



Sports Camp Procedures

Purpose: These procedures are being laid out to give direction and consistency across the district on sports camps and proper procedures to host a sports camp. For the purpose of these procedures, sports camp does not mean or include the actual team that is playing for the school in a particular sport.

Each school/coach is welcome to offer sports camps in the off season so long as it meets the NCHSAA guidelines and the below Lincoln County procedures.

- The camp must be approved by the Principal and Superintendent/Designee using the Sports Camp Approval Form.
- The camp must be offered for the purpose of building fundamental skills and increasing interest in your sport.
- The camp may have a fee. The fee is for the purpose of fundraising, employing coaches/referees, the cost of material/supplies, and facilities upkeep. The fee is to be as small as possible to increase the amount of players that would be able to attend. The final fee can be adjusted by the Superintendent/Designee as they feel fit. The fees collected must go through the schools financial bookkeeper and follow our Lincoln County cash/check collection procedures.
- Facilities can only be used during regular operating hours.
- Coaches:
 - ✓ All coaches shall be considered volunteers, but will be entitled to a maximum stipend of \$400.00 per week or \$80.00 per day. Payment of coaches shall follow Finance's pay procedures through the schools financial bookkeeper.
 - ✓ All coaches must go through the Human Resources screening process if they are not already employed by Lincoln County Schools.
 - ✓ Coaches are responsible for all aspects of the camp including safety, waivers, forms, facilities, costs, etc.
 - ✓ Coaches are to encourage, build, and teach fundamentals of the sport that is being offered as a camp. Sportsmanship and fun should also be included in each camp!
 - ✓ All revenue that exceeds the cost of the camp must be deposited into the sports account of the sport offering the camp.
 - ✓ Male and female sports should offer camps alike.

Sports Camp Approval Form

School:		
Facility/Facilities Being Used:		
Sport:		
Dates of Camp:		
Times of Camp:		
Purpose of Camp:		
Number of Campers (expected capacity):		
Cost of Camp:		
Specific Expenses of Camp:		
Camp Director:		
Camp Director's Contact Information:		
Participating Coaches: (List coaches who will be working the camp. Check the box beside their name if they have a background check on file in Human Resources.)	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
Coaching Stipend for Camp (not to exceed \$80 per day)		
Statement: I have read and understand the financial procedures for LCS. All monies will be collected and given to the school financial bookkeeper for appropriate processing.		

Date: _____

Principal Signature

Date: _____

Athletic Director Signature

Date: _____

Superintendent / Designee Signature