

THE COLLEGE *of* IDAHO



2016 Conference Services Guidelines

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PLANNING YOUR PROGRAM

The College of Idaho Office of Special Events & Conference Services is responsible for the scheduling of all campus facilities and coordination of all major special events and summer conferences. All initial inquiries should be directed to events@collegeofidaho.edu. The Office of Special Events & Conference Services is located on the 2nd floor of Blatchley Hall.

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Dates and space should be reserved as early as possible. Many groups make reservations at least 10 to 12 months in advance. Although The College of Idaho cannot always provide exact cost figures that far in advance, estimates are available.

The College of Idaho accommodates over 800 participants in a variety of programs each summer. Therefore, careful planning and coordination are essential so each group's stay on campus will be as convenient and pleasant as possible.

Individuals with a disability who require accommodation to attend a summer camp/conference should notify the group's coordinator who will inform the Office of Special Events & Conference Services well in advance of arrival on campus. A written request of accommodation requirements may be required to ensure the appropriate response.

GENERAL POLICIES FOR SUMMER GROUPS

1. Memorandum of Agreement/Facilities and Service Agreement
2. Reserving Facilities, Equipment, and Services
3. Deposit
4. Guarantee and Cancellation Policies
5. Supervision
6. Adherence of College Policies
7. Assignment of Residence Hall Rooms
8. Confirmation of Group Size
9. Charges for Lost Keys/Access Cards/Excessive Custodial Needs
10. Medical Support
11. Advertisements
12. Affiliation
13. Insurance
14. Special Events
15. College Alcohol Policy

GENERAL POLICIES FOR SUMMER GROUPS

1. License Agreement for Use of Resources: Part I & Part II:

Each group is asked to sign a License Agreement for Use of Resources Part I and Part II. These two documents serve as the official reservation for dates and space and may be modified only by written agreement signed by both the college and the sponsoring group. As late changes in itineraries may create problems, groups should complete detailed planning by April 30 of the current year.

2. Reserving Facilities, Equipment, and Services:

All arrangements for facilities, equipment and services are made through Special Events & Conference Services. Groups should not contact other The College of Idaho offices or supervisors directly unless instructed to do so by Special Events & Conference Services. All requests for Summer Conferences/Camps should be made no later than April 30th. Facilities cannot be reserved by groups with an outstanding balance.

3. Deposit:

To reserve space a non-refundable deposit of \$500.00 is required. The deposit is due no later than three weeks after the college confirms the space. Cancellation of the event is a forfeiture of the deposit. Once a group arrives on campus the deposit will be put towards lost keys/cards and any damages which may occur. If charges exceed the \$500.00 deposit the group will be held responsible for the remaining fee for any lost keys, access cards, and/or damages. Any remaining funds will be applied to the total conference fee.

4. Guarantee and Cancellation Policies:

- (a) In the event User fails to provide a Final Guarantee, the Estimated Guarantee Maximum will be considered the Final Guarantee in all categories for billing purposes. User will be

charged for the Final Guarantee or the actual numbers in all categories, whichever is greater.

- (b) College shall claim as liquidated damages all deposits held and money owned on invoices outstanding if User cancels the conference/event any time after the agreement is signed. Cancellation of any facility, services or catering orders must be done in writing at least 30 days prior the conference or event. Failure to do so will result in User being billed for the full Anticipated Conference Fee.

User agrees to pay as liquidated damages following amounts for canceling this agreement. In return, College agrees to hold no further claims against User for said cancellation.

Cancellation Date	Total Liability
Greater than 60 days prior to event:	25%
31 – 60 days prior to event:	75%
30 days prior to event:	100%

- (c) The College is not liable for any cancellation or change in the event’s location caused by events beyond its reasonable control, such as acts of God or acts of the State in its sovereign or contractual capacity.
- (d) The College will close to the public, including persons who wish to attend conferences, weddings and other on-campus events, if College officials determine there is reasonable cause, such as weather emergency, power outage, water outage, civil unrest, threat to national security or any other occurrence that, In the opinion of College officials, is potentially and sufficiently dangerous to persons on campus or traveling to campus. Closure notifications will be provided to all major television and radio stations in the Idaho region. In the event of an emergency, persons planning to travel to the College should be advised to listen to area broadcasts to determine if the College is closed. The College shall not be responsible for any costs resulting from a cancellation or delay due to weather emergency, power outage, water outage, civil unrest, threat to national security or any other occurrence that is potentially dangerous to persons on campus, excepting fees that would have been charged for the canceled or delayed event.
- (e) The College reserves the right to exchange a scheduled room for a comparable room at its discretion.

