

Clemson University Athletic Department

# **CAMP MANUAL**



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# **CLEMSON ATHLETIC CAMP MANUAL**

The primary objectives of this manual are to:

1. Identify to the Head Coach/Camp Owner and the Athletic Department support staff the policies and procedures to be followed when operating an Athletic camp or clinic.
2. Define the responsibilities of the Athletic Camp Owner.
3. Establish the necessary planning deadlines for the Camp Owner and athletic support staff.
4. Maximize the working relationships between Camp Owners and department administrators by delineating administrative responsibilities.
5. Establish educational and procedural efforts to significantly decrease the risk of potential NCAA violations involved with the conduct and administration of Athletic camps and clinics.
6. Establish and document policies designed to reduce associated liability factors to Camp Owners, athletic administrators, and the University and to increase the overall safety and well-being of campers and staff.

## **CLEMSON ATHLETIC CAMPS**

The Clemson University Athletics Department has fostered and encouraged the operation of Athletic camps and clinics to provide athletic/educational opportunities to young people, to provide supplemental income to coaches, and to showcase our university, its programs and facilities.

Appropriate guidelines and procedures to be followed before, during, and after the operation of your camp or clinic are presented in this manual for your information and use. As Athletic camps and clinics become more regulated by NCAA legislation and University policies, we must adhere to these procedures to ensure compliance and establish institutional control.

### *STATEMENT OF PURPOSE*

Athletic camps and clinics are offered at Clemson University for the purpose of providing activities related to competitive Athletics. The camps are organized to provide opportunities to learn skills and strategies and to provide competitive experiences.

### *CODE OF CONDUCT*

Camp staff of Athletic camps offered at Clemson University will...

- Be committed to the safety, well-being, and development of participants.
- Follow all guidelines and policies established and/or supported by Clemson University with respect to youth programming.

- Be vigilant and take necessary steps to protect participants from any form of abuse or neglect.

Camp participants in Athletic camps offered at Clemson University will...

- Demonstrate a commitment to safety and development throughout their participation.
- Follow all guidelines and policies established and/or supported by Clemson University as communicated by camp staff.

## **CAMP ADMINISTRATION**

The Camp Administrator is responsible for the oversight of Clemson’s athletic camps. The Camp Administrator serves as the primary contact for Camp Owners who wish to host an athletic camp at Clemson University.

In addition to general oversight of the Clemson’s athletic camps, the Camp Administrator will develop/update Camp Manual and establish administrative deadlines for Athletic camps and clinics. Additional responsibilities of the Camp Administrator are expressed throughout this manual.

All Clemson staff members and camp staff members are responsible for reporting any potential issues with University and/or NCAA rules compliance. The Camp Administrator is the primary contact for such reporting, however, staff members should refer to **Appendix A** for additional reporting avenues should they experience or witness a potential issue.

## **PRE-COLLEGIATE PROGRAMS OFFICE** (11/4/2021)

The Pre-Collegiate Programs Office (PCPO) serves as a resource for Camp Owners to promote compliance and answer questions as needed. The PCPO is responsible for the protection of minors in Clemson University affiliated youth programs and activities, including all camps. Camp Owners operating camp programs or activities must register (\*registration link) each program and activity with the PCPO annually. Camp Owners must submit an application to conduct a camp 30 days prior to the start of the program or activity.

Standards, policies, and procedures published and/or governed by the Pre-Collegiate Programs Office can be obtained by contacting Greg Linke ([pcpoffice@clemson.edu](mailto:pcpoffice@clemson.edu); 864-353-4313). Some of this information can be accessed at the following sites:

- <https://www.clemson.edu/administration/pre-collegiate/>
- <https://www.clemson.edu/administration/pre-collegiate/documents/CUOSfYP.pdf>

### *STRIPES Registration System* (3/27/2023; 1/7/2021)

Camp Owners utilizing the STRIPES Registration System will automatically have University required forms provided to campers for completion by the system. Camp Owners should work with the PCPO to add camp-specific forms to the STRIPES system (e.g., see camp-specific release of liability form below).

<https://apps.ideal-logic.com/cuparticipant>

### *Parental Permission Form and Release of Liability Form* (1/7/2021)

Athletic Camp Owners must use the form published by the PCPO and may not adjust the form to include their own LLC or employees in the Release of Liability. Instead, the Camp Owners should develop a separate release of liability form to cover their own LLC and/or employees.

