

**Date Updated and Published: July 2014****Revision History:****Review: Annually****Last Date Reviewed:** November 2019**POLICY**

Bethel University recognizes the inherent value of hosting sports camps utilizing facilities owned by Bethel University. This policy is not intended to discourage sports camps and all requests to host sports camps utilizing Bethel University facilities will be considered on a case-by-case basis. Employees/coaches authorized to host a sports camp utilizing Bethel University facilities must conform to either option set forth below. Once an option is selected by the employee/coach, the employee/coach personally accepts any and all financial responsibility for any deviations from his/her selection. Such deviation, if any, is grounds for denial of future requests.

**PROCEDURES****• OPTION 1**

The sports camp is not sponsored by Bethel University; therefore, all advertisements, brochures, pamphlets, etc., must clearly provide that the employee/coach is sponsoring the event. However, it is acceptable within the advertisements, brochures, pamphlets, etc., to indicate that the sports camp will be held at a Bethel University facility. All funds generated from the sports camp is accounted for by the employee/coach and no checks are to be made payable to Bethel University. It is the policy of Bethel University not to cash any check made payable to Bethel University. Other than the use of Bethel University facilities, all expenses, including, but not limited to, printing and copying charges, incurred in hosting the sports camp are the responsibility of the employee/coach. All invoices for expenses incurred should be invoiced in the name of the employee/coach, not Bethel University. If funds are needed prior to hosting the sports camp, those funds

must be provided by the employee/coach. Additionally, a liability insurance policy must be procured and must be on file prior to the beginning of the sports camp that provides insurance for the duration of the sports camp. All related documents including, but not limited to, advertisements, brochures, pamphlets, and insurance certificates, must be on file in the Athletics Department for policy compliance and audit purposes.

- **OPTION 2**

The sports camp is sponsored by Bethel University and Bethel University's name may be used in all advertisements, brochures, pamphlets, etc. All funds generated from the sports camp must be receipted through the Business Office and all checks must be made payable to Bethel University or must be endorsed payable to the order of Bethel University. It is the policy of Bethel University not to cash any check made payable to Bethel University. A purchase order must be obtained through the Business Office, in accordance with purchasing procedures, for all expenses incurred in hosting the sports camp. All invoices for expenses incurred will be paid by Bethel University in the normal course of conducting business. If funds are needed prior to hosting the sports camp, the employee/coach must make a check request through the Business Office and account for the advance in accordance with Bethel University's normal procedures for advances. Any profit generated from the sports camp will be paid, after deducting for matching benefits, to the employee/coach as a salary supplement. All related documents including, but not limited to, advertisements, brochures, pamphlets, participant rosters, and invoices must be on file in the Business Office for policy compliance and audit purposes.

**RESPONSIBLE PARTIES**

Athletic Director and/or designee(s), Department Supervisors, Business Office personnel, employees requesting permission to host a camp

**PUBLICATION**

This policy is published on the University's website.