

Providence College Athletic Camp and Clinic Manual

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Purpose of Camps and Clinics

For the purpose of this manual, camps are defined as instructional opportunities for school-aged girls and boys in the areas of athletics, academics (e.g., theatre, dance, music) and pastoral enrichment. The nature of all camps must be consistent with the mission of Providence College. Camps are held for varying lengths of time. The camps and clinics are organized by Providence College employees and directed by a camp administrator. The camp programs provide a means by which to showcase the institution, the campus, and the facilities, and to expose potential future students and their families to Providence College. This manual is provided as a guide for camp administrators, and their employees and volunteers, and should be consulted for all camps and clinics held on the Providence College campus.

Definitions

Institution's Sports Camps and Clinics – An institution's sports camp or instructional clinic shall be any camp or clinic that is owned or operated by a member institution or an employee of the member institution's athletics department, either on or off its campus, in which prospective student-athletes participate. (NCAA Bylaw 13.12.1.1)

Minors and Minors on Campus – A "minor" is a person under the age of 18. "Minors on campus" refers to those instances that are not considered to be connected to a general public event, i.e., when minors are not accompanied by a parent/legal guardian who supervises them at all times.

Prospective Student-Athlete – A prospective student-athlete is a student-athlete who has started the classes for the ninth grade. In addition, a student who has not started classes for the ninth grade becomes a prospective student-athlete if the institution provides such an individual (or the individual's relatives or friends) any financial assistance or other benefits that the institution does not provide to prospective students generally. (NCAA Bylaw 13.02.11)

Prospective Student-Athlete – Men's Basketball – In men's basketball, for purposes of NCAA Bylaw 13.12, the phrase "prospective student-athlete" shall include any individual who has started classes for the seventh grade.

Due Diligence – A process of care to ensure legal and liability standards and protection; criteria that a group must meet in order to gain approval through the Office of College Events and Conference Services involving any external constituencies.

Athletic Department Camp Coordinator - The Camp Coordinator is the Providence College employee (faculty or staff) who represents the division or department of the College in which the Camp Administrator works. The Camp Coordinator acts as the liaison between the Camp Administrator(s) and all College departments supporting or providing services to the camps. The Camp Coordinator reviews initial camp requests, coordinates camp dates, and provides general oversight to insure that all approved camps and clinics are run according to the established campus and department policies and procedures.

Camp Administrator - The Camp Administrator is the Providence College employee (faculty or staff) who operates and/or owns the camp. This individual is responsible for insuring all requirements to operate a camp on campus are met, and bears responsibility for the proper functioning of the camp. General duties include, but are not limited to, requesting camp dates, completing all necessary forms and paperwork, developing camp curriculum, creating and seeking approval for camp brochures, setting camp fees, and hiring camp staff.

Building Space Coordinator - A building space coordinator is a faculty or staff member that has oversight responsibility for a particular space on campus. This person responds to requests from Central Reservations regarding usage of that particular space.

Ownership of Camp – All athletic camps and clinics held on the Providence College campus shall operate private business ventures unless a specific exception has been granted.

Key Campus Contacts

Athletics Department Camp Coordinator

Carl LaBranche clabranche@providence.edu x2034

Executive Director of Safety and Security

Major John Leyden jleyden@providence.edu x2391

Director of Emergency Management

Koren Kanadianian kkanadianian@providence.edu x1553

Dean of Residence Life

Tiffany Gaffney tgaffney@providence.edu x2191

Assoc. V.P. for Student Affairs/Dean of Students/Title IX Deputy Coordinator

Dr. Steven Sears ssears@providence.edu x2425

Executive Assoc. A.D./Senior Women's Admin./Title IX Deputy Coordinator

Jill LaPoint jlapoint@providence.edu x2588

Assoc. V.P. for Human Resources/Title IX Coordinator

Kathy Alvino kalvino@providence.edu x2430

Assoc. A.D. for Sports Medicine

John Rock jrock@providence.edu x2262

Director of Recreational Sports / Petersen Center

Ed Laprey elaprey@providence.edu x2338

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Margie O'Connor	moconnor@providence.edu	x2452
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Warren Gray	wgray@providence.edu	x1602

Camp Coordinator

Permission to operate a camp or clinic involves a multi-layered approval process. All camps and clinics must first be endorsed by the division Vice President or his designee. Once this endorsement has been granted, the Camp Coordinator and Camp Administrator must seek approval for use of College facilities from the AVP for Business Services and, if applicable, the Office of Residence Life.

The role of the Athletic Camp Coordinator is to review initial requests, coordinate athletic camp dates, and provide general oversight to insure that approved camps and clinics are run according to the established campus and department policies and procedures. The Athletics Department Camp Coordinator will act as Point of Contact (POC) for all athletic camps.

Camp and Clinic Request Form

A camp and clinic request form must be submitted for every camp session being requested. Forms must be submitted to the Athletic Department Camp Coordinator in September of each academic year. See Appendix A.

Requirements for Operating a Camp at Providence College Form

A form indicating that the Camp Administrator understands and agrees to abide by the requirements for operating a camp at Providence College must accompany all camp and clinic request forms. One form signed and dated by the Camp Administrator, will suffice for all camp sessions requested. See Appendix B, Form #1.

Brochures

Brochures and other promotional materials (paper and electronic formats) for all athletics camps and clinics must be in accordance with all NCAA guidelines. The brochure is not restricted in design or content, but it is restricted to a single two sided sheet, not to exceed 17" x 22" when opened in full. The use of pictures of student-athletes with remaining eligibility is permitted on a camp brochure only if they are identified as staff members and plan to work at the sports camp that you are advertising or promoting. Camp brochures must be approved by the Assistant AD for Compliance, the Athletic Department Camp Coordinator, the Department of Human Resources and the General Counsel Office. All offices must approve the brochure before printing.

Residence Life: Rates, Procedures, Responsibilities

Room Rates

Room rates are established by the Office of the AVP Business Services and are available at <http://internal.providence.edu/finsvs/index.html>. Room Rates and RA fees will be available to the Department Camp Coordinator in the fall of each year for dissemination to those coaches who have been approved to run a camp or clinic.

Residence Life Pre-Camp Procedures

1. Prior to camp sessions, the Office of Residence Life will distribute residence hall floor plans to the Camp Administrator.
2. Camp rosters (attendee and staff assignments) are to be submitted to the Office of Residence Life no later than seven business days prior to the start of each camp session.
3. It is expected that all building areas will be clean, set up, and in good condition prior to each camp. It is the responsibility of the Camp Administrator, if desired, to schedule a walk thru with Physical Plant and/or a representative of the Residence Life staff.
4. A camp staff member must schedule a meeting 48 hrs in advance of each conference/camp with a representative of Residence Life in order to sign out master keys and/or room combinations.
5. All residence hall access cards should be requested at least two weeks in advance from Business Services in Harkins Hall or 865-CARD. Charges will be assessed accordingly.
6. Camp Administrators will be informed of Residence Life staff room assignments, floor meetings, and emergency evacuation drill information via e-mail prior to the camp.
7. Reserved campus housing may be subject to change at any time if deemed necessary.
8. For all camps that occur during weekends, access will be provided to Sunday Mass.

Residence Life Rules and Regulations for Campers

1. Athletic activity or hall sports are not permitted.
2. Camp attendees and staff must sleep in their assigned room each night.
3. Guests are not permitted.
4. Camp attendees must maintain noise (voice/music) at an appropriate level designated by staff and resident assistants.
5. College furniture may not be removed from nor more additional furniture be added to, residence hall rooms.
6. Window screens may not be opened or removed.
7. Camp attendees will be charged for any assessed damage and/or additional cleaning.
8. Fire safety equipment is not to be tampered with unless it is an emergency.
9. Main and emergency exits are not to be propped open.
10. All garbage must be thrown in the proper receptacle(s). Excessive garbage within residence hall rooms will result in a cleaning fine.
11. Camp attendees must be under the supervision of a camp staff member at all times.
12. All camp staff and directors will be required to reside in the traditional halls with the camp attendees unless directed otherwise by the Office of Residence Life.
13. All non-emergency maintenance requests should be reported to fixit@providence.edu.
14. All emergency maintenance requests should be reported to the Office of Safety and Security at (401) 865-2222.
15. In addition to the above, campers must comply with all rules, regulations and policies established by camp employees, PC residence life staff, PC safety and security staff, and

other college officials. Any violation of Providence College policy must be reported to the Office of Safety and Security and the appropriate Camp Administrator and may result in immediate removal.

16. All camp participants, including staff, may not bring alcohol or consume alcohol on the Providence College campus while attending camp.
17. Campers must participate and comply with all emergency evacuation policies and procedures.

RA Responsibilities

1. Support the mission of the College.
2. Adhere to and enforce all College policies and procedures.
3. Fulfill all camp-related duties, responsibilities, and expectations as outlined in the job description, and as explained by supervisors, as well as other responsibilities as required.
4. Remain within assigned floor/wing of camp residence hall from 7:00pm to 7:00am.
5. Perform hourly duty rounds of assigned floor/wing between the hours of 7:00pm to 12:00am and inform the HD on-Call of any issues.
6. Cover duty on assigned floor/wing of building according to the conference RA duty schedule.
7. Reach out to camp staff/counselors and make introductions.
8. Conduct a mandatory floor meeting with camp counselor and attendees assigned to a particular floor/wing the first evening of the overnight camp for the purpose of providing them with important information, including but not limited to the need for them to report all suspected or confirmed inappropriate behavior and that any person making such a report is protected from retaliation and shall not be penalized in any way.
9. Perform emergency evacuation drill procedures with assigned floor/wing including roll call at Rally Point (unless informed otherwise).
10. Confront and respond to any residence hall situation, request assistance of camp counselor, and follow correct reporting protocol.
11. Report all maintenance concerns through fixit@providence.edu.
12. Contact Safety & Security (x2222) for all maintenance emergencies.
13. Complete all appropriate paperwork and any additional tasks assigned by HD On-Call during duty hours.

Camp Counselor Responsibilities

1. Comply with the camp's screening process by reading and completing the forms provided to me by the Camp Administrator (or designee).
2. Carefully read and understand the College's Child Abuse or Neglect Reporting Policy and the Employee/Volunteer Guidelines for Working with Minors and agree to follow both the Reporting Policy and the "Code of Conduct" that is incorporated in the Employee/Volunteer Guidelines for Working with Minors.
3. Support the mission of the College.
4. Adhere to and enforce all College policies and procedures.
5. Fulfill all camp-related duties, responsibilities, and expectations as outlined in the job description, as explained by supervisors, as well as other responsibilities as required.
6. Be available to campers/conference attendees both day and night.
7. Ensure that all campers are supervised by camp counselor at all times.
8. Escort campers/conference attendees to and from the residence halls and remain in the assigned residence hall from 7:00pm-7:00am and/or when campers/conference

attendees are present.

