



# Rhodes College

—1848—

## Guidelines for Directors of Overnight Summer Camps

## **General**

The College hosts a wide variety of camps, clinics, workshops, and conferences each summer. This policy statement is intended to provide guidance to those involved in certain types of these activities. For purpose of definition, this policy covers the following types of summer programs:

- a. Those which include minor child participants under the age of eighteen (18) years old and/or
- b. Those in which participants remain overnight in on-campus residence halls.

Though it may be useful for other summer programs to abide by some or all of these policy guidelines, the policy was developed specifically with the above groups in mind.

## **Campus Use Request**

Proposals for summer camps should be submitted to the Manager of Campus Scheduling in order to be considered for the following summer. The proposal must include the completed Summer Camp Application, and a description of the camp's activities, including a timeline of events and activities. Only complete proposals will be considered for approval. Any request received after the required time frame will be considered on a space available basis. Final decisions are made by the President's staff in keeping with the best interests of the College.

Priority for facility use will be given to internal activities, particularly academic activities that are intended for Rhodes students.

## **Camp Director Responsibilities**

The Camp Director must be associated with the College as a faculty or staff. The Camp Director is responsible for ensuring that all bills associated with the camp are paid promptly and in full. The Camp Director is the individual who is directly responsible for the camp and serves as the liaison with the Manager of Campus Scheduling.

It is the responsibility of the camp director to provide chaperones for campers, and assure that camp attendees are accompanied by an adult during the camp.

## Appropriate Camp Environment

In order to provide a safe environment for participants in summer camp activities, each **Camp Director** should ensure that certain precautions are taken. All campus rules and regulations are in effect. See the [College Catalogue](#) for a summary of campus rules and regulations.

In the camp registration materials, there should be a Waiver/Release form that participants and their parents are required to sign whereby the participant/parent releases the College from liability and indemnifies the College from claims that may arise. The College's Statement of Responsibility for Summer Camps can be found on the College Events and Scheduling web page.

### Qualified Counselors/Staff

- Everyone working in a Rhodes sponsored camp that has participants under the age of 18 must have a background screen on file in the Human Resources Office. Anyone that has not had a continuous relationship with the College as an employee or a student since their last background screen will need to have a new background screen completed prior to commencing work with the camp.
- If possible, camps should employ Resident Assistants (RA) recommended by the Residence Life Office. If none of the recommended RA's is available to work the camp, other Rhodes students may be considered for the RA positions.

### Participant Safety

- An adequate ratio of staff to participants should be maintained at all times; particularly when in residence halls; Minimum required staffing ratios are as follows:

Ages	Staff-to-Camper Ratio for Overnight Programs	Staff-to-Camper Ratio for Day Programs
4 to 5	1:5	1:6
6 to 8	1:6	1:8
9 to 14	1:8	1:10
15 to 17	1:10	1:12

- Swimming pool activities require certified lifeguards;

- The Campus Safety Office should be made aware of the camp and, at a minimum, should be provided with the following information prior to the start of the camp:
  - Name of the camp
  - Contact persons and phone numbers
  - Names of the residence halls where the campers will be staying overnight
- Acceptable procedures for releasing children from camp should be followed (i.e. campers that are being picked up by a parent should be properly matched with the parent before the camper is released).
- The Camp Director should have a protocol in place for managing illnesses and injuries to campers (i.e. arrange for visit with athletic training staff, a doctor visit, or ambulance). An example protocol can be found at [SWI Emergency Protocol](#).
- Camp staff that will be transporting minor camp participants as part of their duties must have their Motor Vehicle Record evaluated by the College's insurance company prior to transporting any minor camp participants. The Finance Office will facilitate this review.
- Camps that will be using a third party transport service for field trips should obtain a Certificate of Insurance from the transport company naming Rhodes as additional insured. The transport service should maintain General Liability insurance with minimum limits of \$1,000,000 per occurrence and in aggregate.
- Except in an emergency situation, when camp staff are transporting minor camp participants there should always be at least three people in the vehicle (i.e. no camp staffer should drive with one minor camp participant).
- The Camp Director should collect and have readily available the following medical information for all camp participants:
  - Emergency contact information
  - Known medical conditions
  - List of medications the camper is taking (Camp participants taking prescription medication must be able to self-administer their medication)
  - Health insurance information
  - An example Health Information Form can be found at [Health Information Form](#).
- The Camp Director and all camp staff should familiarize themselves with the College's Emergency Operations Plan. The Guide can be found at <http://www.rhodes.edu/sites/default/files/EPOct2015.pdf>.