5. Supervision:

Adequate supervision of visiting groups is the total responsibility of the sponsor’s group leaders. Youth groups which lack adequate adult supervision account for most of the problems that occur. Programs for youth work best when group leaders provide ample organized activities during evenings and weekends as well as during the day. Since each group is responsible for its participants as well as damages and fine incurred by the participants, leaders are urged to give careful attention to these matters. The college requires at least one adult supervisor (an individual of 18 years of age or older whose primary function is that of supervision) for each 20 youth and at least one adult supervisor per residence hall floor. Camp participants may not serve as supervisors. Supervisors are to be in the residence halls at all times when participants are there and are to observe and enforce the group curfew which should be no later than 11p.m. The

director of each program should reside in the halls with participants and has ultimate responsibility for seeing that participants abide by college rules. Participants must listen to directives given by C OF I staff, as well as group supervisors.

6. College Rules and Regulations:

Visiting groups are expected to adhere to all college policies, regulations, and guidelines as well as all local, state and federal laws concerning health, safety, and public order. Failure to comply with these regulations may result in forfeiture of the privilege of using college facilities. The College of Idaho reserves the right to rescind participation if a group member is behaving in a manner not conducive to the group's activities.

7. Assignment of Residence Hall Rooms:

Groups are responsible for assigning residence hall rooms to participants, issuing room keys, and performing all registration functions. For a fee, the assistance of Special Events and Conference Services in making room assignments is available to group coordinators. C OF I will send each group coordinator floor plans of the housing space assigned to the group at least two weeks prior to the group's arrival. **Room assignments should be made prior to registration time.** Before keys are picked up, each group must provide Special Events and Conference Services a housing roster with a list of participants and their assigned room numbers (last name first, alphabetically) and a daily schedule for group activities. **Leaders and counselors should be so indicated on the housing list.** The daily schedules should list the times and locations of all activities so the college can respond appropriately in case of emergency. All conference participants staying in the residence halls are to be housed according to the occupancy listed on the floor plan unless other arrangements have been prior to June 1st. **Rooms are to be filled floor by floor and room by room so that all unused rooms are contiguous.** Any changes in the housing list, or schedule, should be reported to Special Events and Conference Services by 10 a.m. of the day following registration.

8. Confirmation of Group Size:

An estimated number of participants must be given in order to obtain a quote. Any time a group alters the number of participants, the group coordinator should notify Special Events & Conference Services in *writing*. **Two weeks prior to the group's arrival on campus the group coordinator will communicate a final number in writing.** Housing space and food will be prepared for that number of people. Food Services will charge groups for meals by the numbers listed on the contract until the **final count** is received by Special Events & Conference Services. The user will be charged either the final count or the minimum guaranteed number, whichever is greater.

By 10 am of the day following on campus registration the group's coordinator must provide Special Events & Conference Services with a housing roster, listing all participants and staff and their room assignments. **The final registered number may not be less than 90 percent or higher than 10 percent of the final count given.**

9. Charges for Lost or Damaged Keys/Access Cards/Excessive Custodial Needs:

The charge for lost keys is \$50.00 per key. The charge for a lost or broken access card is \$20.00 per car. **To help avoid discrepancies related to lost keys and access cards, the group leader**

and The College's Special Events & Conference Services should inventory the keys and cards together prior to a group's departure. Otherwise, the inventory implemented by the College will determine the key charges. When an unusual amount of custodial labor is required because of water fights, shaving cream battles, excessively littered room, etc., a significant charge will be deducted from the deposit.

10. Medical Support Staff:

We recommend athletic camps and other programs involving strenuous physical activity, and programs lasting more than one week have a nurse or trainer on staff due to limited health services on campus.

11. Advertisements:

All written materials, including those distributed electronically, advertising or referring to the College or to College services, must be reviewed and approved in writing by Special Events & Conference Services prior to publication or distribution.

12. Affiliation:

Except whereby express written permission has been granted, groups shall not represent or imply affiliation in any way with The College of Idaho other than as a user. User shall not represent or imply that its activities are endorsed or approved by the college. If user is an employee of the college he/she must obtain permission from the appropriate authorities.