9. Observe the open-door protocol (from 7:00pm to 11:00pm unless otherwise noted).
10. Reach out and introduce yourself to RAs upon arrival and participate in the RA introductory floor meeting. Escort campers to the Rally Point in accordance with the emergency evacuation drill procedures.
11. Collaborate with the RA(s) to address and report incidents, including but not limited to those involving maintenance concerns, health-related issues, medical emergencies, and all policy violations; provide a report regarding each incident to the RA and the camp director in accordance with the camp's reporting protocol.
12. Do not permit a camper or any other unauthorized person to borrow or use your access card for any reason.
13. Do not bring or use alcohol or any non-prescription drugs in the residence halls at any time during camp.

Food Services and Meal Rates

Camp counselors are responsible for the conduct and supervision of the campers while they are in the Dining Hall. Dining facilities are made available at the discretion of the College and may be modified without notice. All camps that provide food to their campers must use the College's food service provider, Sodexo. Meal rates will be negotiated by each camp with Sodexo and will pay Sodexo directly for the food component of the camp. The numbers of camp participants will be established no later than two weeks prior to the start of camp and final numbers will be set 48 hours prior to the camp. Head counts for meals will include counselors and guests only with the documentation of the camp administrator. Campers and or guests who do not have wrist bands (see below) may be refused access to the facility.

Registration

General Registration Requirements

Camp and clinic administrators are required to handle all aspects of the camp registration process. Responsibilities include the following:

1. Camp Administrators shall notify the Camp Coordinator with the specific location, dates and times of each camp registration.
2. Camp Administrators shall ensure that a member of their athletic training staff is present for the duration of registration to respond to any questions and/or concerns of parents and/or campers.
3. Camp Administrators shall ensure that a camp staff member is present and clearly identifiable in each residence hall lobby during the entire period of overnight camp registration.
4. Camp Administrators shall ensure that specific drop-off and pick-up parking policies are enforced.

Camper Identification Bracelets

Upon registering for camp, each camper and staff member must be fitted with a color coded bracelet that identifies the camp to which the participant belongs. Camper identification bracelets are to be worn for the entire duration of the camp or clinic. Identification bracelets will be made available to the camp by the AVP Business Services (PC Card Office) prior to the start of the camp.

Signage

Camp signage (parking, registration, etc.) is provided for use on the first and last day of each camp. The only style of sign that is authorized for use on the campus is the free-standing “Real Estate” style sign. No signs may be attached to College property without the permission of the AVP Business Services. Athletic Camp Administrators must pick up signs from the Athletic Department Camp Coordinator. Signs must be returned at the conclusion of the first and last day of camp. Secondary signage (paper, posters, etc.) may not be taped or glued to campus property. All signs posted for the purpose of registration and/or last day of camp must be removed at the end of the day.

Safety and Security

Duty to Report Suspected Child Abuse or Neglect

All internal and external persons/groups hosting any type (educational, athletic, artistic, other) of event, activity, program, camp, or clinic on the campus of Providence College that involves the participation and/or attendance of children are required to comply with the College’s Child Abuse or Neglect Reporting Policy. Please see Appendix G.

Medical Care and Coverage for Athletic Camps

With the exception of non-contact sports, all athletics camps and clinics are required to hire an NATA Certified Athletic Trainer(s) (ATC) for coverage of all athletic activities. The NATA Certified Trainer ratio is 1 ATC to 150 campers.

1. Pay Scale
 - Providence College Staff Certified Athletic Trainer
 - *minimum of \$35.00/hour for all hours of activity.
 - *including .5 hour prep time and .5 hour clean up time.
 - *this rate includes all medical supplies used.
 - * \$75.00/night for overnight (dorm) coverage
 - If a coach decides to hire his/her own athletic trainer, the individual must be approved for proper certification/licensure by the College’s Assistant Athletic Director for Sports Medicine.
 - *either camp or athletic trainer MUST supply all medical supplies used.
2. All campers are required to complete all Medical Information and Waiver forms. The Medical information will include medications the camper is taking, special needs, and emergency contact information.
 - *ATC on duty should have this information available at all times.**
3. Medications
 - a) During registration, campers/parents must inform the ATC working the camp of any prescription medications that campers are taking.
 - b) Parents have discretion to decide whether campers will self administer medications or have the ATC hold and administer medications.
 - c) If refrigeration is necessary, a secure refrigerator will be available.

- d) A medication log will be used when dispensing medications.
4. Injury/Treatment log
A daily record of camper injuries/illnesses/treatments will be maintained by the ATC.
 5. Any serious injury, including any injury requiring medical transportation to a hospital, must be reported to the Camp Administrator and Camp Coordinator as soon as possible. The Camp Administrator then must notify the parent/guardian.
 6. Medical Transport
Emergency Transport:
 - a) Call Providence College Security emergency # 2222
 - b) Request rescue at your location (be specific)
 - c) Notify Camp Coordinator
 - d) Notify parents/guardians
 Non-Emergency Transport
 - a) ATC will determine whether hospital transport is warranted.
 - b) Camp staff member should be identified as non-emergency medical transport.
 - c) Parent/guardian will be notified that camper will be transported by a member of camp staff.
 7. Weather
 - a) In the case of severe weather (lightning) athletic department (NCAA) lightning policy should be followed.
 - b) ATC should be aware of forecast and inform camp coordinator of severe weather possibilities.
 - c) All camp staff should use common sense when outdoors if severe weather is imminent.

General Safety and Security

Camp Administrators must:

1. Make certain campers are accounted for at all times from the moment they arrive until they are picked up or depart with their team or group;
2. Make certain that no camper is allowed to wander off alone;
3. Ensure adult supervision at all times;
4. Inspect all activity areas prior to start of activity each day;
5. Report all policy violations and suspected or confirmed inappropriate behavior in a timely fashion, including but not limited to policies and protocols having to do with camper safety and any violations of the Employee/Volunteer Code of Conduct.
6. Report all hazardous conditions (biohazard, lights not working, doors not operating, broken glass, garbage overflowing, fluid on floor, damage to activity area, damage in sleeping quarters, construction zone hazards, etc.). Reporting structure: During business hours contact Physical Plant. During non-business hours contact Campus Safety and Security x2222 Emergency Number / x2391 Non-Emergency Number;
7. Maintain and control all pedestrian traffic via approved access and egress routes;
8. Never enter a construction zone for any reason;
9. Ensure that all physical injuries are assessed by an athletic trainer. Ensure that all injured

campers or staff members are not moved until they have been seen by an athletic trainer. Alert Campus Safety and Security immediately if any 911 call is placed. For all other emergencies contact Campus Safety and Security; x2222 Emergency Number; x2391 Non-Emergency Number;

10. Do not place or allow obstructions in doorways or hallways;
11. Do not place or allow objects in doorways to keep doors ajar;
12. Make sure campers hydrate properly.

Camper Attendance/Roll Call

Camp Administrators must ensure that attendance is taken at the start of each of the camp's daily sessions. In addition, attendance shall be taken at 11:00 p.m. each evening during any overnight camp session. A report of any absent camper must be made to the Camp Administrator immediately.

Missing Camper Protocol

In the event that camp staff determines that a camper is missing, the following steps should be taken, sequentially or as otherwise directed under the circumstances, until the camper has been located. As soon as is practical after the camper's whereabouts are determined, the Camp Administrators/designee should update those persons/groups who had been alerted pursuant to this protocol.

Note: If the camper is observed being taken from campus by force, the witness should immediately notify College Safety and Security (401) 865-2222 and Providence Police at "911." To the extent possible, the witness should provide the following information to the dispatcher and stay on the phone as long as possible while relaying information: location, description of suspect or vehicle, license plate number, and direction of travel.

1. Camp Administrator/designee shall serve as the point of contact for the camp in which the missing camper is registered.
2. Camp Administrator/designee shall gather all other campers, escort them to a secure area, and take a head count.
3. Camp Administrator/designee shall check camp records to determine whether the camper was scheduled to be absent or picked-up early by a parent/guardian.
4. Camp Administrator/designee shall immediately notify Safety and Security at (401) 865-2222. Camp Administrator/designee shall then notify the Camp Coordinator.
5. Safety and Security shall notify any other camps operating at that time of the missing camper. Staff of these camps shall take a head count and report the count to Safety and Security.
6. If the missing camper is enrolled in an overnight camp, the residence halls shall be searched by available staff, which may include persons from Residence Life, the Camp, and Safety and Security. Additional searches of campus buildings and grounds may be conducted as deemed necessary under the circumstances.
7. Camp Coordinator or Camp Administrator shall notify the parent/guardian of the missing camper. If the parent/guardian is unavailable, the person identified by the parent/guardian as an "emergency contact" shall be notified; efforts to reach the parent/guardian should be ongoing.
8. The Camp Administrator/designee shall gather relevant camper information from available sources, including the parent/guardian, such as: name; age; last location camper was seen;

- description of clothing; and any identifying characteristics or special circumstances.
9. Activation of PC Emergency Operations Center – Determined by Safety and Security if the camper is not found and outside resources are involved – Police, Fire, EMS.
 10. Message via PC Emergency Notification System (Connect-ED/Ramtel) – Safety and Security
 11. Alert Providence Police Department – Safety and Security
 12. Alert “A Child is Missing Program” for blast calling of local area – Police/Safety and Security
 13. Transfer of Search Operations to Providence Police/State Police – Safety and Security

Coach/Counselor Supervision Requirements

Camp Administrators ultimately are responsible for the enforcement of policies, protocol, and regulations, including the three-person rule, as a condition for permission to provide a camp or clinic for minors on the campus of Providence College. Please see Appendix B and cross-referenced material, including Appendices F and G.

Camp Administrators must ensure that all campers are escorted by coaches and/or counselors to and from all camp sites. Coaches and counselors should pay particular attention to street crossings and construction projects. In addition, there must be coach and/or counselor supervision in the residence halls whenever campers are permitted in the building. Under no circumstances should a camper be in a residence hall without a coach or counselor present. Please see General Safety and Security section above.