- The Camp Director should make campers aware of the minimum conduct standards and policies as described in the Student Handbook, which can be found at <http://handbook.rhodes.edu/campus-policies>, paying particular attention to sections on sex/gender discrimination and sexual misconduct, fraternization, and weapons.
- Visitors, other than parent/guardian and siblings, should be discouraged. No overnight visitors are permitted.

## **LODGING**

### **Lodging Guidelines & Procedures**

During the months of May to August the College will make residence hall lodging available to camps on a space-available basis. Camps are required to have a minimum of 25 overnight participants in order to be considered for lodging. Summer camp programs with less than 25 participants will need to receive approval from the President's Office and will be charged a higher dorm rate per person.

In order to maximize space and cut down on costs, every effort will be made to combine compatible camps. Shared space and dates are highly encouraged.

Please Note: All prospective campers should be high school aged junior and seniors. Residential participants under the age of 15 are not permitted.

### **Room Assignment Guidelines**

The Office of College Events will assign residence halls for overnight camps and room assignments. At check-in each camper will be provided with a key and/or fob to gain access into buildings in use for the camp.

Rooms are double occupancy, and two campers will be assigned to each. In some cases, three or four campers may be assigned to a room. Single room assignments will be used when assigning camp staff and/or unusual lodging situations.

Male and female campers will not be assigned to the same residence hall. Additionally, male campers will not have fob access to the female residence hall and vice versa.

### **Lodging Fees**

The fee for lodging in a residence hall is **\$30 per person, per night, with a minimum charge to the camp of \$750 per night**. The rates are based on double occupancy (two persons to a room). There will be no additional charge if single occupancy results from a forced deviation (e.g., there is an odd number of campers, adults are spaced in order to provide supervision, campers are assigned to a designated single room, etc.). Note that these rates do not apply to camps that are considered College programming (i.e. Summer Writing Institute).

Upon check-in, campers may be given one (1) room key and/or one (1) fob key. The fob will grant access to the camper's residence hall and other buildings as appropriate for their particular camp. It is the responsibility of each camper to ensure that these items are not lost and/or stolen. In the case of a lost room key the fee is **\$10**. **The fee for a lost fob is \$25.**

The College does not provide bed linens or toiletries. The residence halls used for summer camps will use coin operated laundry machines.

## **Final Arrangements**

No less than one month prior to the beginning of the program, **Camp Directors** are expected to contact the Manager of Campus Scheduling in order to provide updated estimates of attendance. Any anticipated need to accommodate more than the number originally estimated should be communicated as soon as possible. **The College cannot guarantee space will be available for any number beyond the original estimate.**

**Camp Directors** planning to use campus lodging are required to provide a guarantee for the number of participants at least one full week prior to the start date of the camp. The camp will be billed for the guaranteed number of participants or the actual number attending, whichever is greater.

## **Submission Checklist**

Applications must be submitted by **Friday, February 2<sup>nd</sup>, 2018**. Please include the following:

- Completed Application

Upon approval, the following must be submitted three (3) weeks prior to start date:

- Camp staff information
- Camp participant roster
- Timeline of Events & Activities
- Statement of Responsibility (per each camper)

One month prior to camp start, all final counts will be required to catering, lodging, and the Office of College Events.