### *Youth Safety Portal* (11/4/2021)

All Camp Staff are required to be entered into the Ideal-Logic Youth Safety Portal and have all applicable screening (e.g., background, motor vehicle driving report, CPR, first aid, etc.) approvals prior to working with any campers (NOTE: fees for failing to comply with this requirement are addressed in the CAMP FEES section of this manual).

<https://www.clemson.edu/human-resources/forms/background/index.html>

## COMPLIANCE

The Compliance Office will provide NCAA rules education pertaining to camp and clinic activity. In addition, please refer to the NCAA Rules and Guidelines for Camps, Clinics & Clubs manual (located in the **2025-26 Camp** folder in Box) for specific NCAA rules that apply to the conduct of camps and clinics as this section is not intended to be all-inclusive. **Your Compliance Sport Contact is your primary contact for questions and issues related to NCAA rules and athletic camps.**

- All camp materials must be approved by the Compliance Office prior to printing, broadcasting, posting on-line, or communicating through social media. Refer to Section II “Advertisements/Brochures” of the NCAA Rules and Guidelines for Camps, Clinics & Clubs manual for specific guidelines.
- The Compliance Office will review employment of all camp staff members. Refer to Section III “Employment & Compensation” of the NCAA Rules and Guidelines for Camps, Clinics & Clubs manual for sport specific guidelines.

- Student-Athlete Employment Tracker (located in ARMS) must be completed for ALL Clemson student-athletes working camp. This spreadsheet must be submitted PRIOR to the student-athlete being employed.
- Camp Staff Employment form (IAWP located in the **2025-26 Camp** folder in Box) for ALL employees working camp who are not on a sport's current CU Staff Designation. These forms must be submitted PRIOR to the staff member being employed in order to monitor a potential employee's relationship status with prospective student-athletes.

## **CAMP OWNERS**

The Clemson Athletic Department sponsors athletic camps privately owned and conducted by its head coaches. Any exceptions to this practice must be approved by the Director of Athletics and/or his designee.

As part of this sponsorship, Clemson maintains a number of requirements that Camp Owners must meet. Many of these requirements are expressed throughout this manual. Where applicable, adhere to the same requirements and procedures listed in this manual for camps held off campus (if you are majority owner). Other requirements are delineated in standards, policies, and procedures published by the Pre-Collegiate Programs Office and/or by Clemson University Athletic Compliance Services (<https://clemsontigers.com/compliance-forms/>).

## **CAMP DIRECTORS**

The Camp Director is a Camp Staff member designated by the Camp Owner to direct the operations of the camp. Camp Directors are considered by Clemson Athletics to be an extension of the Camp Owner and are expected to do the following:

- Adhere to all requirements maintained by Clemson University relative to the conduct of camp.
- Serve as the primary contact for the camp with the Camp Administrator.
- Keep the Camp Owner abreast of any camp issues and/or required changes to camp operations.

## **CAMP BUSINESS**

Clemson has established the following requirements for conducting athletic camp business.



### *CONFLICT OF INTEREST*

Camp Owners should ensure that no Athletic Department employee works on camp during normal working hours other than receiving and servicing phone calls. All Clemson employees working camp during normal working hours should submit annual leave via the University's timekeeping system for each day (excluding Saturday, Sunday and Holidays) that they work camp. Normal working hours are defined by Clemson University as 8:00am-4:30pm on Monday-Friday, unless an alternative schedule has been approved by Clemson University's Office of Human Resources (note: such alternative schedules should be documented in the University's timekeeping system).

### *CAMP FEES (CUAD)*

Camp Owners will be charged a fee (**\$100**) for each instance in which a camp staff member who has not been properly screened is allowed to work camp and/or transport campers.

Camp Owners should ensure that all camp supplies, materials, and equipment are paid for by their corporations. This includes all camp mail, which should be handled through the U.S. Post Office. Camp Owners should request, in writing, to the Sr. Associate Athletic Director/Facilities & Operations, any extra preparations needed for camps and understand they will be billed by the hour for all work done. All bills for labor or materials (e.g., field paint, facility set-up, repairs, etc.) furnished by the Athletic Department for the specific operation of camp should be paid immediately following the last camp session or upon request by the CUAD Business Office.

