

University of South Alabama

Camps, Conferences and Special Events Policy

Effective Date: July 2, 2012

The University of South Alabama (USA) recognizes the value and potential for faculty, staff, students, and external groups to use University resources to enhance learning, research, and public service. The University of South Alabama seeks to create a campus culture that generates intellectual excitement and lifelong learning. This includes supporting campus activities that further individual development. Such events are either sanctioned by the University of South Alabama or sponsored by external groups requesting use of University facilities and services.

For reasons that include safety of individuals, and assurance of professional, efficient performance of academic pursuits, operations, and services, those using campus resources must comply with USA's applicable policies, rules, and regulations.

This University of South Alabama Camps, Conferences and Special Events Policy establishes policy and offers guidelines where existing policies do not specifically address issues particular to the use of campus resources. It also clarifies the applicability of law to University campus activities. The Camps, Conferences and Special Events Policy is intended to provide guidance and procedures to those involved with both University-sanctioned and externally-sponsored events.

DEFINITIONS

Camps, Conferences and Special Events (collectively "Events") are defined as follows:

- Camps are defined as any program or activity for individuals who are not regularly enrolled in the University and are under the age of 19. Programs bringing students, not regularly enrolled and regardless of age, to campus for extended study will also be considered camps for administrative purposes.
- Conferences are generally defined as large gatherings of individuals or members of one or several organizations. Any University-sanctioned conference which is designed to invite members of the community, regardless of age, to the USA campus or to a non-university facility shall fall under the purview of this policy statement.
- Special Events are public activities with a scheduled time, location and duration using University facilities and/or roadways.

Any Event covered by this policy statement will be classified as either University-sanctioned or externally-sponsored:

- **University-Sanctioned Events** are considered official programs of the University of South Alabama and are designed to enhance its mission and public service. The sponsoring unit must be actively involved in the planning and administering of the event. These Events are administered in accordance with all laws, policies and procedures governing the University. University-sanctioned events will be classified as Tier I or Tier II as follows:
 - **Tier I** Events use a variety of University facilities and services not under the control of the sponsoring department.
 - **Tier II** Events use facilities and services under the control of the sponsoring department.

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- **Externally-sponsored Events** are conducted by a third party using certain approved University facilities and services. While these Events must enhance the mission of the University, sponsors may neither state nor imply University sponsorship. University employees may not assist with the administration or implementation of these Events as a part of their regular University duties.

Exceptions to this policy include, but are not limited to:

- Externally- sponsored programs at the Mitchell Center
- University-sanctioned programs offered through Student Services designed for regularly enrolled students and/or orientation of incoming students
- University-sanctioned programs offered through the University Student Recreation Center designed for regularly enrolled students and/or paid members of the University Student Recreation Center
- University-sanctioned programs for adults offered through the Development Office or Alumni Affairs
- Regular recitals or performances offered through the Department of Music or the Drama Department
- University sanctioned programs offered through the University Hospital System and the Mitchell Cancer Institute
- Short term Residence Hall Applications for adults
- Regularly scheduled games and tournaments sponsored by the Department of Athletics
- Professional development programs for University employees offered through Human Resources, Academic Computing, Academic Innovation Center, or other University units

SAFETY GUIDELINES

In many cases, participants in University-sanctioned events are under the age of 19. University guidelines must be strictly followed in such cases, e.g., camper-to-chaperone ratio, background screening of camp counselors/instructors/staff, transportation of campers, handling/administering camper medications, secondary accident insurance, water-related activities, and other safety guidelines. Event activities Standards of Care are set forth in the online *University of South Alabama Policy and Procedures Manual for University-Sanctioned Camps, Conferences and Special Events* (<http://www.southalabama.edu/cce/affiliated.html>) and as referenced in section III. A. of this policy.

It is incumbent upon the Event director to disclose any Event activities that carry inherent associated risks. Based on an audit of these activities, the University Office of Safety and Compliance, University Police, and/or the Office of Risk Management may: 1) require additional safety precautions, 2) require additional insurance coverage, and/or 3) disallow the activity.

Every effort will be made to provide residential housing in dormitories with interior corridors for programs with participants under the age of 19. If these dormitories are not available, overnight dormitory security may be required.

The standard of care and supervision for participants in these Events, regardless of age, is not necessarily the same as that of a regularly-enrolled student.

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For University-sanctioned Events, the University reserves the right to require chaperones, secondary accident insurance, medical information, and release from liability regardless of a participant's age. For externally-sponsored Events, chaperones and a certificate of liability insurance, including sexual abuse liability coverage, naming the University as additional insured will be required.

ADMINISTRATIVE PRACTICES

1. Administrative Practices for University-Sanctioned Events

The Center for Continuing Education and Conference Services (the "Center"), in collaboration with the Office of Academic Affairs, Office of Risk Management, University Attorney, Division of Financial Affairs, Division of Student Affairs, and Public Relations will maintain an online *University of South Alabama Policy and Procedures Manual for University-Sanctioned Camps, Conferences and Special Events*. This document includes necessary procedures, instructions, and forms for administering Events, and can be found online at <http://www.southalabama.edu/cce/affiliated.html>.

