

Day/Sports Camp Questionnaire

Club Name:

Effective Date:

Day Camp Services/Junior Golf & Tennis

1. Does the club offer a day camp? Yes No
 - Is the camp open to members and their guests only? Yes No
 - Does the club offer Junior Golf or Tennis Programs? Yes No
 - Who operates the Camps or Junior Programs? Club Third Party Subcontractor
 - If operated by Third Party Subcontractor, does the club:
 - Have a written contract with the sub-contractor. **(please provide a copy)** Yes No
 - Confirm the contract has adequate risk transfer/hold harmless language. Yes No
 - Confirm the sub-contractor has primary and excess liability coverage in place. **(please provide a copy of the sub-contractor's Certificate of Insurance)** Yes No
 - Confirm the club obtains a copy of an endorsement naming the club as Additional Insured. **(please provide a copy)** Yes No
 - Confirm the sub-contractor has completed background checks on all their employees. Yes No
 - Confirm the subcontractor has written safety protocols and procedures in place. Yes No
 - Confirm the employees of the subcontractor are fully trained in safety protocols and procedures. Yes No

2. Any field trips off premises? Yes No
 - If yes, please attach a list of scheduled trips – dates, destinations and the distance from club to each
 - Confirm all field trips are taken within a 20 mile radius of the club. Yes No
 - How often are field trips taken? (e.g. once a week, twice each summer)
 - Are waivers signed by parent/guardian required for each trip? Yes No
 - Verify ratios of counselors to children for each trip.
 - Does the club offer any overnight field trips? Yes No

3. Who provides transportation for off-site field trips?
 - Club Third party Transportation
 - If a third party is used for transportation:
 - Is there a written contract in place? Yes No
 - Has the insured confirmed the Transportation company has proper insurance in place? Yes No
 - What is the limit of insurance purchased? Primary Limit
 - Excess Limit
 - Is the insured named as an additional insured on the 3rd party's auto policy? Yes No

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| 4. | Does the club require a separate waiver for the camps?
Please provide a copy of the waiver. | Yes | No |
| 5. | Describe the activities offered at the camp: | | |

If the Club operates the camp, please respond to the following:

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| 6. | Does the club perform a criminal background check on all counselors/coaches? | Yes | No |
| 7. | Does the club perform a child abuse background check on all counselors/coaches? | Yes | No |
| 8. | Is there protocol in place for more than one adult with children at all times? | Yes | No |
| 9. | Does Staff Training include First Aid/CPR/AED? | Yes | No |
| 10. | Are Medical, Weather and Fire Emergency Protocols in place? | Yes | No |
| 11. | Is staff informed of expectations on supervision of campers? | Yes | No |
| 12. | Is there a cell phone policy in place for all counselors/coaches/lifeguards? | Yes | No |
| 13. | Are there Missing Child protocols in place? | Yes | No |
| 14. | Does each age group have at least one counselor that is 18 years or older? | Yes | No |
| 15. | Are Trained and Certified Lifeguards on hand for all swim activities? | Yes | No |
| | Are Lifeguards employees of club or supplied by a third party vendor? | Employees | 3 rd Party |
| | If supplied by a third party vendor, please provide a copy of the contract. | | |
| 16. | What is the lifeguard/child ratio for Camp swim activities? | | |
| 17. | Is swim test protocol in place to assess swim levels of campers? | Yes | No |
| 18. | Is a Buddy Check system in place for swimming pool activities? | Yes | No |

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| 18. | For Day Camps:
What is the counselor to children ratio? (example - 1 counselor to 6 children) | | |
| | Does club allow children under 4 at camps? | Yes | No |
| | Number of children in the following age groups: | | |
| | 4 – 6 | 7 – 10 | 11 - 14 |
| | How long do the day camps run? (example – Last 3 weeks in July) | | |
| | What are the daily hours? (example – 9 to 2 Monday through Friday) | | |

Signature

Date