The University of Tennessee at Martin

On Campus Camp Director Checklist

☐ **Inter Department Camp Agreement**
   - Review and Select the package of your choice.
   - Complete, Sign, and Return to Camps Office – 112 Gooch Hall or E-Mail to dmount@utm.edu

☐ **Camp Information Form**
   - Complete as soon as camp dates are set
   - Submit to Camp Office – 112 Gooch Hall.

☐ **Camp Staff Roster**
   - Submit 45 days prior to camp – 112 Gooch Hall.
   - Rosters submitted later may not allow time to get staff on payroll.

☐ **University of Tennessee System Safety Policy 575 (Programs for Minors)**
   Review and Ensure Compliance
   [https://www.utm.edu/departments/publicsafety/minorspolicy.php](https://www.utm.edu/departments/publicsafety/minorspolicy.php)
   - Program Registration From ([Appendix A](#)) Complete and Submit to Chad Worley, Public Safety 30 days prior to camp start date.
   - Tennessee Law on Mandatory Reporting ([Appendix B](#)).
     - Camp staff are required to Read & Sign
     - Signed copies are submitted to Chad Worley, Public Safety
     - Camp Director maintains a copy.
   - Covered Adult Classification Tree - Review for additional requirements for staff, volunteers, and students.
   - Standards of Conduct for Covered Adults ([Appendix E](#)) – Distribute to staff.
   - Ratio of Covered Adults to Minors – Review for compliance

☐ **Facilities** - Reserve campus facilities needed for camp.

☐ **Housing** – Contact Ryan Martin, Assistant Director of Housing
   - [rmartin@utm.edu](mailto:rmartin@utm.edu) or 731-881-7730
   - Included in Package B

☐ **Dining Services** – Contact Ken Bullock, General Manager
   - [ken.bullock@sodexo.com](mailto:ken.bullock@sodexo.com) or 731-881-7771
   - Keep updated with numbers. Charges are based on the number submitted.
   - Included in Package B

☐ **Expenses** - Submit all camp expenses when incurred to Camp Office

☐ **Crisis Communication Plan**
   - Plan for how guardians of campers will be contacted in the event of an emergency or campus-wide crisis.
□ **Marketing** – Brochures, Flyers, E-Mail., etc.
  o Submit to Camps Office for Review prior to releasing.
  o Include Link to Online Registration and Payment.

□ **Team Camps**
  o Submit to camps office list of teams attending camp and what they owe.
  o Require Teams to submit a roster of their players.

**Additional Information.**

- **Ratio of Covered Adults to Minors (UT Martin Minors on Campus Policy)**
  o One Covered Adult for every 6 minor participants ages 4 & 5.
  o One Covered Adult for every 8 minor participants ages 6 – 8.
  o One Covered Adult for every 15 minor participants ages 9 – 11.
  o One Covered Adult for every 20 minor participants ages 12 – 17.

- **Budget – include:**
  o University Outreach – Refer to Inter-Department Camp Agreement
  o Costs of Background Checks. Cost varies $15 - $75 per person. For questions regarding who needs a background check, refer to the Covered Adult Classification Decision Trees: [https://www.utm.edu/departments/publicsafety/coveredadult.php](https://www.utm.edu/departments/publicsafety/coveredadult.php)
  o Salaries & Benefits
  o Housing, Sodexo, and other direct costs.

- **Payroll**
  o Everyone who receives any type of compensation related to working with camps must be paid through the appropriate UT Pay procedures.
  o Submit to Camps Office camp staff compensation.
  o Regular, Full-Time Staff, must submit an email stating: “Work was performed outside of normal work hours or annual leave was taken.” Normal work hours: Monday – Friday, 8:00 am – 5:00 pm.