**Youth Program and Camp Policy**

**Policy Statement:**

The University System of Maryland (“USM”), through the Chancellor and the Board of Regents has delegated authority to university presidents to establish policies and procedures for the efficient and orderly administration of the university. The University of Maryland Eastern Shore (“UMES” or the “University”) hosts several youth programs, including camps, throughout the year and especially during the summer. The intent of UMES is to encourage the use of its facilities, on a space available basis, for camps as well as youth programs taking place on campus. This policy statement is intended to provide guidance to those involved in these activities.

**REASON FOR POLICY:**

The purpose of this policy is to provide guidance for the obligations, responsibilities, process and procedure for the hosting of youth programs, including camps, at UMES.

**DEFINITIONS:**

Program coordinator: A person or organization who manages or operators a camp or other youth program

Campus sponsor: A University faculty member or administrator who supports the camp or youth program

Youth camp: As defined by the Maryland regulations, COMAR 10.16.06.02, as amended from time to time

Youth program: Programs involving minors, as defined by the USM Policy on Criminal Background Checks for Faculty and Staff; this includes camps

**POLICY:**

Overview

Summer camps and other youth programs will bring youth under age 18 to campus. The level of care and supervision appropriate for an enrolled student at the University is not necessarily the same as that which is appropriate for a youth program participant, even though the oldest participants are sometimes older than the youngest of our enrolled students. It is imperative that program participants be overseen in a fashion that is appropriate and intended to keep them healthy and safe while visiting the University. UMES and its employees should provide a reasonably safe environment for participants in the various programs operated by the University and attempt to ensure that clients using University facilities for their activities do the same.

Camp Certification by the Maryland Department of Health

The Maryland Department of Health and Mental Hygiene (DHMH) maintains regulations and a certification process pertaining to youth camps. Your camp or youth program, regardless of whether or not you call it a camp, may require certification.

The DHMH website pertaining to youth camp certification:

<https://health.maryland.gov/phpa/OEHFP/CHS/Pages/YCCertification.aspx>

You must ascertain you are meeting all laws and regulations regarding supervision of minors. State laws and regulations supersede University requirements, unless University requirements surpass standards set by the state. Please consult qualified legal counsel in determining the specific application of these regulations to your program.

If you determine that your program requires DHMH certification, you must provide the institution with a copy of your Camp Certification from DHMH or a letter from DHMH indicating that its camp is in the certification process and is permitted to operate a Youth Camp by 10 days prior to the scheduled start of the camp. If you fail to furnish the required certificate, the University reserves the right to cancel your use of the facilities, and you will be responsible for payment of all cancellation charges.

The pertinent regulations are listed in the Code of Maryland Regulations (COMAR). To access a complete copy of the regulations online: go to http://www.dsd.state.md.us/comar/ and choose Option #3 (Access through Table of Contents Structure), then Title 10, then Subtitle 16, and finally 10.16.06. Each regulation is listed separately thereafter.

Eligibility

Any University department is eligible to conduct overnight and/or day camps/clinics or other such youth programs intended to promote the mission of UMES.

UMES coaches may conduct University-sponsored overnight and/or day camps/clinics pursuant to University System of Maryland Department of Athletics’ rules, regulations and policies, as amended from time to time, including the policy on Secondary Employment.

The organization, management and operation of any camps/clinics shall be governed by and in compliance with the policies and procedures of the University and the University System of Maryland and Maryland Law. Coaches and other program coordinators agree that any policies, procedures or law implemented and/or amended during the term of this agreement shall be incorporated herein, and that such policies, procedure or law without revision or amendment to this Agreement shall bind the Parties.

Registration with UMES’s Henson Hotel and Conference Center

All camps must be registered with UMES’s Henson Hotel and Conference Center (“Henson Center”) before activities occur. Program coordinators shall register on an annual basis using the Youth Program and Camp Registration Form. The Henson Center is responsible for coordinating all camp and youth programs to ensure compliance with all state and University requirements. However, Human Resources is the repository for receipt of all criminal background check records for camps and youth programs and for processing all Child Protective Services forms to the proper counties for processing. Once background check records are received (State of MD and FBI), the records are checked for any “flags.” Based on available information about the infraction, Human Resources and the General Counsel’s Office discuss the infraction and advise the Conference Center as to how to proceed.

The Henson Center will communicate with the camp or youth program coordinator should a flagged infraction warrant not allowing the intended camp employee to work at the camp.

Human Resources maintains the database on all summer camps and youth programs background check records and ensures that all data and hardcopy records are securely filed as per CJIS requirements.

