POLICY ON ESTABLISHING AND OPERATING A CAMP FOR MINORS

Category: Administration and Operations

Approval: VPOC

Responsibility: Vice-Principal (Finance and Administration), Provost and Vice-Principal (Academic)

Date: Date initially approved: Date of last revision: 12 June 2017

Definitions:

**Camps for Minors (Camps):** A day or overnight program that offers recreational activities and/or instruction to minors. Such camps typically have five or more campers and operate anytime during school vacations. Camps are run by academic and administrative units of the university and student groups. This may include partnerships between university units and external organizations that use university facilities or brand. A list of approved camps is posted on the Queen’s university website.

**Sponsoring Unit:** The academic or administrative unit or student organization of the university which endorses and recommends approval to the Camp Compliance Oversight Group (CCOG). For academic units, the sponsoring unit is the Faculty, for student organizations the sponsoring unit is the Alma Mater Society (AMS), for shared services units, the sponsor is the Vice-Principal of the portfolio.

**Minor:** A person under the age of 18.

**Purpose/Reason for Policy:**

The purpose of the policy is to provide the procedures that must be followed for a university department, student group or external organization to establish and operate a camp that uses Queen’s facilities or brand.

**Scope of this Policy:**

This Policy applies to Camps whether they are limited to daily activities or involve the housing of minors in residence halls. Exceptions to this policy include:
1) Undergraduate and Graduate academic programs in which minors are enrolled for academic credit
2) Events held on university property/facilities, which are open to the general public
3) School field trips and university property/facilities tours or visits by minors which are not under the sole supervision of the university

This policy applies to university departments and Queen’s University student groups that run Camps for minors using Queen’s University property/facilities or the Queen’s brand. Queen’s units partnering with third parties to provide camps for minors must ensure that agreements with these providers include language requiring them to confirm they have read, understand and agree to abide by the rules and regulations of this policy and associated procedures. This does not apply to external organizations renting Queen’s facilities.

**Policy Statement:**

Camps for minors on university property/facilities are required to meet the university’s minimum standards for ensuring the health and safety of all minors participating.

Any new Camps for Minors must be approved before program activities occur. Approval confirms that the camp complies with this policy and its associated procedures, and is not an endorsement of camp programming. Approval is subject to compliance with this policy and the associated procedures. Applications to operate a Camp for Minors are made using the Camp Compliance Long Form, submitted by the Sponsoring Unit to the Camp Compliance Oversight Group (CCOG) for review and recommendation to the Vice Principals’ Operations Committee (VPOC) for approval. Applications for camp approval must be submitted by the deadline indicated on the form.

Established Camps who have previously submitted a Camp Compliance Long Form, must submit a Camp Compliance Verification Form, by the deadline indicated on the form, to confirm compliance with all Camp policies and procedures and other relevant university policies. At minimum, every 5th year, an updated Camp Compliance Long Form must be completed and submitted to the CCOG.

All camps run by academic and administrative units of the university are covered under the university’s Commercial General Liability policy. All camps run by student groups, are required to contact the AMS and/or SGPS to ensure adequate Commercial General Liability insurance coverage. External service providers partnering with Queen’s units, must provide evidence of adequate Commercial General Liability insurance coverage.

Camps are required to comply with the policies and procedures that relate to this policy. Camps that do not demonstrate that all reasonable processes and procedures have been put in place to ensure the safety of minors may be denied access to Queen’s facilities and brands.
Responsibilities:

Sponsoring Unit: Conduct an initial compliance review and ensure new camp programs requests that meet requirements are submitted to the CCOG for review and recommendation prior to beginning camp activities. Submit the Camp Compliance Long Form, every five years, and the Camp Compliance Verification Form, annually on the interim years, to the CCOG and arrange adequate Commercial General Liability coverage.

Camp Compliance Oversight Group: Review compliance documents for new and existing camps to confirm compliance. Recommend new camp requests that meet compliance requirements, to VPOC for approval. Add the names of approved camps to the Queen’s camp website.

VPOC: Approve requests to establish new camps, where they meet the compliance requirements of the policies and procedures outlined below.

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<tr>
<th>Contact Officer</th>
<th>Director, Risk Management &amp; Office of the Vice-Principal (Finance &amp; Administration)</th>
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<tbody>
<tr>
<td>Date for Next Review</td>
<td>2022 March 1</td>
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<tr>
<td>Policies Superseded by This Policy</td>
<td>None</td>
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