

CAMP/CLINIC GUIDELINES

I. STATE REGULATIONS

School personnel, whether employed or volunteers of a member or associate member school, shall not coach that school's student athletes during the school year in a sport for which the school personnel are currently under contract or are volunteers, outside the period from official first day of practice through the finals of tournament play. A summer team or individual camp or clinic held at a member or associate member school facility shall not conflict with sports in season. Summertime coaching activities shall not conflict with sports in season.

NOTE: All camp/clinic employees must be DCSD employees and have a background check and I-9/W-4 forms completed at least one week prior to the camp/clinic. All volunteer employees must also have a background check at least one week prior to the camp/clinic.

II. CAMPS/CLINICS

A. Permits/Insurance/Time Cards:

1. The district will waive permit application and facility rental fees.
2. Liability insurance coverage is provided under the policy of the Dubuque Community School District.
3. Registration fees should be minimal (cover basic expenses or fund a special program need).
4. Within 30 days of the end of the camp/clinic, the C/C director must complete and return the "DCSD CAMP/CLINIC FINANCIAL REPORT FORM" showing receipts and disbursements.

B. Dates: Schedule the dates with your school's Activities Director. Summer camps/clinics for high school students should be held after the softball/baseball regular season.

C. Administrative Procedures:

1. Submit DCSD CAMP/CLINIC APPLICATION FORM" to the DCSD Athletic Coordinator by May 15.
2. DCSD Buildings & Grounds Department will issue a facilities permit.
3. Deposit all money collected into a school student activities account.
4. Within 30 days of the end of the C/C, submit DCSD CAMP/CLINIC FINANCIAL REPORT FORM to your school's Activities Director.
5. The FINANCIAL REPORT FORM will be forwarded to the school Business Manager to create purchase orders for disbursement of funds. Processing will not occur until the FINANCIAL REPORT FORM has been approved by the DCSD Athletic Coordinator.
6. Checks will be issued by DCSD Accounts Payable Department.

D. Camps/Clinics Involving Middle School/Elementary Students (during the school year):

1. The time of camp/clinic should not conflict with a middle school activity.
2. Camps/clinics should be open to all students in the community.

NOTE: No teams or camps/clinics will be exclusive to one school. All teams and camps/clinics must include students from more than one school.

PRIVATE TEAMS OR CAMPS/CLINICS (C/C)

NOTE: PRIVATE TEAMS OR CAMPS/CLINICS have NO affiliation with our schools. TEAMS OR C/C will not use the name of the school (Hempstead, Senior, etc.) or team name (Mustangs, Rams, etc.).

A. Guidelines and Recommendations:

1. Teams or C/C held outside of the Dubuque Community School District are the financial responsibility of families.
2. DCSD employees may be used by families to organize or supervise these teams or C/C.
3. DCSD employees may coach these teams or C/C outside of the school year.
4. Liability insurance coverage is NOT provided under the policy of the Dubuque Community School District.
5. Deposit all money collected into a school agency account. Please see your school's business manager for additional details.
6. Families and DCSD employees are responsible for all insurance.
7. Expenses should be kept to a minimum so programs do not become exclusive.

B. State Regulations

1. No school uniforms can be used (student-owned practice uniforms may be worn).
2. No school equipment (balls, etc.) can be used.
3. School vehicles (vans, etc.) must be rented for use.