The Center will use Events Management scheduling software for the purposes of managing space. The Center will post approved University-sanctioned and Externally-Sponsored Events to the USA online Calendar of Events to assist faculty, staff, and students in scheduling on-campus camps, instructional/activity based programs, conferences, and special events. The Center will keep University Police and the Office of Safety and Compliance informed on Events using University facilities and services.

a. Approval

University faculty, staff, and students must request approval for Events to be classified as University-sanctioned or as externally-sponsored. All such programs, whether University-sanctioned or externally-sponsored, must promote the mission of the University of South Alabama. The approval process includes review of the proposed Event's objectives, curriculum, activities, funding source, financial management plans, and identification of potential conflict of interest and/or commitment. The Department Chair and Dean/Director of the "Sponsoring Unit" and the Director of the Center must approve requests. Upon approval, the Center will outline program management options, requirements and associated costs.

Camps offered by University coaches will be reviewed annually to determine whether they will be classified as University-sanctioned or externally sponsored events. These camps must adhere to this policy. While they may be administered through the Department of Athletics, these camps must be included in the Events Calendar maintained by the Center for Continuing Education.

b. Scheduling of Facilities and Services

Upon approval, the Center will work closely with the Sponsoring Unit to arrange for appropriate food service, secondary accident insurance, classroom space, housing, transportation, and recreational/sports/intramural facilities. University Transportation Services may be used for

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approved event transportation. Only in the event of an emergency should an event sponsor transport a participant in his/her personal vehicle.

The Center will prepare a contract, outlining all Event arrangements and estimated costs, for signature by the Sponsoring Unit. The Sponsoring Unit will return the contract to the Center. The Center will forward the contract to the University Contract Officer for signature.

c. Participant Records

University records of participants in University-sanctioned Events, including health forms, must be handled in accordance with Family Education Rights and Privacy Act. (<http://www.southalabama.edu/academicaffairs/ferpa.pdf>)

d. Financial Management

University-sanctioned Events may be funded through grants and contracts or by registration fees. Each Event should generate adequate revenue to cover the Event's direct and indirect costs. Income, disbursements, and contractual agreements must be handled in accordance with the laws of the State of Alabama and existing University policies and procedures. Overall financial management of the Event is the responsibility of the Sponsoring Unit, including the responsibility to cover a net loss from all events of the Sponsoring Unit based on the University's fiscal year. Sources for funding losses should be identified and documented in the approval process.

For non-grant-funded Events, the Center will establish each Event as a cost center for the purposes of reporting financial data to the Sponsoring Unit. Any revenues or disbursements handled by the Center, on behalf of the camp, will be included in the financial data. Grant-funded events will be accounted for in the grants established fund.

The Center will contract for and transfer funds for all Event-related disbursements for University facilities, services, and secondary accident insurance. Upon request, disbursements for other Event-related expenses may be handled by the Center. Otherwise, these will be the responsibility of the Sponsoring Unit.

Compensation to a University employee must be handled through USA payroll and is subject to all associated taxes and fringe benefits. For budgeting purposes, the fringe benefits should be calculated at the rate established by the Office of Grants and Contracts Accounting. (<http://www.southalabama.edu/financialaffairs/grantsandcontracts/rates.html>)

- **Grant-Funded Events.** Financial administration of grantor contract-funded Events will follow existing practices and procedures for all grants and contracts and may be handled by the department sponsoring the Event with oversight by the Office of Sponsored Programs and Office of Grants and Contracts Accounting.
- **Registration Fee-Funded Events.** Financial administration of Events funded by participant registration fees will be managed through unique FOAPALs established to isolate Event-related revenues and expenses. Registrations and related fees are to be received by the Center. Fees

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collected should be deposited in accordance with procedures established by the University of South Alabama Department of Internal Audit. These procedures will document the collection of fees and segregate duties. Camp sponsors will have real-time web access to camp enrollment data.

2. Administrative Practices for Externally Sponsored Events

The Center, in collaboration with the Office of Academic Affairs, Office of Risk Management, University Attorney, Division of Financial Affairs, Division of Student Affairs, Department of Athletics and Public Relations will maintain an online *University of South Alabama Policy and Procedures Manual for Externally-Sponsored Events*. This document will include necessary procedures, instructions, and forms.

All aspects of these programs, including food service, classroom space, housing, recreational/sports/intramural facilities, and required liability insurance will be facilitated by the Center. The Center will prepare a contract, outlining all event arrangements and estimated costs, for the external client's signature.

University Transportation Services are not available for externally sponsored events.

3. Administrative Practices for Political Campaign Activities

While the University of South Alabama cannot endorse a candidate for political office, it will provide facilities on an impartial basis for political campaign-related activities of university-recognized student organizations. Such groups will pay the usual and customary fees for use of institutional facilities and make no representation of university endorsement of any candidate.

The university or a university-recognized organization may offer political forums. In such cases every legally qualified candidate for a certain political office shall be invited and given equal access and opportunity to speak. No representation of endorsement by the university may be made in these forums. The following disclaimer must be included in all distributed or advertising materials: "The University of South Alabama does not endorse any political candidates. This event is being sponsored by (name of university-recognized organization) and the views expressed are those of the candidate(s)." Finally, political candidates may have equal access to and use of the university's unrestricted speech areas as designated by the Office of the Vice President for Student Affairs and within the rules for such areas as promulgated by the university. The above-referenced activities may include speeches, question and answer sessions, and other similar communications, but may not be conducted as rallies, fund-raisers, or other partisan political events. No leaflets are permitted to be distributed. The Office of Governmental Relations will be notified by the sponsor of all political campaign activity on campus.