



Charlotte 49ers Athletics

SPORTS CAMP/CLINIC FINAL CHECKLIST AND AUDIT

Office of Athletic Compliance

NCAA Bylaw 13.13 sports camps and clinics

Name of camp or clinic	Camp dates (mm/dd/yy) – (mm/dd/yy)
Name of camp director	

Employees:

- Final camp/clinic staff roster, including information on whether the employee is
 - Athletic department employee
 - High-school or 2-year college coach
 - Student-athlete
- Documentation of compensation paid to each employee
- Documentation of who paid this compensation (i.e., clinic or coach)

Registration:

- Final list of participants
- Copies of each camp/clinic application, including the following:
 - School
 - Grade
 - Age
 - Athletics award winner

Fees:

- Records of any refunds (see form: *Sports Camp/Clinic Payment Ledger*, side 2)
- Records of any individual or group discounts (see forms: *Sports Camp/Clinic Individual Discounts* and *Sports Camp/Clinic Group Discounts*)
- Records of all payments (see form: *Sports Camp/Clinic Payment Ledger*)

Outside Sponsorship:

- Documentation of any corporate sponsorship
- Documentation of sponsorship of any scholarships or transportation

Awards or Merchandise:

- Documentation of any awards or merchandise given to the participants
- Fair market value of any merchandise given to the participants

Financial Report:

- Financial report summary (see form: *Sports Camp/Clinic Financial Report Summary*)