

Jordan School District will endorse school run camps and clinics that are conducted in accordance to these guidelines and any related District policies. Utah State Risk Management will insure the liability of camps and clinics only when conducted in compliance with these guidelines.

All camps and clinics must cover all direct costs. Any fees not collected will reduce the pay of the personnel conducting.

Failure to follow the Jordan School District “School Run Camps and Clinics Guidelines” will result in a thorough investigation and may result in disciplinary action up to and including termination, in accordance with the Orderly Termination Procedures, DP 316A Administrators, DP316B NEG – Licensed, and DP316B - Classified. Results of any investigation will also be reported to the proper authorities.

Camp and clinic information can be found online at:

[School Run Camps & Clinics - Google](#)

▪ **JSD School Scheduling Options**

This document is for school personnel to determine the type of activity they wish to hold and the permissions needed by examining the related financial details.

▪ **JSD School Camp or Clinic Request - Form A**

The JSD employee requesting to hold a camp or clinic must complete this form and gain the required permissions/signatures as indicated on the document 3 days prior to the activity.

▪ **JSD School Camp or Clinic Participant Registration - Form B**

All camp or clinic participants must complete this required form, to include parent or legal guardian permission; otherwise, they will not be able to participate.

▪ **JSD School Camp or Clinic Closeout - Form C**

Once the camp or clinic has concluded, this form will be used to record the actual number of participants, total revenue collected, wages & benefits paid to personnel for conducting and revenue retained by school as outlined in these guidelines below.

▪ **JSD Special Assignment Contract for Coach/Advisor Employees**

Camp/Clinic stipend may be considered and will be based on projected revenue generated through registration and will never exceed an employee’s maximum hourly rate potential. This contract must be filled out prior to the start of a camp/clinic and must be submitted with Form A for approval.

1. Personnel Conducting:

- Camp & Clinic Head Coach/Advisor is the person responsible for the camp or clinic
- Coach/Advisor and assistants being paid must be current JSD employees, 18 years or older, and graduated from high school
- Volunteers must pass a background check through JSD Human Resources before participating in the camp or clinic
- At least one instructor with the required certifications (CPR, First Aid, AED, Concussion in sports) must be present at all times
- Third-party guest instructors or demos held on JSD property, must indemnify the District and provide evidence of liability insurance, to be coordinated with the JSD Facilities Scheduling Office
- Requests from non-district personnel must be conducted as a regular rental, to be coordinated with the JSD Facilities Scheduling Office

2. Compensation for Personnel:

- Camp & Clinic Coach/Advisor will be paid at their hourly rate based on their proper placement on the Traditional Salary “C” schedule
- Head Coach/Advisor (*or designee*) may claim 1 hr. of preparation for every 4 hours of instruction as part of total compensation
- Para-professional coaches will be paid based on their coaching experience with incremental increases similar to their longevity increases found on the athletic differential. They will be placed on the teacher salary schedule for the purpose of identifying an hourly rate as follows:
 - 1-3 years experience: Bachelor’s Salary Level 1 - Lane Z Annual Salary
 - 4-6 years experience: Bachelor’s Salary Level 2 - Lane Z Annual Salary
 - 7-10 years experience: Bachelor’s Salary Level 3 - Lane Z Annual Salary
 - 11+ years experience: Bachelor’s Salary Level 4 - Lane Z Annual Salary

- Total wages & benefits for the coach & all assistants cannot exceed 85% of the total revenue collected (*see below; item number 9, Disbursement of Revenue*)
- Personnel conducting cannot be paid less than \$10/hour if receiving a pro-rated amount
- Custodians or equipment technicians needed for set-up/clean up, sound system, etc., will be paid from the school's (15%) revenue portion, at their hourly rate, or in-service rate for applicable certified staff
- Potential wages & benefits for personnel conducting may be paid from the school's (15%) revenue portion at principal's discretion (*see below; item number 9, Disbursement of Revenue*)
- Volunteers will not be paid
- Personnel conducting may elect to not be paid, money will then go to the school and will be considered fund raised money
- Camp/Clinic stipend may be considered and will be based on projected revenue generated through registration and will never exceed an employee's maximum hourly rate potential.

3. Approval to Conduct a Camp or Clinic: *JSD School Camp or Clinic Request - Form A*

All camp/clinic requests must be submitted for approval 7 days in advance and will contain:

- Form A – completed and with appropriate signatures
- Copy of Form B that will be provided to parents
- Copy of Flyer or other form of advertisement
- Special Assignment Contract for Coach/Advisor and Assistants – (only when stipend option for payment is being considered and must be approved by school administration prior to the camp/clinic)

Steps for Approval:

- Step 1: School Administrator
- Step 2: Administrator of Schools
- Step 3: Facilities Scheduler (*if answered 'Yes' under Facilities Scheduling on Form A*)
- Step 4: Once approved, Administrator of Schools will send notification to the school to proceed

All documentation must be completed and approved 3 days prior to the start of the activity or the camp/clinic will be canceled.