Day and Commuter Camper Arrival/Departure Requirements

Parents and/or guardians must be provided with a specified daily arrival and departure location. This location must be staffed by a coach or counselor until all campers arrive at or depart from camp. Campers must be signed in and out each day by a parent/guardian or an individual authorized by the parent/guardian to do so (please see “Parent/Legal Guardian Form” in Appendix B). Please remind parents or legal guardians that they must accompany their child each day to the assigned location so that the camp staff is aware that the child has arrived safely. Please allow extra time for sign-in on the first day of camp.

Camper Sign-out Protocol

Prior to or during registration, the Camp Administrator/designee should provide parents/guardians with a name, title, and telephone number of a person to call, once camp begins, to have their questions answered or to report an emergency. Parents/guardians should be directed to use this number to report an emergency situation, such as: an unanticipated need to take the camper from camp early or to change the pre-authorized camper pick-up arrangements; an illness or other circumstance that will prevent the camper from attending camp that day; or, a change in medication.

In all other circumstances, parents/guardians who know in advance that they will need to arrange an early departure must complete a “Permission-to-Leave Form” during the camp registration process, or as far in advance of the timeframe as possible. At the time of early departure, parents/guardians, or the individual authorized in writing by the parent, must meet with the Camp Administrator/designee and show valid photo identification. A camper may not be released from camp for any reason without the Camp Administrator/designee’s knowledge.

Dismissal from Camp Policy

Dismissal from camp will be decided by the Camp Administrator in consultation with the Athletics Department Camp Coordinator. Once it is decided to dismiss a camper, the parents will be called by the Camp Administrator to pick up the camper immediately.

Emergency Evacuation Plan

A practice emergency evacuation must take place the evening of the first camp night with the assigned staff of Resident Assistants and Camp Counselors (time will be provided).

Things you will need:

- √ Clipboard(s)
- √ Pen(s) and Highlighter(s)
- √ Camp Roster(s)
- √ Emergency Procedures Requiring an Evacuation
- √ Your Entrance Card
- √ Whistles
- √ Practice Fire Evacuation Completion Form

Emergency Evacuation Procedure Meeting will be conducted by Resident Assistants with the assistance of Camp Counselors. It is the responsibility of the Resident Assistant and Camp Counselors to:

- 1) Ensure that all campers are present at meeting by taking attendance by assigned floor.
- 2) Review the exit pathways of your specific building
- 3) Review Emergency Procedures Requiring an Evacuation:
 - a. In the event of fire, smoke, or fire alarm, Campers are responsible to respond according to the following protocol:
 - i. Immediately evacuate the building and report to the building's designated **Rally Point**. (*A rally point is a designated location at which persons from a building or community are expected to meet in the event of an emergency, such as a fire; please see the Conference RA Manual for further information.*) **DO NOT USE THE ELEVATOR TO EXIT THE BUILDING!**
 - ii. As you exit your room, take a towel to cover your nose and mouth, and make sure to wear proper foot wear.
 - iii. On your way out of the building, activate the Fire Alarm system if it is not already activated. Fire pull stations are located near the exit doors.
 - iv. If you have not already done so, contact the resident assistant or counselor and inform him/her of the situation.
 - v. If you or a camper on your floor discovered the fire, report to the resident assistant or counselor at the Rally Point. Provide information as to the location, type of emergency, known hazards, injuries or other concerns.
 - vi. Assemble at the Rally Point and wait for further instruction from the resident assistant or counselor.
 - vii. Do not re-enter the building until you have been given the proper instructions to do so by the resident assistant or counselor.
 - viii. If essential, any accessible medications may be taken during the

evacuation by campers. Athletic trainers should be properly informed of any specific medical attention/needs of its campers.

- 4) Walk the campers to the rally point location.

Responsibilities of the Resident Assistant or Camp Counselor during the Practice Fire Drill

The resident assistant and the counselor are responsible for communication between the campers and the College's fire safety/security representative. When the practice fire alarm is sounded (*whistle*) the resident assistant or counselor will do the following:

1. Evacuate the building to the Rally Point (use the main entrance of the building, but point out emergency exits). The resident assistant or counselor shall take with him/her the emergency evacuation clipboard that contains:
 - a. Pen(s) and/or Highlighter(s)
 - b. The master list of camp room assignments.
 - c. The list of visitors and/or itinerary of scheduled activities for the camps.
2. Once at the Rally Point, the resident assistant or counselor will take attendance of the campers by assigned floor.
3. Explain to the campers that in a real emergency, fire trucks and fire representatives would be present to resolve the crisis. During this time, it is important that the campers remain calm. Campers **must not enter the building without the authorization by the resident assistant or counselor**. Fill-out and sign the Practice Fire Evacuation Completion Form. (This form must be submitted to **the Director of Emergency Management**.)

(Continue to steps 4 and 5 in the event of a real fire or emergency)

If there are any missing individuals, the resident assistant or counselor will report these individuals to the College fire safety representative and/or Safety and Security, who will be responsible for notifying the emergency responders upon their arrival.

4. The resident assistant or counselor will remain at the Rally Point until the College fire safety/security representative gives clearance to return to the building. Once clearance is given, the resident assistant or counselor will notify the campers that it is safe to return to the building.

Key Safety-Related Terms and Information

Providence College Fire Safety Representative/Security

A College fire safety representative/Safety and Security will be present at the Rally Point to coordinate information between the resident assistant or counselor and the responding agency (fire, police, and emergency service). We ask College staff and campers not to correspond directly with the responding agency unless directed to do so by the College fire safety representative or Security. Following this protocol will prevent misinformation to the first responders and will allow a more accurate assessment of the situation.

Rally Point

The primary Rally Point for each building is listed below. The Rally Point in inclement weather will be either Dominic Chapel or the Smith Center. The resident assistant or counselor will instruct the campers which location to use depending on their building location. At the Rally Point, an accounting of staff, students, and visitors will be taken by the resident assistant or counselor. If individuals cannot be accounted for, the College fire safety representative/Safety

and Security should be notified so that the emergency responders can be informed immediately upon their arrival.

Residence Hall	Rally Point	Inclement Weather Rally Point
Aquinas	Dominic Flag Pole	Dominic Chapel
Bedford	Smith Center Student Quad	Smith Center
Cunningham	Mal Brown East Lawn	Dominic Chapel
Davis	Smith Center Student Quad	Smith Center
DiTraglia	Martin House South Lawn	Dominic Chapel
Dore	Smith Center Student Quad	Smith Center
Guzman	Mal Brown East Lawn	Dominic Chapel
Mal Brown	Martin House South Lawn	Dominic Chapel
McDermott	Slavin Southwest Lawn	Dominic Chapel
McVinney	Slavin Southwest Lawn	Dominic Chapel
Meagher	Slavin Southwest Lawn	Dominic Chapel
Raymond	Aquinas Back lawn	Dominic Chapel
St. Joseph	Dominic Flag Pole	Dominic Chapel
Suites Hall	Smith Center Student Quad	Smith Center
Fennell	Smith Center Student Quad	Smith Center

Risk Management

The Camp Administrator is responsible for complying with all applicable requirements established by Providence College. The Camp Administrator should review the camp and Clinic Manual and comply with its requirements. To assist Camp Administrators with the compliance processes, the Office of the General Counsel and Risk Management has developed several forms which are included in the Appendices of the Manual and incorporated by reference to this Manual. Noncompliance with the prerequisites for operating a camp held at the College may result in the denial of approval for the camp. Once approval has been granted, non-compliance with the requirements for operating a camp held at the College may result in the cancellation of the camp at any time before or during the camp, and also may result in the denial of approval for future camps.

A brief description of each Form in Appendix B follows:

Form #1: “Requirements for Operating a Camp Held at Providence College” – A list of requirements, and an acknowledgment of and agreement to abide by these requirements.

Form #2: “Employee/Volunteer Screening Policy and Procedures for Camps Held at Providence College and Attended by Minors” – The policy and procedures governing background checks for

each prospective camp employee/volunteer, including current College employees and students, who will have regular contact with children during any camp.

Form #3: “Information Form for Employees/Volunteers of Camps Held at Providence College and Attended by Minors” – Questions that must be answered in writing by all new and returning employees/volunteers on an annual basis. Answers to these questions will be reviewed in relation to the information gleaned via the background check. Certification that the information provided is accurate and that the employee/volunteer has read, understands, and agrees to the camp’s child safety policies and procedures, including but not limited to the Code of Conduct and the Child Abuse or Neglect Reporting Policy.

Form #4: “Release and Disclaimer Form for Employees/Volunteers at Camps Held at Providence College” – Information required by the Bureau of Criminal Identification of the Rhode Island Department of Attorney General to perform the background check.

Form #5: “Indemnification and Release Agreement” – An agreement to indemnify the College for harm resulting from camp-related activities and events, and an agreement to comply with legal and other College-imposed mandates, including, but not limited to, those associated with insurance coverage, employee screening, and submission of information to designated offices/administrators.

“Parent/Legal Guardian Form” – Information that must be provided by the Parent or Legal Guardian to the Camp Administrator in order for a camper to be permitted to attend camp. This Form also includes administrator contact information for parents to provide feedback regarding their camper’s experience at the camp.

Transportation

Campers may not be transported in any vehicle to any off campus locations without the specific advance written authorization of the Athletic Department Camp Coordinator, unless there is a need for timely medical care. Campers walking to mass at St. Pius Church should be escorted by camp staff. The three-person rule is applicable.

Facilities: Fees and Requests

Fee Structure

Facility rates will be published annually by the AVP for Business Services and are available at the following web site: <http://internal.providence.edu/finsvs/facilities/index.html>.

Athletic Facility Requests

Facility requests for Alumni Hall, Turf Field, Raymond Field, Glay Field, Hendricken Field, Tennis Courts and the Taylor Natatorium are to be made through the Associate Athletic Director for facilities and game-day management. Facility requests for Schneider Arena are to be made through the Schneider Arena Rink Manager. Facility requests for the Concannon Fitness Center and the Peterson Recreation Facility are to be made through the Director for Recreational Sports.

Non-Athletic/Non-Academic Facility Requests

Central reservations is the principal point of entry for non-athletic and non-academic function space. The web-based registration form is the only method of initiating a request for function space. Such space includes, but is not limited to, McPhails, ’64 Hall, Slavin, Soft Lounge, Einstein Function Room. Resource 25 can be accessed on the Providence College internal web-site.

Academic Space Requests

The Office of Enrollment Services has full responsibility for scheduling use of this type of space. The Office of Enrollment Services accepts requests by e-mail for academic (classroom) space; requests may be e-mailed to scheduling@providence.edu.