Types of Youth Programs

1. University Affiliated
   1. All University youth programs should promote the mission and goals of the university and will  
      operate under the administrative sponsorship of a university department or  
      recognized University organization.
   2. All University youth programs must be approved before activities occur. University youth program coordinators shall apply for approval on an annual basis using the youth program and camp registration form.
      1. University youth programs operated by an academic department will be approved by the appropriate Dean.
      2. University youth programs operated by a unit within Academic Affairs will be approved by the Provost/Vice President for Academic Affairs.
      3. University youth programs operated by a unit within Student Affairs will be approved by the Vice President for Student Affairs and Enrollment Management.
      4. The Director of Athletics will approve University youth programs operated by the Athletics Department.
2. Third Party
   1. Third Party coordinators shall apply for approval on an annual basis using the youth program registration form. A third party youth program may be operated by a University employee.
   2. Third Party youth programs must maintain adequate insurance. All Third Party youth programs coordinators are required to provide a certificate of insurance demonstrating required coverage and limits with the University named as an additional insured.
3. Youth Camps
   1. University and Third Party youth programs may be also be “Youth Camps” as defined by the Maryland regulations, COMAR 10.16.06.02 (as amended), in which case, the DHMH requirements apply.

Background Check Requirement

Youth camp coordinators must require pre-employment Criminal Justice Information System (CJIS)[[1]](#footnote-1) Record History checks of camp employees and volunteers. UMES requires all University youth programs, including athletic camps, to obtain a criminal background check of all staff, faculty, volunteers, and student workers.

If your program will involve minors, but is not considered a Youth Camp by DHMH, UMES requires that the program meet the minimum standards explained below. UMES reserves the right to cancel your use of University space or property for failure to comply with the minimum standards explained below, and you will be responsible for payment of all cancellation charges:

* All staff and volunteers are to be cleared through a background check before they have any access (whether supervised or not) to minor campers/program participants.
* Regardless of whether a staff member or volunteer is staying in UMES housing, camps/programs hosting children under the age of 18 must not utilize in a paid or volunteer capacity anyone who is a convicted felon or has been convicted of a violent crime, crime of child abuse or neglect, or sex offense.
* A Criminal Background Check report must be received by Human Resources at least two (2) weeks before an employee or volunteer may begin working the camp. At UMES, the fingerprint/background check is active for two (2) consecutive years before a new background check is required.
* All camps/programs will include in their staff and volunteer training the ability to recognize the signs of child abuse and the procedures under Maryland law, the camp/program, the University System of Maryland, and the institution, for reporting incidents.

Regardless of whether you are operating a youth camp or a camp/program involving minors that is not designated by DHMH as a youth camp, you and your staff and volunteers shall remain obligated to comply with Maryland law requirements governing the reporting of child abuse or neglect. See Maryland Code Annotated, Family Law Article, Sections 5-701 through 5-708, as amended. In addition, program coordinators and their staff and volunteers shall be obligated to comply with University System of Maryland Board of Regents VI-1.50 – Policy on the Reporting of Suspected Child Abuse & Neglect, as well as the University Procedures for Reporting Suspected Child Abuse and Neglect, both of which are incorporated herein.

Child abuse training and background checks will be conducted by UMES’s Office of Human Resources.

Program Costs

The program coordinator shall be charged the costs of operating the program or camp consistent with the schedule of rates charged by the Henson Center (“Program Costs”). Following the payment of all program costs, the remainder of program revenues will be paid to the program coordinator no later than sixty (60) days following the end of the calendar year in which such revenues were received.

Insurance

Camps and conference groups are required to purchase a $1,000,000 liability insurance policy. A copy of this policy must be presented to the Conference Center no later than two weeks prior to the event start date.

University Rules and Regulations

Alcohol—

A. In accordance with Maryland law, it is illegal for any person under 21 years of age to purchase, possess or consume, or for anyone to aid or abet such a person in purchasing or consuming any alcoholic beverages.

B. Alcoholic beverages are not permitted to be sold by any person, organization or corporation on the campus of the university, including property leased by the university, unless authorization is given by the appropriate University authority (i.e., Office of Campus Life).

C. It is unlawful for any person to drink alcoholic beverages or to offer a drink to another person or persons, whether accepted or not, on any public road or street, parking lot, sidewalk or other publicly owned or leased place.

Safety on Campus

The safety of the University community, including participants in youth programs, is predicated on advance planning as well as building awareness about how the plans will be implemented. Youth program participants will be better prepared in an emergency if they know how program administrators and the University will respond, where they can find information, and what they should do.

The key to that awareness is good communication. The UMES Department of Public Safety website is an essential tool for sharing plans and providing relevant information in case an emergency arises at the University or in the surrounding area: [www.umes.edu/emergency](http://www.umes.edu/emergency).

Campus emergency instructions card can be located at <https://www.umes.edu/uploadedFiles/_WEBSITES/Emergency/Content/emergencyinstructionscard9.14.pdf> and should be provided to all camp participants.

University Health Center

The Charles R. Drew Health Center

https://www.umes.edu/StudentHealth/

(410) 651- 6597

The Charles R. Drew Health Center is located on campus in the Lida Brown building, directly behind Trigg Hall. The Health Center offers a number of services that may be of use to campers and staff in the case of a non-emergency medical situation. For information on services offered, visit the website or call the number above. In a life threatening situation on campus contact the Campus Police at (410) 651-6590. If medical emergencies occur while off-campus, contact 911 for an ambulance.

Cost/Insurance Information: Specific services will incur a cost to the student.

