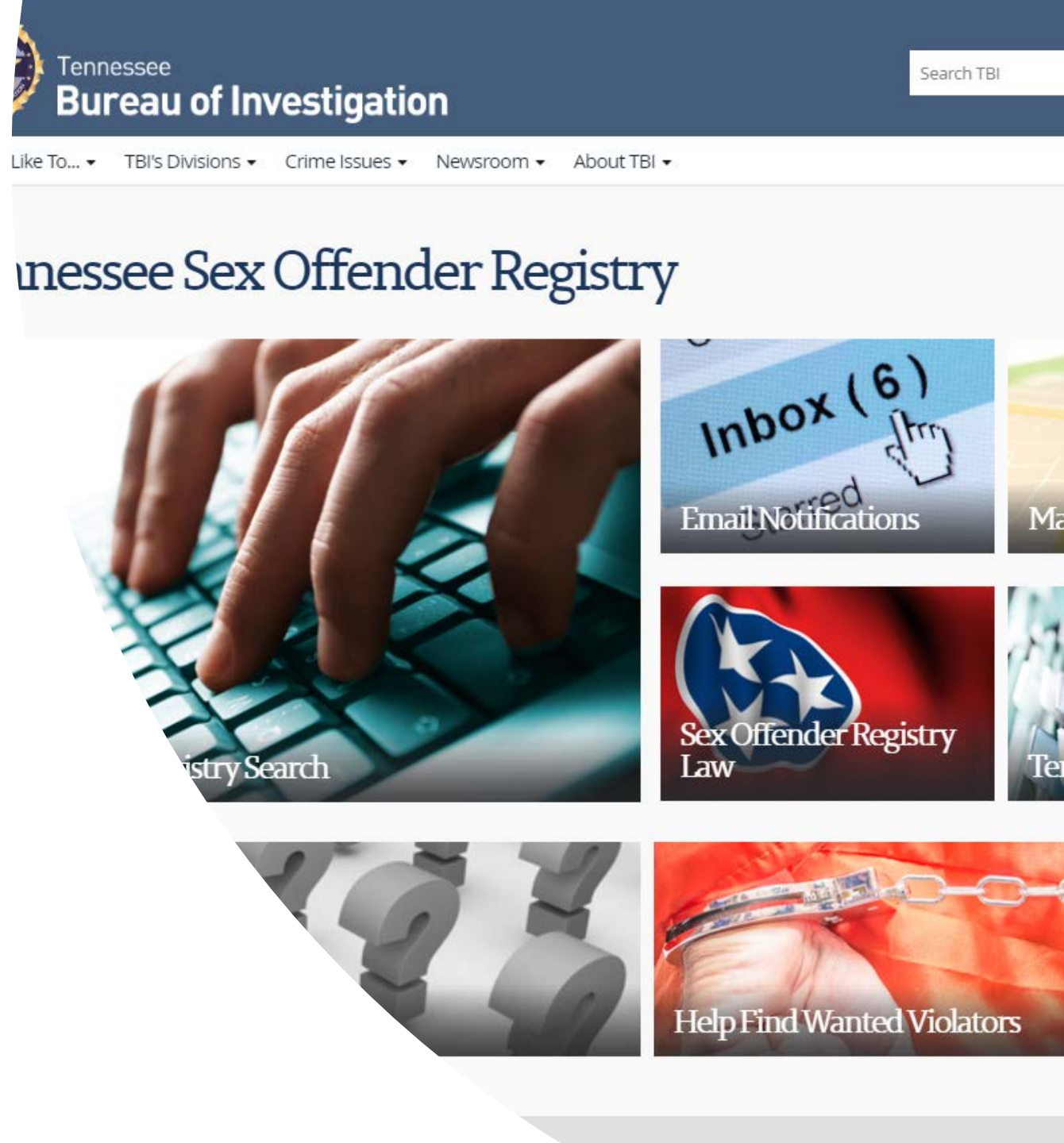
Getting Set Up

Background Checks

- Every person (employee, student worker, volunteers, etc.) interacting with and supervising minors must undergo a criminal background check.
- Employees: All non-student University of Memphis employees should have a background check on file. HR can verify this information and conduct one for anyone who does not have one on file.
- Student employees and volunteers: HR can conduct background check for student employees and volunteers at a cost to the department.