4. Advertising:

- All advertisements/fliers, etc. must be pre-approved by a School Administrator
- Advertisements must comply with District Policy AA425, Printed Materials-Speech and Manners
- District and school names and logos may only be used to advertise camps and clinics that are conducted in compliance with these guidelines
- Advertising costs must be paid for from school's portion of revenue, along with all other additional expenses (*see below; item number 9, Disbursement of Revenue*)

5. Participants: *JSD School Camp or Clinic Participant Registration - Form B*

- Student participation is optional and is not a requirement to making the school team
- All participants must complete a JSD School Camp or Clinic Participant Registration - Form B
- Parent or legal guardian permission is required for each participant
- Participants, parents or legal guardians must be informed on what will occur during camp or clinic
- Student participants must register through the school/location's main office
- Participants may register online when available
- Students of hosting school may pay online when available

6. Registration Fees/Additional Expenses:

- The participant registration fee, which cannot exceed \$7 per hour of instruction/participation
- Fee waiver guidelines will be followed for all JSD sponsored Camps and Clinics
- Additional expenses may be included on top of the registration fee:
 - Camp or clinic supplies, t-shirts, services, etc., that benefit participants
 - Guest instructors or demos

7. Money Collection:

- All registration money must be collected and receipted by the school/location’s main office
- Coaches, assistants, or any personnel conducting, cannot collect and keep money at any time
- If necessary, main office cash box protocols may be utilized for collecting money on the first day of camp only with two people accounting for all monies collected
- Any fees not collected will reduce the pay of the personnel conducting

8. Conducting the Camp or Clinic:

- Student participation is optional and is not a requirement to making the school team
- All camps and clinics are required to have adequate supervision at all times
- At least one instructor with the required certifications (CPR, First Aid, AED, Concussion in sports) must be present at all times
- Every effort should be taken to minimize risks and prevent injury to all involved
- Use of the District and school names or logos is only permitted when the camp or clinic is conducted in compliance with these guidelines

9. Disbursement of Revenue: *(Registration money collected by school/location’s main office will cover direct camp or clinic costs)*

School’s Portion: 100% of the total revenue collected:

85% of the total revenue collected to cover all personnel conducting the camp or clinic

- Wages & benefits for personnel conducting: coaches, advisors, assistants, etc.

15% of the total revenue collected (principal’s discretion) will cover:

- Wages & benefits for a custodian and/or an equipment technician, if they are needed for: set-up, clean up, sound system, etc.
- Potential Wages & Benefits for personnel conducting: coaches, advisors, assistants, etc.
- Any amount leftover after unpaid student participants, coaches, custodian and/or technician have been paid, will stay at school to be used at principal’s discretion
- Cost of background checks, when necessary, may be reimbursed through school

Any remaining revenue after costs for personnel + benefits and school’s 15% will stay at school and will be considered fund raised money. These remaining funds will be transferred out of the camp/clinic account and into the organization’s club account at the closing of each camp/clinic.

10. Closeout: *JSD School Camp or Clinic Closeout - Form C*

Form C will be completed by the camp or clinic coach/advisor within 4 weeks of the camp/clinic conclusion and will contain:

- Camp or clinic details
- Total number of participants
- Total revenue collected
- Total cost of related additional expenses
- Personnel details: names, wages & benefits to be paid *(this form will assist with estimating the amounts to be paid)*
- Amount to school
- List of participants and amount paid *(or waived)* attached
- All timesheets and/or rosters attached: coach, assistants, custodian and tech

Coach will give Form C to the School Administrator, for:

- Final verification at the school
- Closeout signature

School administrator will deliver Form C and all timesheets to the Administrator of Schools, for:

- Verification of amounts and codes
- Calculation of exact benefit amounts for timesheets: coach, assistants, custodian and tech.

Administrator of Schools will:

- Submit timesheets to the Payroll Department
- Invoice the school, for:
 - Timesheets, wages & benefits

School will:

- Create a journal entry to cover all associated costs on the invoice and submit it to accounting with a copy of the invoice attached
- Retain a copy of the invoice and all camp or clinic documentation and financial records for a period of 4 years

Administrator of Schools will:

- Complete final verification of payment: Invoice paid
- Sign completed Closeout Form C and send a copy to school for their records

11. Camp and Clinic Accounting Codes by Category and Grouping:

- Receipt funds from student payment into: 21 R xxx xxxx 1997 999

- Journal entry invoice payment for wages & benefits costs:
 - Debit School Camp Account: 21 E xxx xxxx 1090 190
 - Credit District Account: 10 R xxx 9801 1990 999

- Camp/Clinic Program numbers:

| | | | |
|------|------------------|------|---------------------|
| 3220 | Baseball | 3235 | Cross Country |
| 3221 | Boys Basketball | 3236 | Swimming |
| 3222 | Football | 3237 | Track |
| 3223 | Boys Golf | 3238 | Marching Band |
| 3224 | Boys Soccer | 3239 | Orchestra |
| 3225 | Boys Tennis | 3240 | Camp/Clinic – Other |
| 3226 | Wrestling | 3241 | Camp/Clinic – Other |
| 3227 | Girls Basketball | 3242 | Camp/Clinic – Other |
| 3228 | Cheerleading | 3243 | Camp/Clinic – Other |
| 3229 | Drill Team | 3244 | Camp/Clinic – Other |
| 3230 | Girls Golf | 3245 | Boys Lacrosse |
| 3231 | Girls Soccer | 3246 | Girls Lacrosse |
| 3232 | Softball | 3247 | Camp/Clinic – Other |
| 3233 | Girls Tennis | 3248 | Camp/Clinic – Other |
| 3234 | Volleyball | 3249 | Camp/Clinic – Other |

- Charge timesheets to:
 - Coach & Assistant pay: 10 E xxx 9801 1040 190
 - Custodian pay: 10 E xxx 9801 2620 182
 - Technician pay: 10 E xxx 9801 2620 155

**FYI: An annual audit will take
place at each school
by the Administrator of Schools’ office.**