

ECU Camps Policy

Effective Date: July 1, 2025

1. Purpose

East Central University (ECU) is committed to creating a safe, enriching, and welcoming environment for all individuals participating in camps and youth programs hosted on its campus and/or at satellite camp locations. This policy outlines the minimum requirements and expectations for ECU-sponsored camps and recommendations for external organizations utilizing ECU facilities for youth programs. It is designed to support safety, minimize risk, and ensure alignment with university values.

2. Scope

This policy applies to all day and overnight camps, clinics, and youth programs (collectively referred to as "camps") that are hosted, sponsored, or operated by ECU.

This policy does not apply to:

- Public events where minors attend under the supervision of their parent or guardian.
- Enrolled ECU students under the age of 18.

3. Definitions

- **Camp:** A structured program, clinic, or activity involving minors that occurs on ECU property and is hosted, sponsored, or facilitated by an ECU entity.
- **Minor:** Any individual under the age of 18 who is not enrolled as a student at ECU.
- **Authorized Adult:** Any individual (faculty, staff, student, or volunteer) who interacts with minors as part of a camp and cleared the required training and background check.

4. Camp Registration

All camps must be registered in advance with the Office of Event Management. Registration should include the following:

- Program name and description;
- Dates, times, and location(s);
- Target age group and anticipated number of participants;

- Names and contact information of the camp director and all authorized adults;
- Emergency contact information;
- Medical emergency and risk management plans;
- First & last meal hosted on campus; and
- Calendar of camp events.

If the camp includes overnight stays in campus housing, the university's Housing Emergency Plan will also apply.

5. Background Checks

All Authorized Adults must undergo and clear a background check conducted by an accredited agency before working in any capacity with minors at ECU-sponsored or hosted camps.

Background checks must be renewed every two years.

Sponsoring units are responsible for covering associated costs¹.

6. Training Requirements

Authorized Adults working at camps must complete ECU's Protection of Minors training, which includes:

- Recognizing and reporting child abuse and neglect;
- Appropriate conduct when interacting with minors;
- Title IX protocols; and
- Emergency and safety procedures.

Training must be completed annually and documented by the sponsoring unit or department.

7. Camp Planning & Operations

Each camp must have documented procedures addressing the following (as applicable):

- **Transportation:** Clear plans for drop-off, pick-up, and any in-program travel
- **Supervision:** Adequate adult-to-minor ratios and strategies to avoid one-on-one interactions when possible
- **Forms:** Signed participation waivers, emergency contacts, and medical information

¹ The approximate cost for a background check processed by ECU's Employment Services is \$10 each.

- **Medical care:** First aid availability, medication management, and emergency medical protocols
- **Weather and emergency plans:** Procedures for severe weather, evacuation, and missing minors
- **Overnight camps:** Additional considerations such as curfews, codes of conduct, and appropriate supervision in residential settings

8. Code of Conduct for Authorized Adults

Authorized Adults involved in camps are expected to:

- Serve as positive role models and uphold ECU's ICARE values (Integrity, Candor, Accountability, Respect, Excellence);
- Avoid one-on-one situations with minors unless in open, observable settings
- Communicate clearly and respectfully with all participants;
- Avoid physical contact unless necessary and appropriate for the situation;
- Refrain from the use of alcohol, tobacco, or illegal substances during camp programming;
- Respect privacy, including changing areas and personal boundaries; and
- Use university protocols when transporting minors.

9. Facility Use for Camps

Camps on ECU's campus must:

- Provide proof of insurance and signed facility use agreements at least 14 calendar days prior to the beginning of camp
- Comply with all applicable parts of this policy, including training and background check requirements for their staff

10. Policy Review

This policy will be reviewed annually by the Compliance Council in collaboration with the Office of Event Management, and revised as needed to reflect best practices, feedback, and updates in state or federal law.