Finances: Fees and Financial Review

Fees

All camps will provide a deposit of one half of all residence hall and facilities fees 48 hours prior to the start of camp. Remaining charges will be reviewed and submitted to the camp coordinator no later than the last day of August. Fees, including, but not limited to, housing, meals, and facilities will be provided to Camp Administrators in the fall semester of each year. In addition to these fees, Camp Administrators will be billed for any damage to College property.

Financial Review

All Camp Administrators are required to provide a final itemized financial review (income and expenses) to the Athletic Department Camp Coordinator no later than close of business on the last day of August. Review and approval by the Athletic Director follows.

Athletic Compliance Rules and Regulations

13.12.1.1 - Definition.

An institution's sports camp or instructional clinic shall be any camp or clinic that is owned or operated by a member institution or an employee of the member institution's athletics department, either on or off its campus, and in which prospective student-athletes participate. *(Adopted: 1/11/89, Revised: 1/10/90, 4/26/01 effective 8/1/01)*

13.12.1.1.1 - Definition of Prospective Student-Athlete -- Men's Basketball.

In men's basketball, for purposes of Bylaw 13.12, the phrase "prospective student-athlete" shall include any individual who has started classes for the seventh grade. *(Adopted: 1/17/09)*

13.12.1.1.1.1 - Definition of Recruited Prospective Student-Athlete -- Men's Basketball.

In men's basketball, for purposes of applying Bylaw 13.12, a recruited prospective student-athlete is a prospective student-athlete who has been recruited pursuant to the definition of recruiting in Bylaw 13.02.12 or the definition of a recruited prospective student-athlete pursuant to Bylaw 13.02.12.1. In addition, a men's basketball prospective student-athlete is considered a recruited prospective student-athlete if any of the following conditions have occurred: *(Adopted: 10/29/09)*

- (a) The prospective student-athlete's attendance at any institutional camp or clinic has been solicited by the institution (or a representative of the institution's athletics interests);
- (b) The institution has provided any recruiting materials to the prospective student-athlete;
- (c) An institutional coaching staff member has had any recruiting contact [including in-person or electronic contact (e.g., telephone calls, video conference, electronic correspondence)] with the prospective student-athlete (including contact initiated by the prospective student-athlete);
- (d) The prospective student-athlete has received a verbal offer of athletically related financial aid from the institution; or
- (e) The prospective student-athlete has verbally committed to attend the institution.

13.12.1.1.2 - Purposes of Camps or Clinics.

An institution's sports camp or clinic shall be one that:

- (a) Places special emphasis on a particular sport or sports and provides specialized instruction or practice and may include competition; *(Revised: 5/9/06)*
- (b) Involves activities designed to improve overall skills and general knowledge in the sport; or
- (c) Offers a diversified experience without emphasis on instruction, practice or competition in any particular sport. *(Adopted: 1/11/89, Revised: 1/10/90)*

13.12.1.1.4 - Basketball.

An institution's basketball camp or clinic shall be conducted only during the months of June, July and August, or any calendar week (Sunday through Saturday) that includes days of those months (e.g., May 28-June 3). [D] *(Adopted: 1/8/07)*

13.12.1.2 - Location Restriction -- Basketball and Football.

In basketball, an institution's camp or clinic shall be conducted on the institution's campus or within a 100-mile radius of the institution's campus. In football, an institution's camp or clinic shall be conducted on the institution's campus, within the state in which the institution is located or, if outside the state, within a 50-mile radius of the institution's campus. *(Revised: 4/29/10; for men's basketball camps, a contract signed before 9/17/08 may be honored; for women's basketball camps, a contract signed before 9/16/09 may be honored)*

13.12.1.3 - Attendance Restriction.

A member institution's sports camp or clinic shall be open to any and all entrants (limited only by number, age, grade level and/or gender). (See Bylaw 13.4.3.1.2.1.) *(Revised: 1/11/89, 1/10/91, 1/11/94, 12/12/06, 9/24/09)*

13.12.1.3.1.1 - Senior Prospective Student-Athlete Defined.

For purposes of this legislation, a "senior prospective student-athlete" is a prospective student-athlete who is eligible for admission to a member institution or who has started classes for the senior year in high school. A preparatory school or two-year college student is considered to be a "senior prospective student-athlete" for purposes of this rule. *(Adopted: 1/10/95)*

13.12.1.3.1.2 - No Physical Activity.

A "senior prospective student-athlete" may attend a camp or clinic, provided the prospective student-athlete does not participate in any physical activities. *(Adopted: 1/10/95)*

13.12.1.4 - Additional Restrictions -- Men's Basketball.

In men's basketball, an institution's basketball camp or clinic shall not offer a different participation, registration procedure, fee structure, advertisement and/or logistical experience (e.g., lodging, meals, transportation or awards/mementos) than other institutional men's/boys' basketball camps or clinics. *(Adopted: 8/26/10)*

13.12.1.5 - Recruiting Calendar Exceptions.

The interaction during sports camps and clinics between prospective student-athletes and those coaches employed by the camp or clinic is not subject to the recruiting calendar restrictions. However, an institutional staff member employed at any camp or clinic (e.g., counselor, director) is prohibited from recruiting any prospective student-athlete during the time period that the camp or clinic is conducted (from the time the prospective student-athlete reports to the camp or clinic until the conclusion of all camp activities). The prohibition against recruiting includes extending written offers of financial aid to any prospective student-athlete during his or her attendance at the camp or clinic (see Bylaw 13.9.2.2), but does not include recruiting conversations between the certifying institution's coach and a participating prospective student-athlete during the institution's camps or clinics. Other coaches wishing to attend the camp as observers must comply with appropriate recruiting contact and evaluation periods. In addition, institutional camps or clinics may not be conducted during a dead period. *(Revised: 4/3/02, 4/26/12)*

13.12.1.6 - Advertisements.

Restrictions relating to advertisements of an institution's sports camps and clinics in recruiting publications are set forth in Bylaw 13.4.3.1.2. Such restrictions do not apply to sports camp and clinic advertisements in nonrecruiting publications (e.g., a member institution's game program). **[D]** *(Revised: 8/5/04)*

13.12.1.7.1 - General Rule.

An institution, members of its staff or representatives of its athletics interests shall not employ or give free or reduced admission privileges to a prospective student-athlete who is an athletics award winner or any individual being recruited by the institution per Bylaw 13.02.12.1. An institution may offer discounted admission to its camps and clinics based on objective criteria unrelated to athletics abilities (e.g., registration prior to a specific date, online registration, attendance at multiple sessions, group discounts), provided such discounts are published and available on an equal basis to all who qualify. **[R]** *(Revised: 3/10/04, 4/20/09, 9/24/09)*

13.12.1.7.1.1 - Exception -- Employment after Commitment. Effective Date: August 1, 2013

An institution may employ a prospective student-athlete in a camp or clinic, provided he or she has signed a National Letter of Intent or the institution's written offer of admission and/or financial aid or after the institution has received his or her financial deposit in response to its offer of admission. Compensation may be paid only for work actually performed and at a rate commensurate with the going rate in the locality for similar services. Such compensation may not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability. A prospective student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his or her appearance at the camp/clinic. *(Adopted: 1/19/13 effective 8/1/13)*

13.12.1.7.2 - Payment of Expenses.

A representative of an institution's athletics interests may not pay a prospective student-athlete's expenses to attend a member institution's sports camp or clinic. **[R]**

13.12.1.7.3.1 - Prospective Student-Athlete.

An institution may not permit or arrange for a prospective student-athlete, at the prospective student-athlete's own expense, to operate a concession to sell items related to or associated with the institution's camp. **[R]** *(Revised: 8/5/04)*

13.12.1.7.3.2 - Enrolled Student-Athlete.

A student-athlete, at the student-athlete's own expense, may not operate a concession to sell items related to or associated with his or her institution's camp to campers or others in attendance because such an arrangement would be considered an extra benefit. However, the institution may employ the student-athlete at a reasonable rate to perform such services for the camp. **[R]** *(Revised: 8/5/04)*

13.12.1.7.4 - Awards.

Prospective student-athletes may receive awards from a member institution's sports camp or clinic with the understanding that the cost of such awards is included in the admissions fees charged for participants in the camp or clinic. **[R]** *(Adopted: 1/10/92, 8/5/04)*

13.12.1.8 - Educational Session.

An institution's basketball sports camp or clinic must include an educational session presented in-person or in a video format detailing NCAA initial-eligibility standards and regulations related to gambling, agents and drug use to all camp and/or clinic participants. *(Adopted: 1/14/97, Revised: 1/13/03)*

13.12.2.1 - Student-Athletes. Effective Date: August 1, 2013

A student-athlete may be employed in any sports camp or clinic provided compensation is provided pursuant to the criteria of Bylaw 12.4.1. A student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his or her appearance at the camp/clinic. *(Revised: 4/24/03 effective 8/1/03, 1/19/13 effective 8/1/13)*

13.12.2.1.1 - Self-Employment.

A student-athlete with remaining eligibility is not permitted to conduct his or her own camp or clinic. **[R]** *(Revised; 4/24/03 effective 8/1/03)*

13.12.2.1.2 - Provision of Travel Expenses to All Employees.

A student-athlete may receive actual travel expenses (including lodging and meals in transit and prepaid plane tickets or cash advances) only if such travel expenses are paid and procedures for reimbursement of expenses are used for all employees of the camp/clinic. Credit cards may not be provided to a student-athlete to pay such expenses. **[R]** *(Adopted: 1/10/92, Revised: 4/24/03 effective 8/1/03)*

13.12.2.1.3 - Cash Advances Based on Anticipated Earnings.

In the case in which all employees do not receive travel expenses, a cash advance based on anticipated earnings may be provided to a student-athlete only if such advance does not exceed the estimated actual and necessary cost of travel or the student-athlete's estimated employment earnings, whichever is less, and such a benefit is available to all camp employees. **[R]** *(Adopted: 1/10/92, Revised: 4/24/03 effective 8/1/03)*

13.12.2.1.4 - Transportation From Coach or Representative of Athletics Interests.

Actual transportation from an institution's coach or representative of its athletics interests may be provided to a student-athlete only if travel expenses are paid for all employees of the camp/clinic. **[R]** *(Adopted: 1/10/92, Revised: 4/24/03 effective 8/1/03)*

13.12.2.1.5 - Employment in Own Institution's Camp or Clinic -- Sports Other Than Bowl Subdivision Football.

In sports other than bowl subdivision football, a member institution (or employees of its athletics department) may employ its student-athletes as counselors in camps or clinics, provided the student-athletes do not participate in organized practice activities other than during the institution's playing season in the sport (see Bylaw 17.1.1). *(Revised: 1/11/94, 1/10/95, 1/10/05 effective 8/1/05, 4/28/05, 12/15/06)*

13.12.2.1.6.3 - Employment in Diversified Sports Camp.