13. Insurance:

The user shall obtain, at its expense, liability insurance in which both the College and the User are named as insured with minimum policy limits of one million (\$1,000,000) dollars for personal injuries, including death, and one million (\$1,000,000) dollars in aggregate for all property damage. The term of such coverage shall coincide with the term of the contract. Said policy of insurance shall contain a provision which states that it cannot be cancelled except upon fifteen (15) days express written notice to all insured. The College shall be furnished with a copy of said policy or certificate of insurance three (3) weeks prior to conference/camp.

14. Special Events Staffing:

Special Events may require additional college staff for security and other matters. Groups sponsoring such events will be responsible for the costs associated with these special services.

Security/Personnel	\$15/hour/person
Technician	\$25/hour/person

15. Alcohol Policy:

The possession, consumption, and/or distribution of alcoholic beverages are prohibited for the duration of the conference unless prior arrangements have been made with Special Events & Conference Services.

SERVICES FOR SUMMER GROUPS

1. Registration Location
2. Telephone Accessibility
3. Signs
4. Medical Services
5. Emergency Services
6. Multimedia Services
7. Mail Center
8. Book Store
9. Parking
10. On Campus Dining
11. Laundry
12. Computer Labs
13. Activities Center

SERVICES FOR SUMMER GROUPS

1. Registration Location:

Each group is assigned a registration/check-in location.

2. Telephone Accessibility:

The College of Idaho requires that each group have at least one phone in the group leader's room. A phone may be brought from home or requested from Special Events & Conference Services or a personal cell phone may be used. If a personal cell phone is used the number must be given to Special Events & Conference Services. Group leaders should give their number, the Special Events & Conference Services number, as well as the Campus Safety number to all minor participants' parents.

3. Signs:

Dorm signs designating fire escapes and restrooms will be handled by the college. Additional signage must be handled by group and must be removed within 24 hours after the event.

4. Medical Services:

The College of Idaho does not have medical staff. West Valley Medical Center, located at 1717 Arlington Ave in Caldwell, is the nearest hospital. To contact them dial 9-459-4641.

5. Emergency Services:

In case of a medical emergency dial 9-9-1-1. You should contact Campus Safety, x5151, for additional help.

6. Multimedia Services:

Some classes are outfitted with basic multimedia equipment. Additional multimedia equipment may be requested through Special Events & Conference Services. **Summer groups should make requests for equipment and services before June 1st.** Multimedia requests made after June 1st will be fulfilled only if the equipment may be used without disrupting scheduling. Late requests outside of normal operating hours may result in additional charges.

7. **Mail Center:**

The Mail Center will receive mail for *summer* groups which should be addressed:

Individual's Name
Name of Camp/Conference (Conference dates)
The College of Idaho
2112 Cleveland Blvd
Caldwell ID 83605-4432

Mail that does not include the name of the camp or institute may not be delivered. A staff member should be designated to check for mail after 11:00 a.m. daily. Any mail remaining after camp dates will be returned to sender.

8. **College Store:**

The College Store is located in the lower level of the McCain Student Union. Normal operating hours are 9 a.m. – 12 p.m. and 1 p.m. – 3 p.m. Summer hours are 10a.m. – 12 p.m. and 1 p.m. – 2 p.m. These hours are subject to change.

9. **Parking:**

Parking at The College of Idaho is free of charge, but groups should obey any signs and stay within areas specified by Special Events & Conference Services. Any special requests for parking areas should go through Special Events & Conference Services. Parking in undesignated areas may result in ticketing.

10. **Campus Dining:**

Bon Appetit café in the McCain Student Union is closed during the summer. Dining in the Simplot Dining Hall must be prearranged through Special Events & Conference Services either through booking a camp/conference, or reserving a room for a special event.

11. **Laundry:**

Laundry facilities are available for residential groups on campus.

12. **Computer Labs:**

The use of The College of Idaho computers requires a guest logon. To obtain a guest logon prior notice of intent to use computers must be given to Special Events & Conference Services. For camps/conferences with participants under the age of 18 an **Internet Permission Form** should be signed before giving that participant the ability to logon.

