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**Sport Camp Checklist**

Please reference the Athletic Sport Camp Model for additional details.

* Sign a facility usage contract and pay all usage fees.
* Provide $2 million of general liability insurance, co-naming CMU, prior to the first day of usage.
	+ CMU requires each LLC obtain an additional sexual molestation claim coverage
* Provide signed general liability waivers for all participants, upon request by CMU.
* Follow all CMU policies and procedures, as detailed in the CMU contract.
* Provide the contract, insurance certificate, facility payment, and requested waiver information to the designated point of contact.
* Maintain all aspects of the registration of participants: collecting information, waivers, and payments; communicating with the participants; creating supporting documents or information;
* Maintaining a sign out process for camp participants
* Create and supply any needs for the camp, such as nametags and performance charts
* Coordinate housing and dining, as needed with CMU Events & Conference Services, within the timelines identified in the contract.
* Provide chaperones for all activities, within compliance of the CMU minors Participating in Campus Activities policy, and/or as stated in the contract.
* Hire, pay and supervise all staff members in accordance with federal, state and local laws, and CMU policies.
* Purchase and distribute any items to the campers, such as t-shirts and tokens.
* Conduct and maintain background checks and concussion training for **ALL** camp staff.
* Conduct all aspects of advertising and promotion for the camp.
* Pay for any additional required CMU support, including facility staffing, equipment not already within the facility as specified in the contract.
* Ensure the safety of the campers traveling between facilities, specifically when crossing Broomfield Road or the area near the railroad tracks.
* Assume all liability for the camp and its participants.
* Have all off campus waivers submitted to Camps and Conferences no later than 48 business hours in advance
* Submit final rosters to Camps and Conferences no later than 48 business hours prior to the camp