In bowl subdivision football, a member of an institution's football squad who has eligibility remaining may be employed as a counselor in any diversified camp, including a diversified camp conducted by the student-athlete's own institution, provided not more than one member with eligibility remaining of the previous year's football squad of any one Division I institution is employed. **[R]** *(Adopted: 1/10/95, Revised: 4/23/03 effective 8/1/03, 4/28/05 effective 8/1/05, 12/15/06)*

13.12.2.2 - High School, Preparatory School, Two-Year College Coaches or Other Individuals Involved With Prospective Student-Athletes.

A member institution (or employees of its athletics department) may employ a high school, preparatory school or two-year college coach or any other individual responsible for teaching or directing an activity in which a prospective student-athlete is involved at its camp or clinic, provided: **[R]** (*Revised: 1/11/94, 6/25/08, 8/12/10*)

(a) The individual receives compensation that is commensurate with the going rate for camp counselors of like teaching ability and camp experience; and (*Revised: 6/25/08*)

(b) The individual is not paid on the basis of the value he or she may have for the employer because of his or her reputation or contact with prospective student-athletes. (See Bylaw 13.12.3.) (*Adopted: 1/11/89, Revised: 6/25/08*)

13.12.2.2.1 - Prohibited Compensation.

A member institution may not compensate or reimburse a high school, preparatory school or two-year college coach, or any other individual responsible for teaching or directing an activity in which a prospective student-athlete is involved based on the number of campers the individual sends to the camp. **[R]** (*Revised: 4/20/11*)

13.12.2.2.2 - Employment as a Speaker in an Institutional Camp or Clinic -- Basketball.

An institution shall not employ (either on a salaried or a volunteer basis) a speaker in any basketball camp or clinic (including a coaches clinic or a camp or clinic involving nonprospects) who is involved in coaching prospective student-athletes or is associated with a prospective student-athlete as a result of the prospective student-athlete's participation in basketball. Such an individual may be employed as a camp counselor (except as prohibited in Bylaw 13.12.2.2.3), but may not perform speaking duties other than those normally associated with camp counselor duties (e.g., skill instruction). (*Adopted: 1/17/09, Revised: 8/26/10*)

13.12.2.2.3 - Individual Associated With a Recruited Prospective Student-Athlete -- Men's Basketball.

In men's basketball, an institution or staff member shall not employ (either on a volunteer or paid basis) an individual associated with a recruited prospective student-athlete at the institution's camp or clinic. (*Adopted: 8/26/10*)

13.12.2.3 - Athletics Staff Members.

A member institution's athletics staff member may be involved in sports camps or clinics unless otherwise prohibited in this section (see Bylaw 11.3.2.6). **[D]** (*Revised: 8/5/04*)

13.12.2.3.1 - Camp/Clinic Providing Recruiting or Scouting Service.

No athletics department staff member may be employed (either on a salaried or a volunteer basis) in any capacity by a camp or clinic established, sponsored or conducted by an individual or organization that provides recruiting or scouting services concerning prospective student-athletes. This provision does not prohibit an athletics department staff member from participating in an officiating camp where participants officiate for, but are not otherwise involved in, a scouting services camp. **[D]** (*Adopted: 1/11/89, Revised: 1/10/90, 1/10/92, 8/5/04*)

13.12.2.3.2 - Institutional/Noninstitutional, Privately Owned Camps/Clinics -- Basketball.

In basketball, an institution's coach or noncoaching staff member with responsibilities specific to basketball may be employed only at his or her institution's camps or clinics. Participation in such camps or clinics is limited to the months of June, July and August or any calendar week (Sunday through Saturday) that includes days of those months (e.g., May 28-June 3). It is not permissible for a basketball coach or a noncoaching staff member with responsibilities specific to basketball to be employed at other institutional camps or clinics or at noninstitutional privately owned camps or clinics. **[D]** (Adopted: 4/28/05 effective 4/28/05 for men's basketball, 8/1/05 for women's basketball, Revised: 1/9/06 effective 8/1/06)

13.12.2.3.5 - Institutional/Noninstitutional, Privately Owned Camps/Clinics -- Women's Volleyball.

In women's volleyball, an institution's coach or noncoaching staff member with responsibilities specific to women's volleyball may serve in any capacity (e.g., counselor, guest lecturer, consultant) in a noninstitutional, privately owned camp or clinic, provided the camp or clinic is operated in accordance with restrictions applicable to an institutional camp or clinic (e.g., open to any and all entrants, no free or reduced admission to or employment of athletics award winners). However, it is not permissible for a women's volleyball coach or noncoaching staff member with responsibilities specific to women's volleyball to be employed (either on salaried or a volunteer basis) in an institutional camp or clinic or a noninstitutional, privately owned camp or clinic that is conducted off the institution's campus during a quiet period. **[D]** (Adopted: 1/16/10 effective 8/1/10)

13.12.2.3.6 - Other Noninstitutional Privately Owned Camps/Clinics -- Sports Other Than Basketball, Football and Women's Volleyball.

In sports other than basketball, football and women's volleyball, an institution's athletics department personnel may serve in any capacity (e.g., counselor, guest lecturer, consultant) in a noninstitutional, privately owned camp or clinic, provided the camp or clinic is operated in accordance with restrictions applicable to institutional camps (e.g., open to any and all entrants, no free or reduced admission to or employment of athletics award winners). Participation in such camps or clinics is not subject to the location restriction in Bylaw 13.12.1.2. **[D]** (Revised: 8/15/04, 4/28/05 effective 8/1/05, 5/26/06, 1/16/10 effective 8/1/10)

13.12.2.3.7 - Noncoaching Athletics Staff Members With Department-Wide Responsibilities.

A noncoaching athletics staff member with department-wide responsibilities may present an educational session at a noninstitutional, privately owned camp/clinic that is not operated under the restrictions applicable to institutional camps/clinics, provided the staff member does not make a recruiting presentation. **[D]** (Adopted: 4/29/04 effective 8/1/04, Revised: 8/5/04)

13.12.2.3.8 - Noninstitutional Fundamental Skills Camp/Clinic.

An institution's athletics department personnel may serve in any capacity at a noninstitutional camp or clinic conducted under the following conditions: **[D]**(Adopted: 1/13/03, 8/5/04)

(a) The camp or clinic is designed to develop fundamental skills in a sport (rather than refine the abilities of skilled participants in the sport);

(b) The camp or clinic is open to the general public (except for restrictions in age or number of participants);

(c) The camp or clinic is conducted primarily for educational purposes and does not include material benefits for the participants (e.g., awards, prizes, merchandise, gifts);

(d) Participants do not receive a recruiting presentation; and

(e) All participants reside in the state in which the camp/clinic is located or within 100 miles of the camp/clinic.

13.12.3 - Notification of Ineligibility and Consequences of Violation -- Men's Basketball.

In men's basketball, if a violation specified below occurs, the institution shall declare each involved prospective student-athlete ineligible. Within 30 days of becoming aware of the violation, the institution shall provide written notification to each involved prospective student-athlete that the actions of the institution affected the prospective student-athlete's eligibility. The written notification shall also include an explanation of the consequences of the violation for the prospective student-athlete. (Adopted: 8/12/10)

(a) A violation of Bylaw 13.12.2.2-(b) in which an institution or men's basketball staff member employs (either on a salaried or a volunteer basis) an individual associated with a recruited prospective student-athlete at the institution's camp or clinic.

(b) A violation of 13.12 in which an institutional boys' basketball camp offers a participation registration, procedure, fee structure, advertisement and/or logistical experience (e.g., lodging, meals, transportation or awards/mementos) that differs from other institutional boys' basketball camps.

Appendix A
Camp and Clinic Request Form

(Please submit one form for each session of camp/clinic requested)

Director: _____

Sport/Activity: _____

Format: _____ Overnight Camp _____ Day Camp _____ Clinic

Date and Time Camp/Clinic Begins: _____

Date and Time Camp/Clinic Ends: _____

Official Name of Camp: _____

Who is responsible for running the camp? _____

Facility Requests (Please check all that apply.)

_____ Alumni Hall Gymnasium

_____ Peterson Recreation Center

_____ Schneider Arena

___ Turf Field

___ Hendricken Field

___ Raymond Field

___ Glay Field

___ Taylor Natatorium

___ Alumni Hall Video Room

___ Residence Halls

_____ Smith Center

_____ Reilly Gallery

_____ Angell Blackfriars Theatre

_____ Ryan Concert Hall

_____ Bowab Studio (Black Box) Theatre

_____ Piano Lab

___ Clark Dance Studio

_____ Raymond Cafeteria

_____ Slavin `64 Hall

_____ Parking Lots

_____ Other (please list) _____

Age Group of Participants: _____

Estimated Number of Participants: _____

Method of Soliciting Participants: _____

Registration Fee: _____

Will any discounts or scholarships be available:

If so, please explain: _____

Number of Employees: _____

Types of Employees and associate salary rates:

Special Requests:

Signature: _____

Date Submitted:

Date Received:

Appendix B – Risk Management Forms

FORM #1 of 5

(The Camp Administrator should complete and submit this Form to the Office of Risk Management, Harkins 201.)

Requirements for Operating a Camp Held at Providence College

The following requirements must be met in order to operate a camp at Providence College (“PC”). As Camp Administrator, the staff or faculty member who operates a camp is responsible for assuring that the requirements are met, and assumes all risks that flow from the non-approval or cancellation of a camp due to his/her failure to comply with the prerequisites and ongoing requirements, including but not limited to those associated with advance advertising.