TN Sex Offense Registry Check

- Every person (employee, student worker, volunteers) interacting with and supervising minors must undergo a sex offense registry check within three (3) months of the start of the program.
- The program director can check the Sex Offense Registry at the TN Sex Offense Registry website, <https://www.tn.gov/tbi/general-information/tennessee-sex-offender-registry.html>.





e To...

BI A Tip

e Sex Offender Registry

ackground Check

about Diversions & Expungements

e Drug Offender Registry

BI Crime Publications

The Animal Abuse Registry

at Why I was Denied A Firearm
se/Transfer

at With Victim Services

Openings

omplaint Against TBI

t TBI

Sex Offender Registry Search

Disclaimer

Pursuant to Tennessee Code Annotated Section 40-39-201, members of the public are not allowed to use information from the registry to inflict retribution or additional punishment to offenders. Harassment, stalking threats against offenders or members of their families are prohibited and doing so may violate both Tennessee criminal and civil laws. Though much of the information in the registry is of record, some of the information contained on the registry is obtained directly from offenders. The Tennessee Bureau of Investigation (TBI) does not guarantee its accuracy or completeness. The information contained in an offender's record does not imply listed individuals will commit a specific type of crime in the future, nor does it imply that if a future crime is committed by a listed individual what the nature of that crime may be. The TBI makes no representation as to offender's likelihood of re-offending. If you believe that information concerning a specific offender is incorrect, please contact the Tennessee Bureau of Investigation, Sex Offender Registry at 1 (888) 837-4170.

- [Sex Offender Registry Search](#)
- [Dru Sjodin National Sex Offender Website](#)

Contact Information

SEX OFFENDER REGISTRY SEARCH CRITERIA

PLEASE REVIEW DISCLAIMER below before beginning your search.

Information contained on this website is based on information provided by the offender to the registering agency. This information is subject to change at any time based on an offender's change in circumstances or law enforcement's discovery that information provided to them is false.

You may search an offender by any criteria listed below. All fields are optional and can be combined to search any combination of choices. To search by last name you may enter the last name or partial last name .

Last Name

(Also Searches Alias Last Name)

First Name

(First Name Search Requires Last Name)

City

County

▼

Zip Code

Begin Offender Search

Clear Form

Tid Number

(Offender Unique ID)

Secondary Residential Search

City

County

▼

Zip Code

Begin Secondary Search

Clear Form

Volunteers who work with camps or youth programs

- In addition to the background and sex offense registry check, all volunteers must be registered with the Tennessee Board of Claims.
- The necessary volunteer forms can be found on the University Office of Legal Counsel website at <https://www.memphis.edu/legal/volunteers.php>, and should be completed and returned to the Office of Legal Counsel for proper registration.
 - Email forms to volunteers@memphis.edu

Child abuse/neglect reporting requirements

- Tennessee state law requires all persons to report suspected cases of child abuse or neglect.
- TCA 37-1-403(i)(1): “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 should you do if you suspect a minor has been abused or neglected?

- Anyone 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.
- If it is an emergency call 911.
- Failure to report abuse is a violation of law and a Class A misdemeanor.

Make sure to train your staff on this requirement!

Clery Act/Title IX Reporting

CLERY

Creates an obligation for the University to report crimes in different categories.

TITLE IX

Creates obligations for the University to investigate and to take prompt and effective steps to eliminate discrimination [sexual misconduct and harassment], prevent its recurrence, and remedy its effects.

Clery Act Reporting

- Specific crime statistics must be reported to Police Services.
 - To make timely warnings, emergency notifications.
 - To gather and publish specific crime data.
- Report **all** crimes to Police Services.
 - Police Services will make the determination of whether it is a Clery crime.