All payments should be made payable to Clemson Athletics and provided to Tracy McWilliams ([tmcwil@clemson.edu](mailto:tmcwil@clemson.edu)) at the end of summer camp.

### *CAMP FEES (non-CUAD)*

Camp Owners will pay a set fee (**\$5.00**) for each camper per day for the use of Clemson Athletic facilities. Fee payment should be submitted along with the Camp Fee form to Roberta Balliet ([rballie@clemson.edu](mailto:rballie@clemson.edu)) following each camp session. The Camp Fee form is located in the **2025-26 Camp** folder in Box. An audit of fees paid will be conducted following the submission of the Camp Report.

Camp Owners will pay fees for non-Athletic facilities (such as Fike, Intramural Fields, etc.) to the appropriate University department. Billings will be made separately and are due on receipt.

### *CAMPER FEES*

Camp Owners should set fees through an assessment of the market, the economy, and a comparison of fees at other Athletic camps. The goal should be to provide access to a variety of youth populations and to ensure sufficient revenue. If discounts or refunds are provided, they should be based on an established and consistent policy stated in the camp literature. All discounts and refunds must be consistent with NCAA rules, documented, and included in the camp financial report.

### *INDEMNIFICATION*

Camp Owners will indemnify, defend, and hold harmless the Clemson Athletic Department and Clemson University against any and all liability regarding any damage, injury, or death which may result from the operation and activities of your camp.

Additionally, a Parental Permission and Release of Liability form should be completed and retained for each camper (part of the Stripes registration process).

## **CAMP MATERIALS**

Camp Owners should submit any camp signage, graphics, brochures, advertisements, and literature to Compliance prior to printing, broadcasting, posting on-line, or communicating through social media. Camp Owners should only produce materials for camps that are professional and attractive to visitors.

### *APPROVAL PROCESS*

1. Compliance will verify that the material meets the NCAA's standards (reference the NCAA Rules and Guidelines for Camps, Clinics & Clubs manual for specific NCAA rules regarding advertisements), and forward their approval to the Sr. Associate Athletic Director/Chief Revenue Officer (Tim Match; [mtimoth@clemson.edu](mailto:mtimoth@clemson.edu)).
2. The Sr. Associate Athletic Director/Chief Revenue Officer will verify the literature meets the Department's standards regarding the use of Clemson's marks and will forward approval to the Camp Owner and Camp Administrator.
3. Following this approval and approval of camp dates/Camp Requests by the Camp Administrator, Camp Staff may move forward with production and dissemination of the material.

# CAMP REPORTING

## CAMP REPORT

The Camp Owner will provide the Camp Report to the Camp Administrator by September 15<sup>th</sup>.

The Camp Report is an Excel document. It is required that this document be completed and submitted electronically. The Camp Report is a standard report that should not be adjusted. Alternate forms of reporting camp operations will not be accepted without prior approval by the Camp Administrator. Each form is designed to ensure compliance with NCAA rules and should be completed by the Camp Owner with appropriate attention to detail.

The Camp Report contains the following forms:

1. *Camper Rosters*

This form should contain all information relative to the camper that is required for reporting. A roster consisting of camper names, sessions attended, grade levels, amounts paid, payment type, payment date, amounts discounted, discount reasons, amounts refunded, and refund reasons should be completed and include all campers who made any payment to the camp. All cash payments for registration fees are given a receipt. Copies of receipts for cash payments should be retained by the Camp Owner and provided to the Camp Administrator upon request. Every prospect-aged camper that attends or makes a payment to attend a camp session should be listed on the Camp Roster.

Policies governing discounts and refunds should be outlined in each camp's brochure, website, or application.

2. *Returned Checks*

All checks that are returned due to insufficient funds should be listed on this form. The name of the camper, the camper's address, amount of the check, date and method of contacting the family, and date that the family makes a legitimate payment should be reported.

3. *Camp Staff Roster*

This form should contain all information relative to the camp staff member that is required for reporting. A roster consisting of staff member names, affiliation (i.e., job, etc.), camp job responsibility, salary earned, and sessions worked should include all camp staff who are not affiliated with Clemson Athletics as an employee or student-athlete.

### *OUTSIDE INCOME REPORT*

Camp Owners should report, in writing to the Athletic Director, all outside income they earn from camps they own and from camps they do not own but at which they are employed. Note: this is a requirement for ALL Clemson University Athletic Department employees and is initiated by the Compliance staff at the beginning of each calendar year.

