



2023 CAMP MANAGER
GUIDELINES AND ACKNOWLEDGEMENT
UIW Sponsored Camps

Please review the following 2023 Camp Manager Guidelines. Once you have reviewed, please sign below where indicated and return to Human Resources.

As a reminder, Camp Managers must also complete the **Summer Programs and Camps Involving Minors**, and send it to Sam McDaniel, Director of the Office of Environmental Health, Safety & Risk Management, at sgmcdani@uiwtx.edu, with copy to Jessica Serbantes, Chief of Police, at serbante@uiwtx.edu, at least twenty (20) days prior to the first scheduled camp date. This form will be shared with other departments as necessary.

Your employees, staff, and volunteers are required to read and complete the **2023 Camp Staff Guidelines and Acknowledgement** and turn it in to you upon completion. You are required to turn all forms into Human Resources prior to the start of the camp or program.

A. Duty of Care

You are required to operate the program or camp in a safe manner and act “in loco parentis” for the duration the participant is in your custody. Accordingly, due care should be taken for the following items:

- ✓ Choose competent staff who are suitable to work with the age group of the campers.
- ✓ Thoroughly train staff regarding their responsibilities and how to respond in the event of an accident or emergency.
- ✓ At no time should any staff member or program or camp manager provide, offer, or undertake any transportation of the participants enrolled in the camp without prior authorization from the Dean or Athletic Director.
- ✓ Premises and equipment should be routinely inspected for safety, and any unreasonable dangers should be corrected promptly. Equipment should only be used as intended. If an item or area presents an unreasonable risk of danger, cease usage until repaired. Recognize that you are responsible for the risk to campers in connection with the use of the premises and equipment.
- ✓ Common claims made in litigation involving programs and camps:
 - Negligent supervision of campers, staff, or both.
 - Failure to communicate adequate rules to campers, resulting in personal injury or sexual misconduct.
 - Negligent hiring and training of camp staff.
 - Danger or defect on the premises, or of the equipment, that you knew or with reasonable diligence should have known, presented an unreasonable risk of danger and failed to correct same, resulting in injury to the participant.

If you have any questions about your duty, please contact Cindy Escamilla at 210-829-3136 or Elizabeth Perez at 210-890-4179, with the Office of General Counsel (“OGC”).

B. Release Forms

Each participant's parent or legal guardian must fill out and sign the **Waiver and Consent to Treat, Likeness Release, and Pick Up Authorization Form** prior to the participant's attendance at the program or camp. If the program or camp includes transportation, the **Transportation Waiver** must also be filled out and signed.

- ✓ The completed releases must be provided to the Athletic Director or Dean's and maintained for two years.
- ✓ NOTE: Non-UIW sponsored camps utilizing UIW premises (i.e. groups leasing our facilities for summer camp) should contact Jose Herrera, Director of Facilities Event Management, to coordinate contracts, licenses, and insurance requirements.

D. Background Checks

Every camp or program staff member, including volunteers, who are not UIW employees must complete a biannual background check and be cleared by the Office of Human Resources prior to beginning work.

E. Texas Education Code § 51.976

Camp Managers are required to ensure that *qualifying program or camp staff* who will have *any* contact with minors complete the state-mandated program on sexual abuse and child molestation prevention every two (2) years. The education program must be completed by the first day of the program or camp. Certificates of completion should be submitted to the Office of Human Resources at uiwhr@uiwtx.edu for verification. Qualifying camps are defined as:

- ✓ Programs or camps on a university campus, including UIW-hosted camps that take place on a different university campus; *and*
- ✓ At least twenty (20) participants are enrolled in the program or camp in the camp session (Example: If less than 20 for camp 1, but at least 20 for camp 2, then camp 2 is a qualifying camp); *and*
- ✓ The program or camp lasts at least four (4) days.

Training can be completed online through the Office of Environmental Health, Safety, and Risk Management. For questions regarding the required training, please contact Sam McDaniel at (210) 829-6035. If you are not sure whether you or a staff member has completed the training, please contact the Office of Human Resources at uiwhr@uiwtx.edu.

F. Reporting Obligations pursuant to Chapter 261 of the Texas Family Code

If you suspect the abuse or neglect of one of your participants, it is your duty to report it immediately, and at a minimum, within forty-eight (48) hours to UIW PD, another state or local law enforcement agency, or to the Texas Department of Family and Protective Services.

- ✓ Who is a child? Anyone under the age of 18.
- ✓ Reasonable suspicion is enough—you do not have to know for certain abuse or neglect is taking place.
- ✓ When in doubt, report it.