Annual Campus Security and
Fire Safety Report
2018



Title IX Reporting

- Title IX is a federal law that prohibits sex discrimination in federally funded education programs and activities.
- You must **report** suspected or alleged violations of University's sexual misconduct policy: Sexual harassment, domestic violence, dating violence, stalking, sexual assault. *UM Police GE2031 - Sexual Misconduct and Domestic Violence Policy*.
- Report to Office of Institutional Equity and Police Services.

Templates and Forms

- OLC has developed form templates that include: general permission slip, liability release, medical release, and self-medication forms.
- The forms can be found on the OLC website,
<https://www.memphis.edu/legal/forms/index.php>

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Forms

Certificate of Self Insurance

Contract Form

Employee/Student Confidentiality Form (edit the form according to use)

Financial Interests Disclosure Form

General Conflict of Interest Disclosure Form

Media Release

Minors on Campus

- Minors on Campus: Athletics
- Minors on Campus: Academic and Staff Programs
- Minors on Campus: Residence Life Conference & Conference and Eve
- Template Forms for use by University programs
- Minors on Campus FAQ's
- Minors on Campus Training Power Point

Procedure for Filing a Claim Against the University of Memphis

Release of Liability and Hold Harmless Agreement



Operational Controls & Risk Management

Duty of Care

- The University has a duty to protect its students and those participating in its events from “foreseeable harm.”
- For participants under the age of 18, that duty of care is even higher because universities have typically been held to stand in the place of the parent.
- This duty extends to off campus locations under the University’s control and off-campus school activities.

Camp Activities

- Limit activities to what is reasonably necessary for the goals of the camp.
- Make sure all camp activities are age appropriate for camp participants.
- Avoid potentially dangerous activities.



Waivers and Releases

- Form waivers and releases can be found on the Office of Legal Counsel Website.
 - If you are not sure if your activity or event can be sufficiently covered by one of these forms, please contact our office for assistance.
- Waivers and releases should be used when we have individuals participating in a University sponsored event.
 - This includes events like camps, field trips, etc.
- Media/Image Release
 - Anytime you wish to take pictures of other persons for use in research, program or other University publications, you must obtain verbal consent or a media/image release from those individuals photographed.

Establish general guidelines/protocols for staff and campers

- Selection and training of faculty, staff and volunteers
 - Staffing roles and responsibilities
- Participant Conduct
- Discipline/Dismissal
- Reporting/Response to incidents and injuries
- Medical Considerations
- Records

- Safety Plans
 - Inclement weather, fire safety, evacuation plans, etc.
- Transportation
 - To and From off-site camps, drop-off/pick-up, etc.
- Housing
- Inter-Departmental Communication

Selection, Training and Supervising Camp Staff

- Before selecting camp staff/volunteers, be familiar with University policies relating to volunteers and minors on campus.
- Training should take place prior to the program starting and should be appropriate for program activities.
 - Training will be different for day v. overnight camps
- Every staffer should receive some basic training, but some camps may require additional, specialized training based on the camp activities.
- Think about special training/staffers that would be beneficial for the purpose of the camp.
 - For camps with physical activities, having someone with medical training would help mitigate risk to the University.

Selection, Training and Supervising Camp Staff

- Ability/Training should dictate staff/volunteer roles.
 - Prior experience for the activities being conducted and experience with the ages of participants should be taken into account for determining roles.
- Staffing ratios are of the utmost importance. Improperly staffed camps unnecessarily put the University at higher risk.
 - Must be sure to have an appropriate number of staffers for the number of participants at the camp.