## **CAMP REQUEST**

Athletic camp dates are requested via the Camp Request. Dates will be scheduled based on the availability of athletics and dormitory facilities and a realistic assessment of a particular camp's financial viability based on past performance.

All Athletic Camp Owners proposing a camp should submit a camp request via ARMS for approval. Requests may be submitted at any time but those submitted by September 15<sup>th</sup> will take precedence. Dates will be approved beginning on September 16<sup>th</sup>. Only camp dates that are consistent with a camp's dates from the previous year can be approved prior to September 16<sup>th</sup>.

### *DATE CONFLICT MANAGEMENT*

If a conflict arises between coaches who need the same facilities, the following procedure will be followed:

1. Camp Owners will be asked to work out the conflict in their date selection on their own.

If no resolution can be reached, Camp Owners will meet with the Camp Administrator to select weeks as follows:

2. The Camp Owner who submitted their dates by September 15<sup>th</sup> will take precedence in any conflict. If both Camp Owners submitted their dates by September 15<sup>th</sup>, precedence of camp dates from the previous year will apply.
3. If no precedent exists, the Camp Owner with longest tenure at Clemson will select the first one-week session.
4. The other Camp Owner selects the next one-week session
5. This selection process will continue until all camp weeks have been determined.

## **CAMPER SAFETY**

Camper safety and well-being are paramount within the operation of athletic camps at Clemson.

### *CAMPER ORIENTATION*

Camp Owners should conduct an orientation session at the beginning of each camp session. Since Camp Owners are responsible for each camper's behavior, it is important that campers understand the rules and regulations of your camp. **Appendix B** contains a sample agenda for this orientation.

### *CAMP STAFF ORIENTATION*

Camp Owners should conduct an orientation session with all camp staff with respect to proper supervision and safety procedures, University standards of supervision, and general camp operations. **Appendix C** contains a sample agenda for this orientation.

### *CAMP HEALTH OFFICER*

Camp Owners should hire a certified athletic trainer to work at each session and serve as the Camp's Health Officer (CHO). The CHO will be responsible for administering the camp's Health Plan. **Appendix D** contains a checklist for creating a Health Plan. Camp Owners should collect proof of the CHO's athletic trainer certification, CPR certification, and First Aid certification. The CHO is responsible for the following:

1. Ensure the appropriate administration of all medications for campers.
2. Completes all medical reports associated with all camper injuries or illnesses.
3. Immediately communicates any significant injury or illness to the Camp Owner for prompt dissemination to the camper's parents/guardians. **Appendix E** includes a sample letter detailing the injured camper's responsibilities that should be provided to the camper's parents.
4. Provides copies of all reports to the Camp Owner for processing and retention.
5. Identifies a trainer or coach to accompany an injured camper to AnMed Health Urgent Care or Oconee Memorial Hospital.
6. Provides accompanying trainer or coach with a copy of the medical report and all requisite forms (e.g., CU Health History Form A, Critical Incident Report Form). All requisite forms are located in the **2025-26 Camp** folder in Box.
7. Makes all determinations regarding "back to play" decisions for injured campers.

Medical and first aid supplies must be purchased by the camp. Clemson supplies may not be issued by the training room. Training room facilities may not be used for camps.

## **INSURANCE**

Camp Owners are responsible for securing general liability coverage and medical coverage that meets the University's minimum thresholds. Camp Owners must present proof of

adequate coverage to the Camp Administrator prior to conducting camp activity at Clemson. Coverage limits will be reviewed by the University's Office of Risk Management (ORM).

#### *PRE-APPROVED CAMP INSURANCE POLICIES* (4/22/2021)

Policies that have been pre-approved by the ORM are located in the **2025-26 Camp** folder in Box. Camps utilizing the pre-approved accident policy must require campers to carry primary insurance coverage. The Accident policy is written on an "excess" basis to ensure that medical bills are covered in full to the policy limits, a reduction in potential liability exposure, and management of premium costs for Camp Owners. The Camp Insurance Payment form is located in the **2025-26 Camp** folder in Box.

