

**CMU Athletic Camp Timeline**

**Use this document as a guideline for due dates of items listed. Please complete these items fully and in order. All items are due on the deadlines listed and must be completed prior to arrival for camp.**

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|  | Complete by: | Six months prior to camp. |
| □ |  | Coordinate housing, facilities, competition areas, registration and meeting rooms, and dining with CMU Events and Conference Services. |
| □ |  | Sign facility usage contract with Events and Conference Services. |
| □ |  | Obtain and provide certificate of $2 million in general liability insurance, co-naming CMU. |
| □ |  | Obtain a booking contract for the camp from Events and Conference Services. |
| □ |  | Inform of additional staffing, equipment, or other support needed and obtain a quote. |
| □ |  | Complete *CMU Compliance Form* for approval. |

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|  | Complete by: | | Two months prior to camp. |
| □ |  | Complete and submit a *Request for Athletic Training Services* form to staff a Certified Athletic Trainer. | |
| □ |  | Submit the *Form for Outside Coaches at Team Camp*. | |
| □ |  | Provide requested waiver information to Events and Conference Services including general liability waivers. | |
| □ |  | Conduct concussion training for all camp employees and submit documentation to Events and Conference Services. | |
| □ |  | Conduct background checks for all camp employees and submit documentation of completion to Events and Conference Services. Keep background checks on file and available upon request. | |
| □ |  | Submit initial camp participant numbers and roster. | |
| □ |  | Provide facility payment and all usage fees. | |
| □ |  | Submit tentative itinerary to Camps and Conferences and Event Manager. | |
| □ |  | If needed, provide request for food to Classic Fare Catering. | |

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|  | Complete by: | | Two weeks prior to camp. |
| □ |  | Submit up to date rosters to Camps and Conferences. | |
| □ |  | Submit photo waivers to Events and Conference Services. | |
| □ |  | Submit signed contract to ECS. | |
| □ |  | Submit parking request to ECS and Event Manager. | |

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|  | Complete by: | | 48 business hours prior to camp. |
| □ |  | Submit all off campus waivers to Events and Conference Services (used for permission to take campers off campus). | |
| □ |  | Obtain an Emergency Action Plan for each athletic facility utilized by the camp from CMU Athletics Facilities and Events. | |
| □ |  | Submit *Concussion Waiver* for each participant to Athletics and Events and Conference Services. | |
| □ |  | Submit *Consent to Treat and Informed Consent Release* waivers to Athletics and Events and Conference Services. | |
| □ |  | Submit final roster and remaining waivers. | |

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|  | Compliance Items |
| □ | Follow all CMU policies and procedures. Including University Minors Participating in Campus Activities, Camps and Conferences’ Chaperone Policy, and Policies & Procedure and Request for Athletic Training Services. |
| □ | Comply with CMU and Aramark/Classic Fare Catering/Campus Dining partnership. |
| □ | Comply with all NCAA rules and regulations. |
| □ | Hire, pay, and supervise all staff members in accordance with federal, state, and local laws, and CMU policies. |
| □ | Follow the CMU advertising regulations in coordination with Athletic Communications and Athletics Compliance. |
| □ | Apparel items must not violate CMU Athletics agreement with contractual provider. |
| □ | Ensure compliance with Camp Participant Coordination. |
| □ | Assume all liability for the camp and its participants. |

### **Post Camp Timeline**

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|  | Complete by: | | Day after camp. |
| □ |  | Post camp meeting (if needed). | |

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|  | Complete by: | | 1 month after camp. |
| □ |  | Issue invoice. | |