Ages	Day Camps	Overnight Camps
≤ 5	1:6	1:5
6-8	1:8	1:6
9-14	1:10	1:8
15-16	1:12	1:10

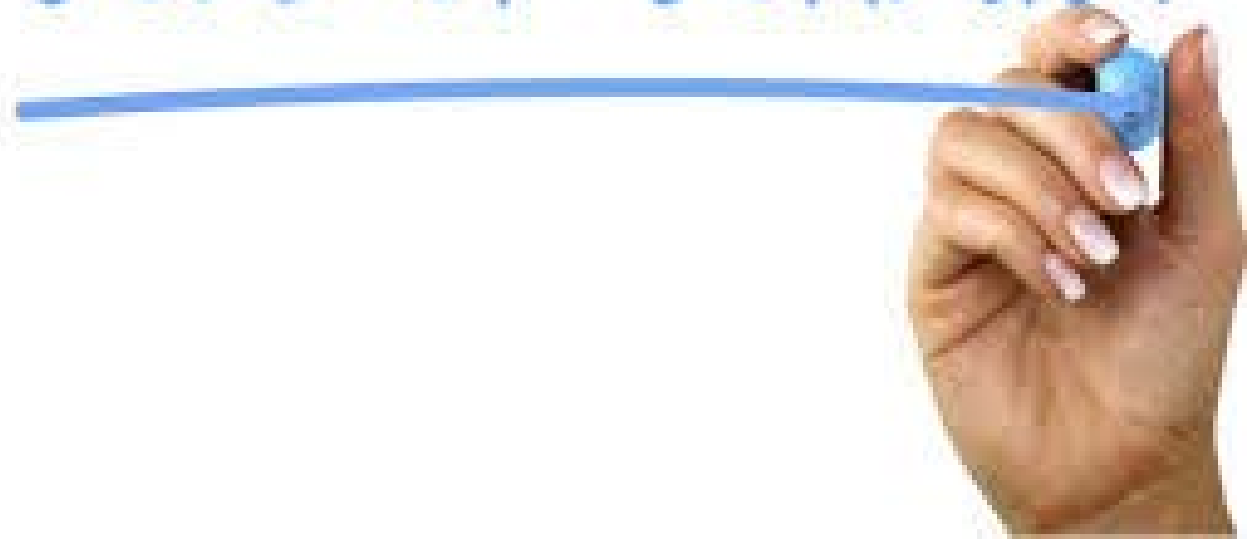
Participant Supervision

- Participants should be supervised at all times.
- Participants should NEVER be allowed to walk the campus alone.
 - If drop-off/pick-up is at a different location than the actual event space, a volunteer or staff member should escort the participants.
- Supervision means being aware:
 - Be aware of locations of participants if not present in larger group.
 - Be aware of how many participants you are responsible for and keeping a good count.
- Assign a buddy system so participants have someone to look out for them if they cannot find you.

Participant Conduct

- Camp participants should be made aware of behavioral expectations prior to camp.
- Conduct guidelines should be included on the application package (digital or hard copy) and signed by the participant and his/her parent/legal guardian (if participant is a minor).
- Clear conduct guidelines help establish not only what is expected of the participant, but the types of behaviors that can lead to discipline or dismissal.

CODE OF CONDUCT



Discipline/Dismissal

- Procedures for discipline/dismissal should be in place and communicated to camp staff prior to camp start.
- If the participant subject to discipline is a minor, you must notify the parent of any issues.
- In the event of dismissal, the participant should be picked up by the same individual who dropped them off.
 - Never dismiss a participant unsupervised. Even though they may be dismissed, they are still under your care until they are picked up.
 - If the parent/guardian cannot pick them up prior to camp conclusion, assign a responsible staffer to “babysit” them until pick-up time.

Medical Considerations

- Camp organizers should strive to include someone with medical training on staff at each camp.
 - Accidents will happen, even in innocuous circumstances
- In the absence of a medically trained staff member, all staffers should receive basic first aid training prior to camp commencement.
- The application form should include places for participants to disclose medical conditions, including food allergies.
- Medication required to be taken during camp should be stored securely by the camp organizer or an assigned staffer.

