

## Gregory-Portland ISD Athletics Summer Camps Guidelines Handbook

**Purpose and Vision** As the proud home of the Fighting Wildcats, Gregory-Portland ISD is committed to offering high-quality, safe, and equitable athletic opportunities during the summer months. Our summer camps foster student growth through skill development, teamwork, and school spirit, while ensuring compliance with UIL, district, and legal regulations. This handbook outlines the procedures, responsibilities, and expectations for all individuals and groups seeking to host athletic summer camps on district property.

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**Section 1: Compliance with UIL Regulations** All athletic summer camps hosted at G-PISD facilities must comply with **University Interscholastic League (UIL) and District Administrative Guidelines**:

- [School Sponsored Camps](#)

- **Strength & Conditioning Programs:** Must occur separately from skills instruction. Coaches receiving stipends for strength & conditioning and Summer Track must prioritize those responsibilities and ensure no conflict with scheduled camps.

For full UIL compliance details, refer to the [UIL Summer Strength and Conditioning & Sport Specific Instruction Guidelines](#).

For full District Guidelines, refer to the following: [Facility Rentals District Webpage](#)

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### Section 2: Categories of Summer Camps

#### A. District-Sponsored (School-Affiliated) Camps

- Hosted by G-PISD athletic programs or booster clubs (whether its for a Fundraiser or FREE)
- Must be approved (via Incident IQ) and scheduled by **April 1**.
- Facility use fees are **waived**.
- Operational costs (custodial, security, etc.) may also be waived **if held during normal work hours** and no additional staffing is needed.
- Standard registration fee: **Not to exceed \$50 per athlete**.
- Insurance not required; camp is covered under the district's liability plan.

#### B. Employee-Led (For-Profit) Camps

- Conducted independently by G-PISD employees.
- See Section 4 for a detailed step-by-step process.

### **C. External or Community Camps**

- Hosted by non-G-PISD organizations.
  - Must submit full facility use application, insurance, and payment.
  - Subject to full rental and operational fees.
  - May only use facilities **after district needs are met.**
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### **Section 3: Facility Use Process and Scheduling** All summer camp organizers must:

1. Submit a **Facility Use Request** via Incident IQ.
2. Provide Certificate of Insurance (upload in Informed K-12 Form at the bottom).
3. Wait for written confirmation and approval from G-PISD.
4. Coordinate with **Athletic Administration** for camp approval and placement on the Summer Camp Calendar.
5. Provide camp details (flyer, registration info) to be promoted on the **district athletics website and social media.**

**Camp Requests Must Be Submitted No Later Than April 1** of the hosting year.

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**Section 4: Step-by-Step – Hosting a For-Profit Camp as a G-PISD Employee** If you are a G-PISD employee (e.g. a coach) and wish to host a for-profit summer camp using district facilities, follow the detailed process below:

#### **Step 1: Plan Your Camp**

- Determine camp type, age group, dates, times, location(s), and maximum enrollment.
- Ensure there is **no conflict** with summer strength & conditioning, summer track, or district events.

#### **Step 2: Request Facility Use**

- Go to the G-PISD website > Departments & Services > Business-Finance Division > Facility Rentals.
- Access and complete the **Facility Reservation Request Form** via Incident IQ.
- Select the specific athletic facility and enter your desired dates and times.

### **Step 3: Submit Insurance**

- You must obtain **general liability insurance** with a minimum limit of **\$1,000,000**.
- The certificate must name Gregory-Portland ISD as an **additional insured**.
- Submit insurance proof to the Business Office **at least 10 business days** before your camp.

### **Step 4: Fee Estimate and Approval**

- You will receive a **fee estimate** including:
  - Facility rental (50% discount for current employees)
  - Any required operational costs (e.g. custodial, security)
- Respond to questions and confirm acceptance of charges.

### **Step 5: Secure Camp Approval**

- Submit your final camp plan to the **Athletic Department** for review.
- Your camp will be added to the Summer Camp Calendar once approved.

### **Step 6: Marketing and Communication**

- Provide a flyer or registration information to the Athletic Department.
- Promote the camp through appropriate channels (e.g., SportsYou, district social media).

### **Step 7: Conduct the Camp**

- Ensure you or a designated adult is on-site during the camp at all times.
- Adhere to district facility policies (no locker room use, no food in gym, turf rules, etc.).
- Respect equipment and restore facility to original condition.
- **District-owned athletic equipment** (e.g., balls, cones, training gear) may be used for camps hosted by a district athletic coach, provided the camp is approved by the Athletic Director. All equipment must remain on district property at all times.

### **Step 8: Closeout and Payment**

- Ensure prompt payment of any outstanding invoices.
- Report participation numbers and submit feedback if requested.

Failure to follow these steps may result in future facility use privileges being revoked.

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### Section 5: Facility Access and Responsibilities

- Facility access is **restricted to approved areas**.
- Camps must not interfere with **strength & conditioning sessions**.
- A **G-PISD coach or administrator** must be present for school-affiliated camps.
- All camps must clean and restore facilities to original condition after use.
- Use of locker rooms and showers is **prohibited**.
- **Non-District Athletic Coaches:** Use of any district-owned athletic equipment beyond what is fixed in the facility (e.g., balls, rackets, cones) is not permitted unless explicitly approved in writing by the Athletic Department.

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### Section 6: Fees and Insurance Requirements

Camp Type	Facility Fee	Operational Costs	Insurance Required
District-Sponsored	Waived	Waived (it depends on hours requested)	No
Employee-Led (For-Profit)	50% Discount	Yes	Yes
External/Community	Full Rate	Yes	Yes

All external groups must maintain \$1,000,000 liability coverage and name G-PISD as an additional insured.

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### Section 7: Conduct and Compliance

- All camps must comply with **GKD (Local)** policy and **Facility Rental Guidelines**.
- Violations (e.g. unauthorized use, unsafe activity, failure to pay) may result in:
  - Immediate termination of use
  - Loss of future rental privileges
  - Financial penalties
- One violation may result in revocation of summer use rights for that coach or program.

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### Section 8: Important Notes

- The district retains **first priority** for all facilities.
- Weekend use is limited and must be **pre-approved**.

- G-PISD reserves the right to **cancel any reservation** due to conflict or maintenance.

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For questions, contact the Athletic Administration Office or the Business-Finance & Operations Department.

**Gregory-Portland ISD** *Home of the Fighting Wildcats*