

Request to Hold High School Sponsored Camp

Name of Person Requesting Camp _____ Contact # _____

Type of Camp _____

Dates of Camp _____ Hours of Camp _____

School to be Used _____

Facility (Gym, Field, etc.) _____

of Participants _____ Fee Charged to Each Participant _____

Supervising Coach/Sponsor _____ Contact # _____

Coaching/Sponsor Assistants: _____

Elementary/middle schools will not sponsor athletic camps. Students in grades K-8 may participate in athletic camps sponsored by the senior high schools when they offer programs for younger students.

Coach/Sponsor: Verify that the following guidelines will be followed by initializing in the spaces provided below.

To qualify as a high school sponsored camp, the following guidelines must be met:

___ 1. Camps need prior approval by the Principal, school Athletics or Activities Director and the District's Executive Director of Athletics. The site athletics' director is responsible for getting approval from the Executive Director of Athletics. Once approved, provide a copy to the school financial secretary.

___ 2. All money collected from students must be deposited in school accounts on a daily basis, as received from students, using a group collection record. In the summer, take to district cashier. Any refunds are handled through the school's financial secretary.

___ 3. Students will be supervised at all times by a Jeffco employee coach/sponsor that has either a current Colorado teaching certificate or is CHSAA registered. Coaches/sponsors that are non-certified and/or are not CHSAA registered (restricted) must perform duties under the direct supervision of a certified person. The Human Resources athletics/activities technician (HR tech) must have paperwork for all coaches, including volunteer and regular restricted coaches prior to the camp start date.

___ 4. The supervising coach/sponsor must have current CPR/1st Aid certification.

___ 5. All coaches/sponsors must turn in required paperwork to the HR tech prior to camp start date. Sponsors of camps will be paid by HR through the camp reconciliation form. Sponsors may be paid an amount up to the maximum hourly wage received by summer school teachers. If the camp fees are insufficient to cover pay, sponsors will be paid a prorated share of the net amount derived from fees after expenses are paid.

___ 6. A school sponsored camp request form and a building and facility use form, must be completed by sponsors of participating schools prior to the initiation of any camp. The completed form must be approved or denied by the building administrator. The approved forms must be sent to property management.

___ 7. All participants are required to provide their own accident or health insurance and submit a completed insurance waiver form with emergency contact information.

___ 8. School sponsored camps cannot be used as criteria to participate in one of our sanctioned Jefferson County athletic/activity programs. These camps are complementary efforts to strengthen athletic/activity programs and are not to be used as a lever to pressure students to become involved.

(Continued: Request to Hold High School Sponsored Camp)

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I, _____ (supervising coach/sponsor), verify that this sports camp meets all board policy requirements listed in IHCEA, IHCEA-R, IHCEA-E1, KF, KF-R. I will also complete and obtain required signatures on the Camp Reconciliation form at the conclusion of the camp, *unless* there are no student fees, payroll, and/or other revenue or expenses associated with the camp.

Signature -Athletics Director

Date

Signature – Financial Secretary

Date

Signature – Principal

Date

Signature – Executive Director of Athletics

Date