

NCAA Bylaw: 13.13.1 Institution's Sports Camps and Clinics

This bylaw includes all NCAA regulations regarding institutional camps and clinics. This includes the purpose of camps, attendance restrictions, the use of advertisements and the employment of individuals at institutional camps and clinics. It is important that you read this bylaw in the NCAA manual as you prepare to hold a camp or clinic.

Forms Used for Documentation:

1. Institutional Camp/Clinic Description
2. Institutional Camp/Clinic Staff Compensation
3. Camp/Clinic Participant Payment Ledger
4. Camp/Clinic Individual Discount Log
5. Camp/Clinic Group Discount Log
6. Camp/Clinic Refund Log

Individuals and Departments Involved:

1. Head Coach
2. Compliance Office
3. Athletics Business Office

Policy:

1. All camps/clinics operated by Marshall University coaches are considered Marshall University camps/clinics.
2. All camps/clinics must be conducted in accordance with all NCAA regulations.
3. Camps/clinics must be well organized and well documented.
4. All camps/clinics must be reported to and reviewed by the Compliance Office before the camp/clinic takes place.

Procedure:

1. Before a coach advertises or promotes a camp, he or she must contact the Compliance Office and obtain a Camp/Clinic Packet to complete.
2. The packet will include all forms necessary for camp/clinic approval and documentation.
3. The coach will complete the first two forms in the packet (*Institutional Camp/Clinic Description* and *Institutional Camp/Clinic Staff Compensation*) and submit them to the Compliance Office for approval before the camp/clinic takes place.
4. After the camp has concluded, the coach will complete and submit the remainder of the forms found in the packet.
5. The coach will submit all financial records for the camp/clinic to the Athletics Business Office for review and approval.
6. The Compliance Office will work with the Athletics Business Office to ensure that all regulations have been kept.
7. The completed packet will be placed in the Camp/Clinic Binder in the Compliance Office.