

MIHS Summer Camp Guidelines

| Type of Camp | Who's Sponsoring | Who is Working | Coach Paperwork Needed | Fees Assessed | Registration and \$ Collection | Proceeds Benefit | Communication | Participant Paperwork Needed | Special Notes |
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| Youth Camp (MI only) Level 1 | HS Head Coach | Anyone on the HS coaching staff | No additional paperwork as long as all coaches are MIHS coaches. If former players would like to be paid for coaching, the head coach needs to complete a personal services contract and submit it to the AD at least two weeks prior to the start of camp. The "camp coach" would need CPR/First Aid Certification and a WATCH check. In addition, he/she could not be left alone with younger athletes unless fingerprinted. | No rental fees. Custodial fees may apply depending on activity | HS Head Coach collects the registration information and waivers. Money is given to Hana by the Head Coach and put into the ASB account for that sport. | ASB for the sport (coaches can timecard against this amount at the post-season rate) | Talk with AD to determine process. Then establish dates with Ann Meisner. Then communicate with booster club and publicity entities. | Registration form AND medical waiver (use the district approved one). Head coach keeps all waivers and registration during the camp and submits it to the AD at the conclusion of the camp. | MIHS athletes can work at the camp, but cannot be paid. The money raised is for the program. If a graduate wants to work the camp for pay, then he/she would need to be hired using a personal services contract. |
| Youth Camp (open to anyone) Level 2 | HS Head Coach | Anyone on the HS coaching staff | No additional paperwork as long as all coaches are MIHS coaches. If former players would like to be paid for coaching, the head coach needs to complete a personal services contract and submit it to the AD at least two weeks prior to the start of camp. The "camp coach" would need CPR/First Aid Certification and a WATCH check. In addition, he/she could not be left alone with younger athletes. | Rental fee may be assessed depending on the # of participants from on island and off-island. Custodial fees will likely apply | HS Head Coach collects the registration information and waivers. Money is given to Hana by the Head Coach and put into the ASB account for that sport. | ASB for the sport (coaches can timecard against this amount at the post-season rate) | Talk with AD to determine process. Then establish dates with Ann Meisner. Then communicate with booster club and publicity entities. | Registration form AND medical waiver (use the district approved one). Head coach keeps all waivers and registration during the camp and submits it to the AD at the conclusion of the camp. | MIHS athletes can work at the camp, but cannot be paid. The money raised is for the program. If a graduate wants to work the camp for pay, then he/she would need to be hired using a personal services contract. |
| Youth Camp (MI and open to anyone) Level 3 | Booster Club | High school coaching staff | Contract outlining the agreement for payment to the coach(es) from the booster club. (Needs school board approval – must submit 3 weeks prior to the start of camp.) Proof of insurance listing MISD and the MIHS coaches as additionally insured for the purpose of the camp. | Rental fee will be assessed plus custodial charges | Booster club collects registration fee and all documents. Booster club is responsible for accounting for the money. | Booster club sponsored activities | Talk with AD to determine process. Then establish dates with Ann Meisner. Then communicate with booster club and publicity entities. | Registration form AND medical waiver (produced by the booster club). Booster club keeps all waivers and registration information. | MIHS athletes cannot work at the camp. Former MIHS athletes may work at the camp. If they are to be paid, the booster club will list them as additionally insured in the policy submitted to MIHS prior to camp. |

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| <p>Youth Camp (MI and open to anyone)</p> <p>Level 4</p> | <p>Booster Club</p> | <p>Non-MIHS coaches</p> | <p>Contract outlining the agreement between the booster club and the coach(es) from the booster club. (Needs district approval – must submit 3 weeks prior to the start of camp.) Proof of insurance listing MISD and the coaches as additionally insured. Any coaches who are not MISD employees must complete a volunteer coach packet (including WATCH background check, DL, etc.) Additionally, the booster club may want to complete fingerprinting for a more thorough background check.</p> | <p>Rental fee will be assessed plus custodial charges</p> | <p>Booster club collects registration fee and all documents. Booster club is responsible for accounting for the money.</p> | <p>Booster club sponsored activities</p> | <p>Talk with AD to determine process. Then establish dates with Ann Meisner. Then communicate with booster club and publicity entities.</p> | <p>Registration form AND medical waiver (produced by the booster club). Booster club keeps all waivers and registration information.</p> | <p>MIHS athletes cannot work at the camp. Former MIHS athletes may work at the camp. If they are to be paid, the booster club will list them as additionally insured in the policy submitted to MIHS prior to camp.</p> |
| <p>High School Camp (MIHS athletes)</p> <p>Level 1</p> | <p>HS Head Coach</p> | <p>Anyone on the HS coaching staff</p> | <p>No additional paperwork as long as all coaches are MIHS coaches. If former players would like to be paid for coaching, the head coach needs to complete a personal services contract and submit it to the AD at least two weeks prior to the start of camp. The “camp coach” would need CPR/First Aid Certification and a WATCH check. In addition, he/she could not be left alone with younger athletes unless fingerprinted.</p> | <p>No rental fees. Custodial fees may apply depending on activity</p> | <p>HS Head Coach collects the registration information and waivers. Money is given to Hana by the Head Coach and put into the ASB account for that sport.</p> | <p>ASB for the sport (coaches can timecard against this amount at the post-season rate)</p> | <p>Talk with AD to determine process. Then establish dates with Ann Meisner. Then communicate with booster club and publicity entities.</p> | <p>Registration form AND medical waiver (use the district approved one that athletes use for regular sports’ participation). Head coach keeps all waivers and registration during the camp and submits it to the AD at the conclusion of the camp.</p> | <p>MIHS athletes can work at the camp, but cannot be paid. The money raised is for the program. If a graduate wants to work the camp for pay, then he/she would need to be hired using a personal services contract.</p> |

- Please note that all conditions (column boxes) must be met in order for a camp to be offered under the specific “sponsorship.” For example, a camp cannot be an MIHS sponsored camp and have paid coaches, other than MIHS coaches and/or graduates. This type of camp would move to the “Booster Club Sponsored Youth Camp.”