Camps & Programs Roles & Responsibilities

UMES expects all camps to lead by example and demonstrate a commitment to safety. As a youth program coordinator, you play a critical role in ensuring the safety of underage children on our campus. In order to ensure that your program meets all safety criteria, complete the following steps:

Camp and Youth Directors

1. Register your program with the Henson Center annually, no later than four weeks prior to the program. The University requires all youth programs to meet the requirements mandated by the DHMH.
2. Institute a Screening Process to Select Staff and Volunteers - It is critical for all youth programs and camps to develop an appropriate screening process to select program staff and volunteers. This includes, but is not limited to, requiring background checks and child protective services checks prior to the start of the program or camp. Please review and follow all procedures to complete Background Checks and Fingerprinting for program staff members.
3. Develop Written Safety Procedures and Conduct Staff Training  
   Developing the following safety procedures is intended to address the hazards and risks associated with operating a camp or youth program. Training program staff on these procedures and written plans, assists in ensuring that your staff will implement the procedures as written. DHMH requires the following procedures:

* An Emergency Preparedness Plan, including procedures and documented drills.
* A Health Program signed and approved by a Health Supervisor at UHC) and Health Log.
* A Building/Facility Safety Plan.
* Procedures for Drop-Off and Pick-Up.
* Procedures for Child Abuse & Neglect Reporting.
* Safety Plans for Field Trips and "Specialized Activities".
* Procedures for Trips and Transportation.
* Procedures for Supervision During Routine Activities.

1. Ensure Staff and Volunteers Receive Proper Training  
   Youth programs and camps should ensure that staff and volunteers receive all required training and are equipped with the knowledge and skills to effectively follow safety procedures. Staff and volunteers must receive the following training:

* Documented training on the program’s Health Program and all of its components, including procedures for supervising medication.
* Documented training on the program’s Emergency Plans, Trip and Transportation Plans and “Specialized Activities” Safety Plans.
* Current and documented CPR and First Aid Certification.
* Documented training on the requirements of the USM Policy on the Reporting of Suspected Child Abuse and Neglect for those camp or youth program employees/volunteers who have regular contact with children.
* Keep Comprehensive Records.

1. Maintaining accurate records related to your program will provide important information related to the health and safety of your youth participants. At minimum, this includes maintaining the following records:

* Health Records and Immunization Requirements for Every Child, including written authorization from the child’s legal guardian
* Prescriptive order for all medications administered at camp
* Injury and Illness Reports
* Emergency Contact and Authorized Pick-Up Records
* An Annual Fire Inspection Report of the Facility
* Each youth program must submit an [Annual Report](https://phpa.health.maryland.gov/OEHFP/CHS/Shared%20Documents/Youth%20Camps/AnnualReport2016.pdf) (link located under "hot items" and click on “Most Requested Forms and Documents” to locate the “Annual Report - MDH-4764”) and Injury/Illness Reports to the Henson Center for submittal to the Maryland Department of Health (MDH) within 2 weeks of the program ending.

1. To reconcile against the records Human Resources received, at the end of the summer season and once the fall semester begins, all camp and program directors must send a list of every employee that received a paycheck/worked their camp or youth program. If all programs sent all of their employees through the background check process (unless they are within the 3-year window), Human Resources should have a background check record and a child protective services form for each employee.

**RELATED POLICIES:**

USM Board of Regents Policy VI-1.50 – Reporting of Suspected Child Abuse and Neglect

USM Board of Regents Policy VII-1.15 – Criminal Background Checks for Faculty and Staff

**Youth Program and Camp Registration Form**

1. Will you be holding a camp/youth program during 2022?

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1. Please provide your name, contact information (phone number and email) if you are the Program Coordinator. If you are not the Program Coordinator, please provide the Coordinator’s name and contact information.

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1. Please provide the name of your 2022 camp/youth program? Submit a separate form if you have more than one camp or youth program.

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1. Please describe the objective of your camp or youth program. What is it about?

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1. What is the targeted age group of your camp or youth program?

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1. How many weeks will your camp or youth program operate?

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1. Please list the date(s) of each week your camp or youth program will be operating.

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1. Is your camp or youth program a day camp or overnight camp?

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1. What is the intended cost per person of your day program?

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1. What is the intended cost per person of your residential program?

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1. What is the cap (maximum number of attendees) of your program?

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1. With what University Department is your camp/youth program affiliated?

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1. Do you have a Campus Sponsor? Please identify your Campus Sponsor.

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1. If the Program Coordinator’s name is already provided above, please provide in priority order, the name and contact information of all those who will also have administrative responsibilities for the program.

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1. Where will your camp/youth program be located while in operation (bldg. & room number)?

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1. Please list the full name and date of birth of each person that will be working your camp/youth program for 2022. If you do not know all of your staff at this time, please provide a list of employees via email to “lrmarshall@umes.edu” at least 2 weeks prior to the start of the program.

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1. A CJIS background check is a criminal background check completed by the Maryland Department of Public Safety and Correctional Services of all criminal history information regarding an individual maintained by the CJIS Central Repository, consistent with the requirements of the Maryland Annotated Code (Md. Code Ann.), Criminal Procedure Article, Sections 10-201 et seq. A CJIS record history is based upon national and state criminal history records and uses an individual’s fingerprints and other identifying information. [↑](#footnote-ref-1)