- ✓ If making a report, you must also notify UIW PD and UIW's Office of General Counsel.

G. Health and Safety

You are responsible for ensuring all staff and participants observe basic health and hygiene practices, like handwashing, covering one's mouth when coughing or sneezing, and staying home when sick.

- ✓ Encourage staff to stay up to date with current vaccines, including booster doses.
- ✓ If a participant has a fever of 100.4 or higher, the participant must be sent home and may not return to the camp or program until he or she has been fever-free for twenty-four (24) hours.
- ✓ Make sure the program or camp has appropriate PPE equipment in case of an ill participant, to include N95 masks, hand sanitizer, and disinfectant spray.
- ✓ Participants may wear a mask if they so choose, but it is not required.
- ✓ Camp Managers should monitor the CDC's recommended best practices for COVID-19 and other seasonal illnesses and comply accordingly, including practices on quarantining and testing.
- ✓ No refunds will be issued for missed camp or programs because of illness.
- ✓ UIW Health Services will provide basic first aid in emergency situations.

H. Camp Guidelines

1. During Camp

- ✓ Every participant must be chaperoned by camp staff *at all times*—you may never leave a participant unattended or in the care of a person who is not a camp employee or in area that is in off-limits to campers.
- ✓ Injuries: Report all injuries beyond minor scrapes and falls to UIW PD immediately - DO NOT wait to see if parents complain.
- ✓ You may not release a child to anyone other than the parent without written authorization from the parent that his/her child may be released to that individual.
- ✓ Staff must be instructed on how to handle potential risk situations, such as injury to a camper or counselor, a missing child or missing adult, or a fire, tornado, or other "disaster" situation.
- ✓ Meals may be provided by Sodexo or camp participants may bring their own lunch. External food vendors are not permitted.
- ✓ Parents of participants are not allowed to remain on campus while Camp is in session.
- ✓ No transportation may be provided to participants unless specifically authorized by the Dean or AD. Transportation includes any type of vehicle, including golf carts.

2. Staff to Camper Ratios

- ✓ 1:8 for ages 6-8
- ✓ 1:10 for ages 9-14
- ✓ 1:12 for ages 15-18

3. Security

Camp staff and participants must know where to get help in the event of an emergency, including where to meet, and how to get help. Therefore, Camp Managers should:

- ✓ Establish security and emergency measures to protect participants and review these measures with staff daily.
- ✓ Instruct staff to communicate and review security measures *daily* with participants.
- ✓ Establish and communicate routines for greeting and dismissing participants, mealtimes, and restroom breaks.
- ✓ Establish and communicate procedures for responding to emergencies such as fire, injury, weather hazard, or a lost person (camper or staff); and
- ✓ Familiarize staff with UIW facilities—including which areas are off-limits to participants.

4. Responsibilities of Camp Managers

- ✓ Make sure all camp staff, including volunteers, complete the **Camp Employee Guidelines** form and provide the executed form to Human Resources.
- ✓ Review what constitutes inappropriate communication and physical contact with participants and what it is not acceptable, including the following:
 - Do not touch a participant in any place normally covered by a bathing suit;
 - Do not touch a participant against his/her will unless for clear medical reasons, and then only with another camp employee present.
 - If participants have to change clothes while at camp, make sure s/he has a designated changing place and, if applicable, time. Two staff members of the same sex as the participants must be present during such times the participant is changing clothes.
 - Do not hit or impose physical punishment as discipline.
 - Do not use inappropriate, abusive, or derogatory language, including commonly recognized cuss words.
 - Do not be with a participant one-on-one for any reason; there should always be two staff members present when with a participant.

I. Photos and Videos

You may not take or post any photographs or videos of campers in print, digital or electronic, hosted media, web-based service or any other medium without first obtaining a Likeness Release from the participant's parent or legal guardian.

J. UIW Licensing and Trademark Program:

UIW logos are intellectual property owned and managed by the University. You are encouraged to utilize University logos, but you must do so in a responsible manner in accordance with University policy. Please review the specific guidelines prior to any logo usage and/or merchandise order at: <http://www.uiw.edu/branding/>.

These Summer Camp Manager Guidelines supplement all guidelines, policies and procedures set out in the Employee Handbook. If you have any questions about this document, please contact your Athletic Director or Dean.

I have read and understand these Summer Camp Manager Guidelines.

Print Name: _____ Date: _____

Signature: _____

Program(s)/Camp(s) I will be operating: _____

Location(s) Program/Camp(s) will be offered: _____

Please submit this completed form to the Office of Human Resources.

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