1. Each camp must be operated in a manner consistent with the Mission of Providence College. Any camp schedule covering a weekend period must include information about mass times at St. Pius Church in its literature and provide escorts to St. Pius for campers wishing to attend mass.
2. The Camp Administrator shall request authorization to use the proposed space well in advance of the camp and in accordance with the College’s reservation process for that particular space. All procedures for reserving space on campus must be followed regardless of whether the Camp Administrator currently teaches or has an office in the space and/or building identified as the proposed location of the camp. PC reserves the right to prioritize and reject requests for space; further, once a reservation is made, PC maintains the right, with notice provided to the Camp Administrator, to amend the terms of the reservation in the best interest of the College and in the College’s sole discretion.
3. Overnight Camps: (a) Overnight camps must be coordinated with the Office of Residence Life well in advance of the camp but no later than April 1. (b) The names of camp staff, their room assignments and emergency telephone contact numbers shall be provided to the Offices of Residence Life and Safety and Security no later than five (5) business days prior to camp and updated as warranted. (c) A master list of campers, to include their names and ages, shall be provided to the Offices of Residence Life and Safety and Security at the beginning of each camp and updated as warranted. (d) The Administrator shall be responsible for the costs incurred by Residence Life to employ resident assistants.
4. Unless all proceeds from the camp are remitted to PC, the Camp Administrator, at his/her own expense, shall provide liability and property damage insurance in the following amounts: \$5 million in the aggregate and \$1 million per occurrence, with no exclusion for sexual molestation; thus, each camp must have adequate sexual molestation insurance. A Certificate of Insurance must be provided to the College prior to the commencement of the camp, and Providence College must be added as a named insured as follows: “Providence College, its officers, trustees, employees, agents and assigns.”
5. The Camp Administrator shall be responsible for the timely reimbursement to PC for any costs PC may incur over and above its normal operating costs, including but not limited to a need to employ additional security officers or cleaning staff, and for any damages to PC property that are caused by operators or employees of, or participants in, the camp, notwithstanding any payments from one or more third-parties.

FORM #1 of 5

Requirements for Operating a Camp Held at Providence College

Page 2

6. The Camp Administrator shall be responsible for paying any and all employment-related expenses to his/her employees. In addition, the Camp Administrator shall sign a Release and Disclaimer Form prepared by PC in order to indemnify and hold-harmless PC, and to represent to PC that he/she has complied with all relevant state and federal laws and regulations.

7. Employee Screening and Training: (a) The Administrator of a camp to be attended by minors is obliged and agrees to comply with the Employee Screening Policy and Procedures (see Forms #2 and #3), and to submit screening forms directly to the Rhode Island Attorney General’s Office in a timely fashion. (b) The Camp Administrator is obliged and agrees to conduct a national sex offender registry check for each employee/volunteer prior to employment (to access the US Department of Justice’s national sex offender registry, go to: www.nsopw.gov/Core/Portal.aspx). (c) The Camp Administrator is obliged and agrees to review with all employees the camp’s child safety policies and practices, and relevant sections of the Camp Manual, including but not limited to the Guidelines for Working with Minors (which include the “Code of Conduct”) and the Child Abuse or Neglect Reporting Policy. (d) The Camp Administrator is obliged and agrees to submit a master list of employees for each camp to the Office of Safety & Security and the Office of General Counsel prior to the beginning of the camp, with updates as warranted.

8. Safety & Security: (a) The Camp Administrator is obliged and agrees to comply with the College’s safety and emergency response procedures, and to conduct mock evacuation drills as directed. (b) The Camp Administrator is obliged and agrees to inform campers that they are confined to designated areas, spaces and buildings on campus and that non-designated spaces are prohibited. The Camp Administrator is obliged and agrees to provide proper supervision of campers at all times.

9. (a) The Camp Administrator is obliged and agrees to immediately report all extraordinary circumstances and events to the Office of the General Counsel and the Office of Safety and Security, including but not limited to injuries and serious disciplinary matters involving minors who attend the camp and employees/volunteers who work at the camp. (b) The Camp Administrator understands and agrees that PC has the right, without notice, to temporarily or permanently withdraw from camp or employment any camper or employee whose behavior causes harm to persons and/or property, or creates a substantial risk of such harm, and to prohibit said person from future access to the PC campus.

By my signature below, I hereby acknowledge that I understand my obligations and agree to abide by the requirements listed above.

Name of Camp Administrator: _____

Telephone Number: _____ **E-mail:** _____

Signature: _____ **Date:** _____

Form #2 of 5

(Each prospective camp employee/volunteer should be provided with a copy of Form #2 for review in advance of completing Form #3.)

Employee/Volunteer Screening Policy and Procedures for Camps Held at Providence College and Attended by Minors

POLICY

Providence College (“PC”) requires all employees/volunteers, including current PC employees and students, who will have regular contact with children during any camp held on the College’s campus to undergo a background investigation conducted by the Bureau of Criminal Identification (“BCI”) of the Department of the Attorney General for the State of Rhode Island.* Should the BCI investigation indicate the existence of disqualifying information, with disqualifying factors determined in the sole discretion of PC, PC will deem the individual to be “disqualified” for assignment as an employee or volunteer at any camp for children. A new background investigation will be conducted every three years for each individual who continues to work/volunteer at a camp attended by minors; however, each employee/volunteer must submit Form #3 every year and has a continuing duty to disclose any change in circumstances with respect to the questions asked on Form #3.

PROCEDURES

The Camp Administrator or his/her designee is responsible for assuring that the following screening steps are completed:

- 1) Prospective employees/volunteers will: (a) complete Form #3 – the “Information Form for Employees/Volunteers...” – prior to commencement of employment or volunteer service, (b) complete Form #4 – the Bureau of Criminal Identification Release Form (“BCI Form”); (c) have the BCI Form notarized; (d) attach the BCI Form to a copy of photo identification; (e) prepare a check or money order (no cash) for \$5.00 payable to “BCI”; and (f) submit the BCI Form, copy of photo identification and payment to the Camp Administrator or his/her designee. The above steps should be completed at least 3 weeks in advance of employment or volunteer service.
- 2) The Camp Administrator or his/her designee will review the BCI Form for completeness, make a copy, and then forward the original BCI Form and attachments to the BCI (Bureau of Criminal Identification, 150 South Main Street, Providence, RI 02903), along with a stamped envelope addressed to the Office of General Counsel at PC, for processing. The Camp Administrator or his/her designee will deliver Form #3 to the Office of General Counsel, along with a master list of all camp employees/volunteers.
- 3) Upon completion of the background investigation by the BCI, the results will be forwarded to the Office of General Counsel at Providence College for review. The Office will notify the Camp Administrator or his/her designee of the results. No prospective employee/volunteer will be authorized to begin an assignment requiring contact with children until the Office of General Counsel has provided notification of clearance to the Camp Administrator or his/her designee.
- 4) A prospective employee/volunteer who has been disqualified for employment/volunteer service will be notified in writing as to the nature of the disqualifying information on record.
- 5) This process will be renewed every three years. All returning employees/volunteers will undergo an additional background investigation before beginning a fourth year of employment or volunteer service.

*In addition to or in lieu of the Rhode Island background check, PC may require background checks from other states as deemed necessary and in PC’s sole discretion.

FORM #3 of 5

Information Form for Employees/Volunteers of Camps Held at Providence College and Attended by Minors

On an annual basis, all employees/volunteers must submit this completed Form to the Camp Administrator (or designee), for delivery to the Office of General Counsel/Risk Mgt. (Harkins 201) no later than one week prior to the beginning of camp. Thank you.

Name: _____
Last First Middle

Permanent Address, City, State, Zip: _____

Date of Birth: _____ Phone: _____

List all states in which you have lived for any length of time during the past seven (7) years:

Name/Type of Camp: _____ Camp Dates: _____ to _____

Background Questions: Please read this section carefully. If you answer “Yes” to any of the following questions, please provide a detailed explanation, including dates and places, on a separate sheet of paper. A false or misleading answer to any of these questions may preclude you from being hired, or result in your immediate dismissal once hired.

1. PC checks conviction records of all prospective camp employees/volunteers. A conviction does not necessarily mean that PC will disqualify you from employment. Included among the factors PC considers are the number, nature, gravity, and time frame of any records.

a) Have you ever been convicted of, or pleaded guilty or “no contest” to, a felony, or a misdemeanor with a potential penalty of a year of imprisonment? Yes No

b) Are you out on bail or on your own recognizance still awaiting trial? Yes No

2. Have you ever been involved in, reprimanded for, or disciplined by an employer and/or educational institution for any of the following types of behavior: a) dishonesty, fraud or deceit; b) lying on an application; c) theft; d) any type of harassment or assault, including sexual or racial; e) neglect of financial responsibilities; or f) conduct related to the use of alcohol or any other drug? Yes No

I certify that the information provided on this form is accurate to the best of my knowledge. I also certify that the Camp Administrator has provided me with information about the camp’s child safety policies and practices, including but not limited to the Guidelines for Working with Minors/Code of Conduct, and the Child Abuse or Neglect Reporting Policy, and that I fully understand and voluntarily agree to follow all relevant guidelines, policies, and procedures.

Signature: _____ Date: _____

FORM #4 of 5

(The Camp Administrator will send this Form & attachments to the RI Attorney General’s Office.)

**Release and Disclaimer Form for Employees/Volunteers at
Camps Held at Providence College**

Please provide, and print, the following information.

Name: _____ Date of Birth: _____

Mailing Address: _____

City/State/Zip: _____

Day Phone: _____ Evening Phone: _____

Name/Type of Camp: _____ Camp Dates: _____ to _____

I (*insert name*) _____

hereby direct and authorize the Bureau of Criminal Identification of the Department of Attorney General for the State of Rhode Island to make available to the **Office of General Counsel at Providence College (Harkins 201, One Cunningham Square, Providence, RI 02918-0001)** any criminal record that the Bureau of Criminal Identification has on file in reference to me.

I hereby waive and release any and all manner of actions, cause of actions, and demands of every kind, nature and description, arising from any release of criminal records and requests there from whatsoever against the State of Rhode Island, Bureau of Criminal Identification, the Attorney General, and employees of the Attorney General’s Office in both law and equity which I may now have or in the future may have.

Signature of Applicant and Date

Sworn to before me in the City of _____, State of _____

this _____ day of _____, 20____.

Notary Public

Commission Expires

NOTE: Please provide a legible copy of your photo identification that includes your date of birth, and a money order or check for \$5.00 payable to “BCI,” along with this Release and Disclaimer Form.

FORM # 5 of 5

INDEMNIFICATION AND RELEASE AGREEMENT

(Please submit this completed Form to the Office of Risk Management, Harkins 201.)

DATE: _____ **RE: Camps Held at Providence College**

Name/Type of Camp(s): _____

First Camp – Beginning Date: _____ Ending Date: _____

2nd Camp – Beginning Date: _____ Ending Date: _____

3rd Camp – Beginning Date: _____ Ending Date: _____

I, (print name) _____, **Camp Administrator**, in consideration for permission to operate a camp at Providence College, hereby execute this release form to indemnify and hold harmless Providence College regarding any and all activities associated with said camp. I hereby voluntarily assume all risk associated with camp activities, and I also voluntarily release, forever discharge, indemnify and agree to hold harmless, and covenant not to sue Providence College, its officers, trustees, administrators, faculty, employees, staff, students, agents, successors, and assigns (hereinafter referred to collectively as “Providence College”), from and against any and all manner of action or actions, cause or causes of action, suits, debts, sums of money and all other claims and demands whatsoever in law or equity, arising out of loss, damage, accident, illness, injury or death, including court costs and attorneys’ fees, resulting directly or indirectly from my operation of the camp. I agree that Providence College assumes no responsibility of any nature whatsoever for actions of camp employees or any other person or entity involved with the camp, including camp participants. This instrument has been executed on behalf of myself, my heirs, executors, administrators, personal representatives, successors, and assigns, and is binding upon myself and them.