Any group that contracts with the college will be responsible for technology used by its members. This includes **any** damage to hardware, purposeful impairment of software, and/or theft. The following list shows typical replacement costs:

Monitor	\$150.00
Mouse	\$20.00
Keyboard	\$25.00
Computer	\$1,000.00

13. Activities Center:

Gym use is allowed only with explicit permission from Special Events & Conference Services. To obtain access to the lockers, pool, and weight room you must request, in advance, access from Special Events & Conference Services. Use of the Activities Center must be within normal operating hours.

HOUSING FOR SUMMER GROUPS

1. Space Allotted
2. Regulations (a-y)
3. Accommodations
4. Check-in/Check-out
5. Keys
6. Designated Areas
7. Common Areas

HOUSING FOR SUMMER GROUPS

1. **Space Allotted:**

Groups will be limited to the **maximum number of guests** listed on their Conference Contract unless the Special Events & Conference Services Coordinator has allocated additional space. The number of allocated beds will be based on the following factors: (a) space available, (b) number of bed spaces requested by the group, (c) history of space actually used by the group. **The obligation to house any overage of participants above the requested housing allocation will be the responsibility of the group's coordinator.** Room assignments are to be made floor by floor and room by room so that unused rooms are contiguous.

Groups which anticipate lower numbers than those listed on the agreement should notify the Special Events & Conference Services Coordinator **one week prior to camp** so those spaces can be given to a group with larger than anticipated enrollment. Groups which anticipate higher numbers than those listed on the agreement form should request additional space as soon as the need is evident. In such cases, the Special Events & Conference Services Coordinator will make every effort possible to assign additional space; however, in some cases additional allocations will not be possible.

2. **Regulations:**

Groups must provide Special Events & Conference Services with signed Guest Waiver Forms. Groups must also provide copies of the **Housing Rules and Regulations** to all camp/conference attendees.

- (a) **Emergency Phone:** x 5151 from any on-campus phone. **Off campus:** 459-5151
- (b) **Phone Use:** To dial an off-campus number please dial 9 then the number. Long distance calls require a calling card.
- (c) **Alcoholic Beverages:** The possession, consumption, and/or distribution of alcoholic beverages are prohibited for the duration of the conference unless prior arrangements have been made with Special Events & Conference Services.
- (d) **Animals:** No animals are allowed in the residence halls.
- (e) **Appliances:** Cooking appliances, full sized appliances, and appliances drawing more than 5 amps are not permitted due to the potential for fire hazards and overloading electrical circuits.
- (f) **Bathroom Privacy:** Bathroom facilities are intended for one gender only. Individuals should never be present in bathrooms designated for use by the opposite gender.
- (g) **Common Area Damage /Damage:** The costs for repair of damaged caused by irregular wear and tear are the responsibility of the conference participants assigned to the room. If damage occurs in a common area and the individual(s) responsible for the damage cannot be identified, all conference participants living in that unit will be equally assessed in the cost of repair. This includes any damages to any computers, key systems, other technology, and furniture.

(h) **Conduct Expectations:** Conference participants are expected to conduct themselves in such a way as to respect the rights of others and observe all College or Conference regulations. Any activities which violate these rights or expectations are prohibited and may result in sanctions ranging from loss of privileges to expulsion from the conference.

Violations of the conduct expectations include, but are not limited to:

- Theft or damage to campus property or the property of another.
- Misuse of computer systems
- Misuse or tampering with safety equipment or systems
- Acts which harm or are intended to harm, intimidate or humiliate another through force, threat of force or verbal abuse
- Engaging in lewd, indecent, or obscene behavior
- Possession of contraband materials

(i) **Controlled Substances:** The possession, use, distribution, and/or sale of any substances defined by law as a controlled substance and/or any drug paraphernalia are prohibited.

(j) **Dorm Room Specifications:**

Rooms have:

- Air conditioners and heat controls
- Standard twin bed
- Built in or mobile desk and desk chair
- Closet and drawer set up

Rooms do not have:

- Linens, pillows, blankets, sheets or towels
- Hangers
- Alarm clock
- Phone

Suggested to bring:

- Hangers
- Alarm Clock
- Cell Phone
- Shower shoes
- Towels
- Shower caddy, including toiletries
- Sleeping bag / pillow
- Personal fan

Things NOT to bring:

- Candles
- Hotplates/ Toasters/ Coffee makers, etc.

(k) **Exceptional Procedures:** The Director of Special Events & Conference Services or the Conference Director may expel, suspend, or reassign a conference participant whenever, in his/her judgment, the continued presence of the participant constitutes a danger to the student or the safety of persons or property in the residence halls or the seriousness of the allegations warrant such action.

