

College Operating Procedures (COP)



Procedure Title: College Sanctioned and Non-Sanctioned Camps, Clinics, and Activities Administered by College Employees

Procedure Number: 09-0103

Originating Department: Risk Management

Specific Authority:

Board Policy

Florida Statute

Florida Administrative Code

Procedure Actions: Adopted: 05/18/2022

Purpose Statement: Activities, both athletic and non-athletic, organized by College employees provide a means to showcase the institution, the campus, the facilities, and to expose potential future students and their families to the College. This operating procedure outlines processes for the usage of College facilities, College branding and marketing, insurance, and remuneration of camp administrators and employees. It also distinguishes between College-sanctioned and non-College sanctioned activities and rules pertaining to each to protect the College's financial interests and liability exposure.

Guidelines:

This policy sets out the rules and procedures relating to activities, such as camps, clinics, events and private lessons both on and off campus, that are conducted by College employees. All athletic and non-athletic activities will be conducted pursuant to the provisions of this Policy, and all College employees shall adhere to this policy as it relates to all aspects of sanctioned and non-sanctioned activities. Attempting to circumvent guidelines within this procedure may result in the cancellation of sanctioned or non-sanctioned activities. *College Operating Procedure (COP) 05-0106: Employee Acceptance of State Laws, College Policies and Procedures* states employees that violate the policies of the College may be subject to disciplinary action including termination.

Definitions:

"Camp" or "Clinic": A camp or clinic is defined as instructional participation at Florida SouthWestern State College for a period up to one (1) week.

"Sanctioned activity": means any academic or non-academic service, program, or event officially sponsored by the College or any on- or off-campus camp, clinic, program or activity initiated, aided, authorized, or supervised by the College's administration or official organizations which are covered by the College's insurance programs.

"Non-sanctioned activity": means any academic or non-academic service, program, event, camp, clinic, private lesson, or activity, whether on or off any campus location, which has not been officially sponsored by the College's administration or is not covered by the College's insurance programs.

“Private lesson:” a non-sanctioned activity providing individualized instruction to the participant(s). *Private lessons* include, but are not limited to, music lessons, dance lessons, tutoring, and athletic instruction.

“Activity Administrator”: a College employee who organizes, oversees or manages a sanctioned or non-sanctioned activity.

Procedures:

The use of College facilities, including College-rented facilities, for personal financial gain is prohibited. The use of copyrighted College branding and logos or marketing oneself or one’s title as an employee of the College for personal financial gain is also prohibited.

A College employee may conduct an activity through an approval process. The activity will fall within one of two categories: *sanctioned* or *non-sanctioned*. All *sanctioned* and *non-sanctioned* activities as described below shall go through the proper procedures as outlined. No activities, whether athletic or non-athletic, shall take place on- or off-campus unless authorized.

The activity administrator, staff, or faculty member who operates an activity is responsible for assuring that the requirements for the authorization process are met and assumes all risks that result from the non-approval or cancellation of an activity due to his/her failure to comply with the prerequisites and ongoing requirements, including but not limited to those associated with advanced advertising, insurance, and space reservations.

Sanctioned Activities

An authorized *sanctioned activity*, defined in the College Operating Procedure, allows a College employee acting as an activity administrator to utilize his or her title or position within the College to market or advertise the activity. Any use of the College’s trademarks and logos must be in accordance with COP 08-0106: Use of College Name Marks and Seal. A *sanctioned activity* requires all activity proceeds and registrant information to be processed through the College for accounting purposes and to secure proper insurance coverage for the protection of the College and the activity administrator. A *sanctioned activity* requires departmental approval from the appropriate director or dean.

Activities in this classification are intended to fall under the College’s liability insurance protection. The following information must be submitted by the activity administrator to Risk Management on *Employee Space Reservation - Supplemental Form BO-075* no fewer than 30 days prior to the start of the activity:

1. Purpose of the camp, clinic, or event.
2. Types of activities taking place during the camps, clinic, or event.
3. Age of camp, clinic, or event participants.
4. Number of participants
5. Dates of the camp, clinic, or event.
6. Name and telephone number of camp, clinic or event administrator

Permitted Non-Sanctioned Activities

A *non-sanctioned activity*, defined in this College Operating Procedure, strictly prohibits a College employee to utilize his or her title or position within the College to market or advertise the activity.

Non-sanctioned use is permitted only via a License Agreement with the College, which effectuates college space reservations and allows proper review of required insurance coverage, in the same way a third-party (non-employee) would contract with the College. *Non-sanctioned activity* permits the activity administrator to handle the processing of activity proceeds as he or she see fit. The administrator is required to separately secure his or her event insurance which meets the College's *Minimum Insurance Requirements* (COP 09-0101) and provides coverage for all activities including injury coverage for participants. The following information must be submitted by the activity administrator to Risk Management on *Employee Space Reservation - Supplemental Form BO-075* no fewer than 30 days prior to the start of the activity:

1. Purpose of the camp, clinic, or event.
2. Types of activities taking place during the camps, clinic, or event.
3. Age of camp, clinic, or event participants.
4. Number of participants
5. Dates of the camp, clinic, or event.
6. Name and telephone number of camp, clinic or event administrator

Non-sanctioned activity shall not be marketed as an activity which is supervised, endorsed, initiated, aided by, or affiliated with the College. No copyrighted College marketing material, brands, logos, or any form of the College's name or likeness may be used to promote the activity. College personnel who are activity administrators or staff of a non-sanctioned activity, camp, clinic or private lesson may not use their title or position as a college employee to market or promote the activity. It is recommended that all *non-sanctioned* activities, lessons, camps and clinics be incorporated as outside businesses. College staff involvement in *non-sanctioned* activities, whether athletic or non-athletic, is limited to personnel authorized to be on vacation, or during non-regular working hours. College-owned property such as phones, mail, email, office supplies, copy machines, computers, vehicles, musical instruments, athletic equipment, etc. may not be used in the operation or advertising of *non-sanctioned* activities including private lessons.

Space reservations

All administrators of *sanctioned* and *non-sanctioned* activities shall request authorization to use proposed indoor or outdoor space well in advance of the activity and in accordance with the College's reservation process through Auxiliary Services (COP 08-0801). All procedures for reserving space on campus must be followed regardless whether the activity administrator currently teaches, coaches, or has an office in the space and/or building identified as the proposed location of the activity. *Employee Space Reservation - Supplemental Form BO-075* will be required in addition to any Auxiliary Services space reservation forms. The College reserves the right to prioritize and reject requests for space. Further, once a reservation is made, the College maintains the right, with notice provided to the activity administrator, to amend the terms of the reservation in the best interest of the College and in the College's sole discretion.

Employee Space Reservation - Supplemental Form BO-075 is located in the Risk Management and Auxiliary Services web pages and in Doc Manager.