I also agree to conduct camp activities upon the Providence College campus so as not to endanger any person lawfully thereon. I will not do or permit to be done anything in, or upon, any portion of the campus, or bring or keep anything therein or thereon, which will in any way conflict with the conditions of any insurance policy upon Providence College or any part thereof, or in any way increase any rate of insurance upon Providence College’s buildings.

I also hereby warrant that I have complied/will comply with the Requirements for Operating a Camp at Providence College which were provided to me by the Office of General Counsel, including but not limited to those requirements regarding insurance coverage, employee screening and training, compliance with relevant state and federal laws, and submission of required information to designated offices/administrators (to include a signed copy of Form #1).

This instrument has been executed in and shall be interpreted according to the laws of the State of Rhode Island.

IN WITNESS WHEREOF, I have HEREUNTO SET MY HANDS THIS _____

DAY _____, 20_____.

Witness

Camp Administrator Signature

[Name of Camp and Dates]
Parent/Legal Guardian Form

Dear Parent/Legal Guardian,
In order for your child to attend Camp, you must submit this completed form.
Thank you.
Camp Staff

1. Parent/Guardian Permission and Hold Harmless Agreement

Camper's Name: _____ D.O.B.: _____ Sex: _____
(please print)

Parent Name(s): _____ Phone #s: _____
(please print)

I, the camper's parent/legal guardian, understand the nature of camp activities, certify that the camper is able to participate in the program, and grant permission for said participation. On behalf of myself, my child, and our assigns, executors and heirs, I hereby release, discharge, covenant not to sue, and agree to indemnify and hold harmless Providence College, its trustees, officers, agents and employees from any and all liability, damage and claims of any nature arising from or in any way related to my child's participation in this program.

Parent Signature: _____ Date: _____

2. Medical and Emergency Information

In anticipation of my child's participation in the camp program, I certify that I have consulted with my child's physician and that my child has been medically cleared for camp-related activity. I agree that I am financially responsible for any and all medical expenses associated with my child's participation in this program. I understand that my child will not be allowed to participate in this program without medical insurance coverage as documented below.

Insurance Provider: _____ Policy #: _____

Policy Holder's Name: _____ Date of last tetanus shot: _____

List any & all medications. _____

Does your child need camp staff to store and/or dispense medication? YES _____ NO _____

If yes, please provide specific instructions: _____

List any medical condition or history that would require special attention (e.g., medication or food allergies, asthma, diabetes, epilepsy); also, please provide treatment protocol (e.g., inhaler, Epipen, insulin):

Please see the reverse side of this Form.

Side 2 – Parent/Legal Guardian Form

I give permission for my child to receive emergency treatment. I understand that reasonable attempts will be made to contact me, or the emergency contact named below, before taking this action.

Primary Emergency Contact Name & Phone # (include area code): _____

Secondary Emergency Contact Name & Phone # (include area code): _____

Parent/Guardian Signature: _____ Date: _____

3. Persons Permitted to Retrieve Your Child from Camp

Please let us know if there are special arrangements or restrictions for early dismissal or retrieving your child at the end of camp each day or at the end of an overnight camp session.

Name of the person or persons to whom we may release your child: _____

Is there additional information that we need to know? (For example, if your child is named as a “protected person” in an order of protection or civil restraining order, you may inform us and provide us with a copy of the document.) _____

4. Feedback Welcomed

Our goal is to provide your child with a positive experience. Toward that end, we welcome thoughtful, honest feedback. Additionally, if you believe or suspect that the camp’s child safety practices and/or policies have been violated, we encourage you to let us know. Please contact:

Name Phone # Email

OR

Name Phone # Email

Appendix C

Athletic Camp/Clinic Sports Medicine Coverage Request Form

Date: _____

To: Sports Medicine Camp Coordinator

From: _____

Sports Camp _____

Contact Person _____

Phone Number _____ Cell Phone Number _____

First Day of Camp _____ Last Day of Camp _____

Start Time _____ End Time _____

Registration Location _____ Registration Date & Time _____

Activity Sites: (ie., Peterson Rec, Alumni Hall, Turf Field, etc...)

Name of Site

Number of Athletes per Site

Name of Site	Number of Athletes per Site

Will you want after hours or overnight medical coverage? YES NO

APPENDIX F

Employee/Volunteer Guidelines for Working with Minors

Introduction

This information is intended to help you understand your responsibilities so that you can confidently perform your duties in accordance with your employer's behavioral standards and policies. This handout includes information about common-sense precautionary measures and about how to avoid unfounded allegations of child abuse; child abuse definitions and descriptions of warning signs; and, guidance about how to respond to child abuse or a suspicion of abuse, including the mandate to report.

Code of Conduct for Working with Minors

This Code of Conduct establishes limits on personal behavior and describes appropriate interactions with children. You owe the children with whom you work, and your employer, a duty to take reasonable steps to prevent abuse or improper behavior. You also have a duty to take precautionary steps to prevent unfounded accusations of abuse. You are obligated, therefore, to follow the following Code of Conduct when working with or around minors. Your employer will ask you to acknowledge receipt of and agreement to follow this Code.

1. Become a positive role model for children by maintaining an attitude reflecting patience, courtesy, and maturity. Staff should act in a caring, respectful, honest, and responsible manner that is consistent with the goals of the program.
2. Wear clothing that is appropriate for the activity or program.
3. Treat all children equally and do not treat them on account of their status or characteristics (e.g., race, color, national origin, sex, religion, disability, sexual orientation, gender identity, physical appearance, or socio-economic status).
4. Do not use any form of physical or emotional punishment to discipline children.
5. Do not engage in physically rough or sexually provocative games with children; do not allow children to sit on your lap.
6. Do not engage in or allow inappropriate touching, including between or among children.
7. Be aware of the impact of your words and language on children of all ages. Do not use profanity; do not use or respond to sexual innuendo; never make a sexually suggestive comment, even in an attempt to be humorous.
8. If children use inappropriate language, including language of a sexual nature, respectfully and calmly correct them.
9. Be aware of situations in which actions can be misconstrued or manipulated by others (for example, being alone with the last child to leave an instructional setting); conduct all

dealings with children in a public environment as much as possible so that all behavior can be readily observed.

10. Follow the “rule of three” – no fewer than three persons (preferably 2 staff and one child, or 1 staff and 2 children, are present) when spending time with children as part of your official duties. Unless there is an emergency, do not spend time alone with a child away from others, particularly in a locker room, bathroom, dorm room, storage closet, or athletic training room. If there is an emergency that requires you to be alone with a child (for example, you must take a sick child to the bathroom immediately), the timeframe should be limited only to that amount of time clearly necessary under the circumstances; once the emergency has been addressed, you should inform your supervisor and document the circumstances immediately after the incident. If your program or activity involves interaction with a child on a one-on-one basis – such as a private music lesson – then the activity should be observable via open doors and/or doors with windows, and you should be amenable to unannounced interruptions. If possible, use separate facilities (bathrooms, locker rooms, showers) from minors; otherwise, schedule separate usage time.
11. Physical touching guidelines between staff and children should be governed by and appropriate for the particular activity, program, or circumstance and for a clear educational or developmental purpose. Any necessary touching should be open and not secretive. Out of respect for the child and in consideration of the fact that many children are uncomfortable with touching for a variety of reasons, obtain a child’s permission before touching him/her.
12. Request assistance from proper authorities when children behave in an out-of-control or unsafe manner; refrain from physically restraining children.
13. As applicable to the circumstances and setting, children should use a "buddy system" or otherwise be encouraged to stay together when going to the bathroom or when leaving the instructional setting.
14. Do not invite children to your home or to ride in your vehicle, and do not meet with children outside of the approved program or activity.
15. If you need to reach children during off-hours, you should communicate with them via their parent/guardian. If you must have direct electronic contact with children, always include another employee in the Email communication.
16. Do not “friend” children on a social networking site or communicate with children via Internet chat rooms; do not send personal emails or text messages to children; do not share personal or intimate information with children.
17. Do not take pictures of children unless their parent/guardian has signed a waiver allowing use of photography for program-related purposes.
18. Do not appear to favor one child more than any other; do not give gifts to any one child in a program; do not accept gifts from any child in the program.

19. Do not tell children, "This is just between the two of us," or use similar language that encourages children to keep secrets of any nature from their parent/guardian.
20. Do not use or possess alcohol, illegal drugs, or tobacco products while on duty and do not come to work under the influence of alcohol or illegal drugs.
21. All weapons are prohibited on the premises of Providence College; therefore, you should not have weapons in your possession or in your vehicle while on campus.
22. Release children only to an authorized parent/guardian, or other adult specifically authorized by the custodial parent/guardian and after confirming that person's identity.
23. If you are supervising other employees, be visible and available, and make periodic unannounced visits to program sites to observe whether behavioral standards are being followed. Correct and provide feedback to employees as necessary, and stop any activity with a child that appears suspicious.
24. If you *suspect* that a child is a victim of child abuse or neglect, you **must** make a **report immediately** to the Executive Director of Safety and Security, Major John Leyden, at 401-865-2391. If in doubt about whether there are grounds for making a report, ask yourself: Would a reasonable person in the particular circumstances suspect that abuse or neglect is occurring or has occurred? When in doubt, report!

For additional, important information about reporting suspected abuse and neglect, please see **Appendix G – "Providence College's Child Abuse or Neglect Reporting Policy."** Anyone making a good-faith report of suspected abuse pursuant to this Policy should feel safe and empowered to do so. Retaliation is prohibited. Also see **Appendix H – "RI Law Regarding the Sexual Assault and Abuse of Children."**

What is Child Abuse?: Basic Information

Generally, "child abuse" is a term used to describe ways in which children are harmed, often by adults they know and trust. The effects of child abuse can be devastating, especially if children are left unprotected or do not receive help to cope with the abuse. Children suffering from abuse may develop behavioral difficulties, problems at school, delays in development, and emotional problems such as depression, anxiety, and withdrawal.