Medical Acknowledgment/Consent

- When participants sign up for a camp, they should be providing some information about any necessary medical needs.
 - This includes and medical conditions, food allergies and medicines that need to be taken while they will be attending the camp.
- The sign-up form should also contain consent language for treatment in the case the participant becomes incapacitated.
- Medication should be stored in a secure location, preferably by or with someone with medical training or background.
 - Self-administration only. Staff should not administer medicine! There is a form for this on the OLC website.

Injury/Incident Reporting

- Each camp should have an injury/incident plan.
 - This should be developed by the camp organizer.
 - The plan should detail who, when and how to report different incidents.
- Communication is key.
 - Ensure all staff is trained on how to properly report any injuries or incidents that occur at the camp.
 - Typically, they should report to the camp supervisor and that person report to appropriate University officials and parents as needed, depending on the incident/injury.
- Staff should know and have at hand ways to contact camp supervisors.

Safety Plans

- Program staff should be familiar with the facilities being used.
 - Know locations of bathrooms, exits, elevators, etc.
- Each camp should have a safety plan in the event of emergency or natural disaster.
 - Have an evacuation procedure consistent with the building being used.
 - Know proper safe spaces in the event of fire, earthquake, tornado, etc.



Transportation and Use of Vehicles

- Establish rules for transportation:
 - Authorized Drivers
 - Authorized Vehicles
- Only University employees with proper departmental authorization can operate a University vehicle.
- Make sure evidence of valid drivers license and proper insurance is obtained.
- Students should never drive vehicles for program activities.
- If a staffer is required to transport students for the camp, their background check should include checking for moving violations.

Drop Off and Pick Up

- A University representative or volunteer should supervise drop off and pick up of all participants.
- If the participants are under 18, have a parent/guardian sign the participant in/out each day.
 - Do not release a minor to anyone other than person listed on registration form for event.
- Prior to camp commencement, develop a drop off/pick up plan that includes traffic routing, volunteer assignments and volunteer training.
- Think about resources needed (crossing guards, traffic direction, etc.) during the planning stages.

Housing and Overnight Camps

- Minors should never stay in the room overnight with an adult unless it is the minor's parent or legal guardian or approved by the parent/legal guardian.
- Use your best judgement when making roommate arrangements and housing young minors.
- Male and female minors should never be assigned to sleep in the same room overnight.
- Require separate accommodations for adult participants of overnight events.
- Have separate showers and bathroom facilities for males and females. If not possible, schedule separate time for males and females to use.

Coordination with other Departments

Consider other departments that you might need to partner with or notify about your activities:

- Residence Life
- Conference and event services
- Police Services
- Environmental Health and Safety
- Transportation services

Documentation/Records

- Always have documentation about who is attending the camps – Participants *and* Staffers.
- You must keep records according to University Policy BF 4005 – University Records Management Program.
 - Your own departmental policies can fill any gaps in this policy.
- Volunteer records must be kept for 30 years before being destroyed.

Best Practices

- Follow all established University policies and Protocols.
- Don't spend significant time alone with one minor away from the group or conduct private interactions with minors in enclosed spaces or behind closed doors [consider buddy system].
- Don't engage in inappropriate touching or have any physical contact with a minor in private locations.
- Don't use inappropriate language, tell risqué jokes, or make any sexually suggestive comments around minors, even if minors themselves are doing so.
- Don't give personal gifts to, or do special favors for, a minor or do things that may be seen as favoring one minor over others.
- Don't share information with minors about your private life or have informal or purely social contact with minor program participants outside of program activities.

Best Practices

- Don't strike or hit a minor, or use corporal punishment or other punishment involving physical pain or discomfort.
- Don't date or become romantically or sexually involved with a minor.
- Don't show pornography to minors or involve minors in pornographic activities.
- Don't provide alcohol or drugs to minors or use them in presence of minors
- Make sure to monitor your behavior as well as the behavior of other employees and volunteers.
- Make sure all employees are properly trained for the activities involved and for the specific minor requirements.
- Control access to minors by individuals not associated with the program.
- Make sure there is adequate security protocols in place for releasing minors at the end of the day or program.

