
Camp Director Responsibilities/Checklist

Prior to the Camp/Clinic Season:

- Prior to printing, submit camp brochure to the Fieldhouse Manager. Fieldhouse Manager will submit to Compliance Office for approval.
- Review NCAA regulations regarding camps/clinics policies
- Submit Student-Athlete Work Approval Form
- Submit Camp Acknowledgement Form
- Submit Camp Counselor Approval Form (For Non-Athletes)
- If utilizing the training room, complete Training Room Fee Schedule
- Submit Facility Request Sheet (tables, chairs, field lines wanted, etc)

Following the Camp/Clinic Season:

- Complete and submit Income Report
- Coaches receive an invoice
- Submit list of campers, including justification for discounts given
- Camp Expense Form