#### *OTHER CAMP INSURANCE POLICIES*

Camp Owners may elect to secure insurance from any carrier, as long as the coverage limits comply with standards established by the ORM. Such coverage must be approved by ORM prior to the beginning of camp. (Note: 10 business days should be allowed for review of such policies)

## **EMERGENCY PLANNING**

Each Camp Owner should develop a plan to handle emergencies: sudden illness, accident, catastrophic incident. The plan must include notifying Clemson's emergency services (656-2222 or 911), public relations, Director of Athletics, and parents. Plans developed for CUAD's facilities relative to severe weather or medical emergencies are located in the **2025-26 Camp** folder in Box.

## **STAFF SCREENING REQUIREMENTS**

All Camp Staff screening should be initiated at least 4 weeks prior to the start of camp. Under no circumstances should a Camp Owner allow a camp staff member to work camp if they have not been cleared in the Youth Safety Portal or verified in writing as "cleared" by a member of the Pre-collegiate Programs Office. Camp Owners who are found to have allowed a camp staff member who has not been properly screened to work camp and/or transport campers will be charged a \$100 fee for each violation in addition to all other fees owed.

#### *NEW CAMP STAFF*

A checklist for screening and training camp staff is found in **Appendix F**. For ALL (including Camp Owners) new paid and volunteer staff working with campers (new means they have had a break of employment or volunteer time of 12 months or more):

Background check in accordance with Clemson University Human Resource policies and procedures. The Background Check Process is located in the **2025-26 Camp** folder in Box.

- Motor Vehicle Record (MVR) check (in conjunction with the Background check) for any individuals who will be driving vehicles for the camp or program in accordance with Clemson University Human Resource policies and procedures.

Conduct a Personal Interview of the individual by the Camp Owner or his/her designee. **Appendix G** includes a sample interview protocol. The Personal Interview Completion Form is located in the **2025-26 Camp** folder in Box.

Conduct a minimum of 2 reference checks with individuals the prospective employee or volunteer has known for at least a year and is not a family member or peer. The Clemson University Athletic Department Reference Check Form is located in the **2025-26 Camp** folder in Box and on *Teamworks*.

- Upload a copy of the CHO's athletic trainer certification, CPR certification, and First Aid certification to the "CHO Certification" folder.

#### *CONTINUING CAMP STAFF*

For ALL (including Camp Owners) continuing paid and volunteer staff working with campers (continuing means they have not had a break of employment or volunteer time greater than 12 months):

- Complete a background check on any employee who has not had a background check in 4 years. (1/1/2020)
- MVR check for any individuals who will be driving vehicles for the camp or program in accordance with Clemson University Human Resource policies and procedures (see *Inside CUAD on Clemsonigers.com*).
- Submit to the Camp Administrator proof of the CHO's athletic trainer certification, CPR certification, and First Aid certification.

The Camp Owner will be billed for the costs of all Background and MVR checks by the Athletic Department at the conclusion of the camp season.

Camp Owners will not permit anyone to work if they have demonstrated past conduct incompatible with service to or care of camp participants.

Any liabilities or penalties incurred because of an employee's conduct that results in harm or damages to persons or property will be the Camp Owner's responsibility.

## **CAMP RECORDS**

Clemson University record retention policy requires camp related documents be retained for 11 years. While the Camp Administrator will be responsible for managing the retention of documents submitted to Clemson University, Camp Owners are encouraged to retain all camper records collected in the conduct of their private business for 11 years. All Camp documents required by Clemson University should be retained in the camp's folder set up in Box.



**Appendix A**

# *Reporting Resources*

Resources for reporting issues of misconduct or concerns relative to safety at Clemson University are located at <https://clemsontigers.com/resources/>.

**Appendix B**

## Camper Orientation

### Checklist

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	Discuss Camp's Purpose
	Discuss Camp's Rules
	Discuss expectations for campers at the following times/locations:
	Training sessions
	Dining halls
	Dorm rooms
	Walking through campus
	Riding in vans/on buses
	Introduce the Camp Health Officer
	Discuss process for storing and dispensing medicine
	Discuss medical emergency plans for Athletic facilities
	Discuss medical emergency plans for Housing facilities (if applicable)
	Discuss protocol for contacting parents (i.e., when it will happen)
	Discuss severe weather plans for Athletic facilities
	Discuss supervision requirements and the "Rule of Three"
	Discuss bullying, harassment, and abuse
	Discuss Reporting Resources (i.e., be sure to highlight multiple avenues for reporting)
	Discuss Check-out Procedures

