



THE UNIVERSITY OF SOUTH DAKOTA

DEPARTMENT OF ATHLETICS

USD CAMPS/CLINICS CHECKLIST

Completed	Item:	Submit To:	Due Date:
PRIOR TO CAMP:			
	Camp Dates Fall Within NCAA Rules for Camps/Clinics	Compliance Office	Prior to Establishing Camp/Clinic Dates
	Camp Brochure <ul style="list-style-type: none"> • Student-Athlete Pictures & Size • USD Logo Use • Release/liability section • Consent for Treatment section 	Compliance Office	Prior to Publication
	All Camp Advertisements	Compliance Office	Prior to Publication
	Camp Activities Itinerary <ul style="list-style-type: none"> • Athletic Timing/Testing Activities • Filming/Videotaping Activities • Other 	Compliance Office	Two Weeks Prior to Start of Camp
	Employment List for ALL employees (see form)	Compliance Office	One Week Prior to Start of Camp
	Student-Athlete Employment Agreement(s) (see form)	Compliance Office	One Week Prior to Start of Camp
	Free or Reduced Admission List (see form)	Compliance Office	One Week Prior to Start of Camp
	List of Participants/Contact Info/Payment (see form)	Compliance Office	At least the Day Prior to Camp
	Proposed Camp BUDGET (see Camp Budget form - Jeanette)	Administration (Jeanette)	At Least THREE Weeks Prior to Start of Camp
	Facility Use: Dates; Schedule Set-ups	Dome Staff (Gary & Staff)	At Least Two Weeks Prior to Start of Camp
AFTER THE CAMP:			
	Final Roster Submitted with Camper Fees (e.g. Jenny/Business Office spreadsheet)	Administration (Jeanette)	Within One Week After Camp
	FINAL CAMP FINANCIAL REPORT !	Administration (Jeanette)	Within Two Weeks After Camp