Physical Abuse

Intentionally hurting or inflicting physical injury on a child. This includes behaviors such as severely striking or hitting a child; giving a child alcohol, inappropriate drugs or poison; attempting to suffocate or drown a child; and in sports, allowing the nature and intensity of training to exceed the capacity of the child's immature and growing body.

In its more common forms, physical abuse *may be* detected by bruising, burns, or markings that are recurrent and on parts of the body where accidental injury would be unlikely to occur. It may be difficult for the child to explain the injuries. They may be covered by clothing and noticed only when the child removes clothing during exercise; thus, a child may be reluctant to remove layered clothing in warm weather.

Neglect

Failing to meet a child's basic physical needs (food, shelter, clothing); leaving a child alone and unsupervised; failing to give a child love, affection, or attention. Because neglect may be a long-term problem, symptoms may include physical and behavioral signs, such as failure to attain age-appropriate development.

Sexual Abuse

Using a child to meet adult sexual desires (sexual intercourse, masturbation, oral sex, fondling); showing a child pornographic material; photographing/ videotaping a child for pornographic purposes. A child often feels ashamed and responsible, and may find it difficult to disclose. Indicators may be physical (pain, discomfort) or behavioral (the child seems inappropriately sexually aware for his/her age, or exhibits fear of a particular adult).

In sporting/athletic situations that involve physical contact – for example, supporting or guiding the child's body – there is the potential for situations where sexual abuse goes unnoticed.

Emotional Abuse

Shouting, taunting, ridiculing, or making cruel remarks; persistent lack of love or affection; constant and intense overprotection that prevents a child from functioning normally.

What if a Child Tells Me that He or She is a Victim of Abuse?

Stay calm; ensure that the child is safe and feels safe.

Assure the child that you are taking what s/he says seriously.

Be honest; explain you will have to tell someone else to help stop the abuse. Avoid making promises you cannot keep.

Make a note of what the child said as soon as possible. Do not confront the alleged abuser.

Do not investigate on your own.

REPORT! You must report the child's disclosure immediately.

APPENDIX G

- Policy Title:** Child Abuse or Neglect Reporting Policy
- Applicability:** College-Wide – Administrators, Faculty, Staff, Students, Volunteers, Contracted or Sub-contracted Employees, and external organizations using Providence College facilities for programs that include children
- Oversight Department:** Office of Safety and Security
- Purpose:** The purpose of this Policy is to inform members of the College community and others of their obligation to report suspected child abuse or neglect.
- Effective Date:** November 8, 2012.

Policy Statement

Consistent with the mission of Providence College, suspected child abuse or neglect that occurs on campus must be reported to a designated College official so that adequate and timely steps can be taken, which may include but are not limited to, ensuring safety and the provision of services, policy enforcement, and law enforcement.

Policy

Any College employee, or contracted or sub-contracted employee, student, volunteer, or user of College facilities, who suspects that child abuse or neglect is occurring or has occurred on campus must comply with the College's mandate to report the suspected misconduct, immediately, to the Executive Director of Safety and Security (401-865-2391). The report should include all relevant information available to the reporter at the time, including: the date, time, and location of the incident; the date the incident was reported to you; and, the identities and ages of the victim and, if known, the alleged perpetrator(s). If a child is in imminent danger, the witness should call both the Police – 911, and on-campus Security – 401-865-2222, to obtain immediate protection for the child. Depending on the particular circumstances, the reporter may have additional reporting obligations pursuant to Rhode Island law, including the section referenced herein.

Willful failure to report a case of suspected child abuse will result in disciplinary action, up to and including dismissal. Any person participating in good faith in making a report pursuant to this Policy is protected from retaliation and immune from disciplinary action.

The following sections of Rhode Island law are applicable to this Policy.

Definitions:

Section 40-11-2 defines "abused and/or neglected child" as a person under the age of eighteen (18) who is harmed or threatened with harm by a parent or other person responsible for his/her welfare at the time. "Harm" includes but is not limited to physical or mental injury, or a substantial risk of physical or mental injury; it also includes acts of sexual abuse or exploitation, or allowing another

to commit acts of sexual abuse or exploitation. Sexual abuse or exploitation includes the use or coercion of any child to engage in any sexually explicit conduct for the purpose of producing any visual depiction, or the rape, sexual assault, molestation, incest, indecent exposure, prostitution, sexual abuse, or sexual exploitation of the child. Serious physical neglect includes any condition that arises from prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, which endangers a child's life or development, or impairs the child's functioning. (Definitions in this Section include references to definitions in criminal sections of the Rhode Island General Laws.)

Duty to Report Child Abuse or Neglect:

Section 40-11-3(a) states that any person who has reasonable cause to know or suspect that a child has been abused or neglected must make a report to the RI Department of Children, Youth, and Families via the RI Child Abuse Hotline (1-800-RICHILD). This hotline is staffed every day, and all hours of the day and night. Failure to file a report to the child abuse hotline is punishable by imprisonment for not more than one year, or a fine of up to five hundred dollars (\$500), or both. Any person who files such a report in good faith is immune from civil or criminal liability.

APPENDIX H

RI Law Regarding the Sexual Assault and Abuse of Children: Selected Sections

Duty to Report Sexual Assault – Any person, other than the victim, who knows or has reason to know that a first degree sexual assault or attempted first degree sexual assault is taking place in his or her presence shall immediately notify the state police or the police department of the city or town in which the assault or attempted assault is taking place of the crime.

Gen. Laws § 11-37-3.1 [Please note that this duty to report a sexual assault in progress applies regardless of the age of the victim.]

Failure to Report – Penalty – Any person who knowingly fails to report a sexual assault or attempted sexual assault as required under § 11-37-3.1 shall be guilty of a misdemeanor and, upon conviction, shall be punished by imprisonment for not more than one year, or fined not more than five hundred dollars (\$500), or both. Gen. Laws § 11-37-3.3

Immunity from Liability – Any person participating in good faith in making a report pursuant to § 11-37-3.1 shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any participant shall have the same immunity with respect to participation in any judicial proceeding resulting from the report. Gen. Laws § 11-37-3.4

Duty to Report Child Abuse – A report to the RI Child Abuse Hotline (1-800-RICHILD) is required when:

Any person has reasonable cause to know or suspect that a child has been abused or neglected. Gen. Laws § 40-11-3(a); or,

A physician or nurse practitioner has cause to suspect that a child brought to them for treatment is an abused or neglected child, or he or she determines that a child under age 12 is suffering from any sexually transmitted disease. Gen. Laws § 40-11-6

Failure to Report – Any mandatory reporter who knowingly fails to report as required or who knowingly prevents any person acting reasonably from doing so, shall be guilty of a misdemeanor and upon conviction shall be subject to a fine of not more than \$500, imprisonment for not more than 1 year, or both. In addition, any mandatory reporter who knowingly fails to perform any act required by the reporting laws or who knowingly prevents another person from performing a required act shall be civilly liable for the damages proximately caused by that failure. Gen. Laws § 40-11-6.1

Immunity from Liability – Any person participating in good faith in making a report pursuant to this chapter shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any participant shall have the same immunity with respect to participation in any judicial proceeding resulting from the report. Gen. Laws § 40-11-4

Privileged Communications – The privileged quality of communication between husband and wife and any professional person and his or her patient or client, except that between attorney and client, shall not constitute grounds for failure to report. Gen. Laws § 40-11-11

Inclusion of Reporter's Name – The reporter is not specifically required by statute to provide his or her name in the report.

False Reporting – Any person who knowingly and willingly makes or causes to be made to the department a false report of child abuse or neglect shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than \$1,000 or imprisoned for not more than 1 year, or both. Gen. Laws § 40-11-3.2

Definitions: (40-11-2)

1. **"Abused and/or neglected child"** means a child whose physical or mental health or welfare is harmed or threatened with harm when his or her parent or other person responsible for his or her welfare: a. Inflicts or allows to be inflicted upon the child physical or mental injury, including excessive corporal punishment; or b. Creates or allows to be created a substantial risk of physical or mental injury to the child, including excessive corporal punishment; or c. Commits or allows to be committed, against the child, an act of sexual abuse; or d. Fails to supply the child with adequate food, clothing, shelter, or medical care, though financially able to do so or offered financial or other reasonable means to do so; or e. Fails to provide the child with a minimum degree of care or proper supervision or guardianship because of his or her unwillingness or inability to do so by situations or conditions such as, but not limited to, social problems, mental incompetence, or the use of a drug, drugs, or alcohol to the extent that the parent or other person responsible for the child's welfare loses his or her ability or is unwilling to properly care for the child; or f. Abandons or deserts the child; or g. Sexually exploits the child in that the person allows, permits or encourages the child to engage in prostitution as defined by the provisions in § 11-34-1 et seq., entitled "Prostitution and Lewdness"; or h. Sexually exploits the child in that the person allows, permits, encourages or engages in the obscene or pornographic photographing, filming or depiction of the child in a setting which taken as a whole suggests to the average person that the child is about to engage in or has engaged in, any sexual act, or which depicts any such child under eighteen (18) years of age, performing sodomy, oral copulation, sexual intercourse, masturbation, or bestiality; or i. Commits or allows to be committed any sexual offense against the child as such sexual offenses are defined by the provisions of chapter 37 of title 11, entitled "Sexual Assault", as amended; or j. Commits or allows to be committed against any child an act involving sexual penetration or sexual contact if the child is under fifteen (15) years of age; or if the child is fifteen (15) years or older, and (1) force or coercion is used by the perpetrator, or (2) the perpetrator knows or has reason to know that the victim is a severely impaired person as defined by the provisions of § 11-5-11, or physically helpless as defined by the provisions of § 11-37-6.

2. **"Child"** means a person under the age of eighteen (18).

APPENDIX I

**Providence College Athletics
Camp Brochure Approval Form**

Sport: _____

I have reviewed the attached Camp Brochure submission and verify that it meets the conditions set by Providence College. All brochures must be approved by the following individuals in the following order:

1. _____ Date
Joseph A. Nicastro
Associate Athletic Director for Compliance

2. _____ Date
Kathleen Alvino
Associate Vice President - Human Resources

(Please send to Gail Dyer – Harkins Hall 201)

3. _____ Date
Gail Dyer
Associate Vice President/Associate General Counsel

(Please send to Carl LaBranche – Alumni Hall-2nd Floor)

4. _____ Date
Carl LaBranche
Associate Athletic Director for Facilities/Game Day Management
Athletic Department Camp Coordinator

**Once completed – please return to Joseph Nicastro
Alumni Hall – 2nd Floor**

Compliance Use ONLY

YES NO
YES NO

ALL signatures obtained
Coach/Camp Director has been notified – Date: _____