## **Appendix C**

## Camp Staff Orientation

### Checklist

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	Discuss the <a href="#">Clemson University Reporting Child Abuse or Neglect Policy</a>
	Discuss the Standards of Behavior for Employees
	Discuss the "Rule of Three"
	Discuss Reporting Responsibilities
	Introduce the Camp Health Officer
	Discuss first aid and CPR procedures/responders
	Discuss process for storing and dispensing medicine
	Discuss medical emergency plans for Athletic facilities
	Discuss medical emergency plans for Housing facilities (if applicable)
	Discuss severe weather plans for Athletic facilities
	Discuss Camp's Purpose
	Discuss Parking Policies
	Discuss Housing Policies
	Discuss Dining Policies

**Appendix D**

## Camp Health Plan

### Checklist

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	Identify Camp Health Officer (CHO):
	Identify CHO's phone number:
	Ensure 1st-aid equipment is present in vehicles transporting campers
	Ensure 1st-aid equipment is present in Housing facility
	Ensure 1st-aid equipment is present at various Athletic facilities
	Conduct review of all camper Health History forms
	Identify and communicate to relevant staff all health-related needs that may affect participation
	CHO collects, stores, and dispenses medication
	CHO maintains an inventory of all medication retained by campers (e.g., inhalers, epi-pens, etc.)
	CHO completes all medical reports associated with camper injuries or illnesses
	CHO promptly communicates any significant injury or illness to the Camp Owner/Director
	CHO provides copies of all reports to the Camp Owner/Director for processing and retention
	CHO identifies appropriate staff members to accompany injured campers to care facility
	CHO provides accompanying staff members with copies of medical report and requisite forms
	CHO makes all determinations regarding "back to play" decisions for injured campers
	Identify Primary Care Facility:
	Identify Primary Care Facility's phone number:
	Identify Emergency Care Facility:
	Identify Emergency Care Facility's phone number:
	Identify contact for health-related issue in Housing:
	Identify contact's phone number for health-related issue in Housing:
	Identify contact for health-related issue at various Athletic facilities:
	Identify contact's phone number for health-related issue at various Athletic facilities:



**Appendix E**

{CAMP NAME}  
{CAMP ADDRESS}  
{CAMP PHONE}

Dear Parent/Guardian,

I have been informed of your child's injury while participating in {CAMP NAME}. We hope your child is doing well and is fully recuperated soon.  
You should know that your child is covered by the Camp's Accident Insurance Policy. This policy pays in addition to what your primary family insurance pays.

**READ CAREFULLY**

After your child has been treated follow these instructions:

1. Obtain itemized bills from the hospital, doctor, radiologist, etc. Make copies if necessary.
2. File a claim with your family's insurance company. Make sure to request an explanation of benefits notice from the company. (this details exactly how much they pay and the amount denied)
3. When you receive the explanation of benefits notice your contact is {AGENT}, {COMPANY}, {PHONE} to file on the Camp's insurance and if you have any questions regarding the insurance policy.

**WHEN YOU CONTACT {AGENT} YOU WILL NEED THE FOLLOWING INFORMATION**

1. All itemized bills
2. Explanation of benefits from your insurance company
3. Child's social security number
4. Parents social security numbers along with employer's address and phone numbers

**This claim must be filed within 90 days of the child's injury**

**IMPORTANT**

You are responsible for the payment of these bills and to make payment arrangements with hospital, doctors, etc. {CAMP NAME} serves only as an aid in filing this insurance claim. Payment will be made to the providers of service (hospital, physician or others), unless a paid receipt or statement accompanies the bill at the time the claim is submitted.

If you need further information, please call.

Sincerely,

{CAMP OWNER}  
{CAMP NAME}

**Appendix F**



**Appendix G**

## **Personal Interview Protocol**

### *Sample*

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First, contact the prospective camp employee and ask the following questions.

#### *Previous Experience*

1. What is your previous experience working with youth?
2. What is your previous experience performing the job (e.g., coach, counselor, official, other) that we are wanting you to perform at camp?

#### *Personal Philosophy/Motivation*

1. Why do you want to work camp?
2. What do you believe to be the primary reason campers attend camp?
3. What would you do if you saw an action by someone else that did not “look right” to you?

Finally, complete a Personal Interview Completion form and upload it to the camp’s Box folder.