(l) **Fire Safety Equipment and Procedures:** No person shall refuse to observe any safety regulation or procedure. All persons must evacuate the residence hall during a fire alarm.

No person shall tamper with or otherwise misuse fire fighting equipment including but not limited to fire extinguishers, fire hoses, fire alarms, pull stations, heat or smoke detectors and exit signs.

(m) **Fireworks:** All fireworks are prohibited on the College property.

(n) **Gambling:** Gambling is prohibited on the College property.

(o) **Guest/Visitors/ Visitor Responsibility:** No overnight guest will be permitted during the duration of the conference. Visitor privileges will be limited and are subject to the advance approval of

the Conference Director. Conference participants are responsible for the behavior of their guests and visitors. Conference participants may be subject to disciplinary action for the misconduct of a guest or visitor and are liable for any damages caused by a guest or visitor.

(p) **Keys:** Lost or stolen keys and/or cards present a security risk and should be reported immediately. Conference participants will be billed for the replacement cost of lost keys (\$75.00) and or cards (\$20.00).

(q) **Noise:** All conference participants are expected to be courteous to the study and sleep needs of others. Conference participants are expected to monitor their own activities so as to not disturb others and to comply with requests to quiet down. Quiet hours are from 11 p.m. to 8 a.m. These hours may be changed to comply with other conference needs. The hours between 8 a.m. and 11p.m. are “courtesy hours,” in which every participant will be respectful of others.

(r) **Nuisance:** No student shall create a nuisance to participants or guests of the conference or obstruct/disrupt any conference or campus activity.

(s) **Official Directives:** Conference participants must comply with the directives of conference or College staff exercising assigned duties.

(t) **Personal Property Liability:** Conference participants are responsible for providing insurance against loss or damage to personal property. The College of Idaho, its officers, employees, agents, and/or Conference sponsors are not liable for property that may be lost, stolen, or damaged in any way anywhere on the premises, including storage facilities. Conference participants are encouraged to keep their room locked at all times and to report all thefts to conference staff immediately.

(u) **Room Entry:** The College respects the right to privacy. However, the College reserves the right to enter and inspect rooms at any time for health, safety, welfare, and maintenance purposes. This right is exercised with discretion. The College also reserves the right to remove any contraband items (i.e. illegal pets, drug paraphernalia, etc.) discovered in conference participants’ rooms.

(v) **Safe Conditions:** No person shall create a safety or health hazard in any hall.

This includes, but is not limited to:

- Fires, candles, incense, or other flammable substances
- Playing sports indoors
- Accessing a roof or other unauthorized area
- Disabling or propping exterior doors

(w) **Smoking:** Smoking is not permitted in any of the buildings on campus. If you are of legal age to smoke, please, do so outside at least 50 feet away from buildings. Make sure cigarettes are completely extinguished and disposed of in a proper trash receptacle.

(x) **Unsuitable Information:** Any information, including on the computer or in magazines, that is offensive in any nature is not allowed. This includes any form of pornography.

(y) **Weapons:** No participant shall possess or introduce a dangerous weapon or explosive materials into the campus including, but not limited to knives, pellet guns, firearms, throwing stars, etc.

3. **Accommodations:**

Each group will be given a layout of their intended Residence Hall, which shows room occupancy. A desk, mirror, four or five drawer dresser, and adequate closet space for hanging clothes. Wastebaskets and chairs are provided in most rooms. **Linens, televisions, radios, hangers, and wake-up calls are not provided.**

(a) **Handicap Facilities are available, but limited. Groups with participants that have special needs should notify Special Events & Conference Services of those needs as soon as possible.**

4. **Check-in/Check-out:**

Participants may not check-in prior to the designated time. If staff members are to arrive early or stay late, special arrangements must be made at least 10 days in advance with Special Events & Conference Services. A list of room numbers with the names of camp participants who are arriving early or staying late must be provided to Special Events and Conference Services at least 5 days in advance for appropriate charges and arrangements.

The basic housing fee includes two hours of desk coverage for the day of check-in, and two hours of desk coverage for the day of check-out. Additional hours of desk coverage may be requested at the rate of \$10.00 per hour.

To provide enough time to adequately clean rooms and assess any damages of each group, User may not enter its assigned residence hall until 3:00 PM on the arrival date and must have completely vacated the assigned residence hall by 2:00 PM on the last day of the conference. **User will be charged for an additional night of lodging for each person not checked out by that time.**

Special Events & Conference Services will not be responsible for the return of any items left behind. If a request is received to mail found items, the camp coordinator will be responsible for all arrangements and costs.

5. **Keys:**

Keys will be checked in and out by the College. User will be responsible for a card/key and lock core replacement charge of \$75 for each key and \$20 for each card lost or not returned at the conclusion of the camp/conference. Keys or cards not recovered from the group within 72 hours after the close of the conference will be deemed lost and charges assessed.

6. **Designated Areas:**

Group Leaders and counselors are responsible for seeing that participants do not infringe upon areas utilized by other groups. Youth group counselors are also responsible for seeing that boys and girls remain in their designated areas. **Participants from one summer group are not to enter residence areas occupied by other groups.**

7. **Common Areas:**

Public areas such as lounges, recreation areas, laundry rooms, etc., are shared by residents of several halls and are not to be used for meetings, parties, etc., unless scheduled in advance. Proper attire must always be worn in these public areas.

DINING FOR SUMMER GROUPS

1. Adult Supervision
2. Meal Charges
3. Special Catering
4. Food Service

DINING FOR SUMMER GROUPS

1. **Adult Supervision:**

All youth groups are **required to have adult supervision** for all meals. Adults must sit with youth groups. Adult supervisors must accompany youth group into Dining services. All youth must be out of the Food Service Area before adult supervisors can leave. Foul language or offensive behavior is not permitted in the Food Service Areas, and may be subject to expulsion from the Food Services Areas.

2. **Meal Charges:**

Resident groups are expected to eat all meals in the Food Service Areas. Exceptions occur when a program activity takes the group off campus, or special meals are arranged through Bon Appetit. From the time of arrival to the time of departure, **groups are charged for three meals per day based on the number of participants in residence (including staff) and not on the number of participants that eat each meal.** If a group or part of a group must miss a meal due to a program activity held off-campus, the program director must provide notice to Special Events & Conference Services at least three (3) working days prior to the affected meal. Meal location changes within The College of Idaho may not be made after your group arrives on campus. Changes made after your group arrives may result in additional charges for previously scheduled meals.

3. **Special Catering:**

Requests for catering services (banquets, coffee breaks, etc) should be scheduled with Bon Appetit as soon as facilities are reserved. All rooms must be reserved with Special Events & Conference Services. Please note banquet facilities are frequently booked in advance.

4. **Food Service:**

Bon Appetit is responsible for providing all food service on campus. Food service activity (e.g. concession stands, catered meals, snack shops, etc.) is not permitted and is subject to fines unless approved by Special Events & Conference Services. Groups providing free refreshments or beverages to program participants must receive prior approval.

SUGGESTIONS FOR GROUP LEADERS

1. Information Sheets for Participants
2. Arrival of Staff
3. Signs
4. Individual Camp Guidelines
5. Check-in with Office of Camps and Conferences
6. Staff Instruction of Safety Rules
7. Additional Needs

SUGGESTIONS FOR GROUP LEADERS

1. Information Sheets for Participants:

Send information to participants about the type of clothing and the personal items they should bring. Be sure to include a statement about linens, pillows, and reading lamps for those who will need to study in their rooms. Make sure participants receive directions to the registration location. Participants and/or parents should be notified in advance **the time and location for departure or pick-up.**

2. Arrival of Staff:

Arrive well in advance of your scheduled registration period. Some participants usually arrive early.

3. Individual Camp Guidelines:

Distribute written guidelines at the time of registration, especially in the case of youth groups. Topics covered may include curfews, rules about not entering areas designated for other groups, meal hours, procedures in the case of illness, injury, fire and camp safety rules.

4. Check-In with Special Events & Conference Services:

Upon arrival on campus, the group coordinator **must** check-in with Special Events & Conference Services.

5. Staff Instruction of Safety Rules:

Meet with your counselors/staff prior to the arrival of participants to make sure they have all the information they need to perform their duties (e.g. college rules and regulations, procedures in case of illness or emergency).

6. Additional Needs:

Directors of athletic camps should arrange for jugs of drinking water on the playing field. Some camps require each student to bring a container of water daily; others provide large containers of ice water for their groups. Large athletic camps and marching bands should consider renting portable restroom facilities to be placed near the playing fields utilized.