

SMU



2026 Conference Organizer's Manual

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INTRODUCTION – OFFICE OF CONFERENCE SERVICES

Mission Statement

The Office of Conference Services supports and enhances the academic mission of Southern Methodist University by providing short-term housing, dining and catering services, meeting facilities, and assistance in the planning, organizing, and coordination of conferences, camps and meetings. The Office of Conference Services is committed to providing quality customer service and "one stop" service in a campus environment for the University community and other appropriately sponsored groups involved in educational pursuits.

About this Manual

This manual has been developed to answer and clearly define for the Conference Organizer how a conference is successfully held, from application to departure, on the SMU campus. We hope it addresses your questions and concerns. There are a few abbreviations used in the manual:

SMU	Southern Methodist University
OCS	Office of Conference Services
CA	Conference Ambassador
CO	Conference Organizer
RLSH	Department of Residence Life and Student Housing
ORM	Office of Risk Management

We welcome your input and comments regarding this manual. Please let us know if we can clarify any information for you. We look forward to having you on our campus!

GENERAL INFORMATION

Audio/Visual Equipment Requests

The Office of Conference Services makes arrangements for the use of audio/visual equipment for conferences through Audio/Visual Event Support and will attach all charges for equipment set-up and usage to the final conference bill. Conference Services requires the Conference Organizer (CO) to confirm all equipment reservations with the Conference Ambassador (CA) no later than the estimate due date, or fifteen days prior to the event.

Billing and Deposit

A deposit confirms the reservations within the contract and is required from all off-campus groups. Receipt of deposit payment is due as specified in the Letter of Agreement. The final invoice for the conference, which includes all charges associated with the conference, will be sent to the Conference Organizer (CO) 60 days following departure. Full payment is due to Southern Methodist University within thirty days of the invoice date. Conference Services will not individually bill participants for any reason.

Campus Hours

SMU BOOKSTORE (214) 768-2435 3060 Mockingbird at 75 South Central Expressway

Summer Hours:

Monday – Thursday	8:30 am – 7:00 pm
Friday	8:30 am – 6:00 pm
Saturday	10:00 am – 5:00 pm
Sunday	12:00 pm – 5:00 pm

Academic Year Hours:

Monday – Friday	8:30 am – 7:00 pm
Saturday	10:00 am – 5:00 pm
Sunday	10:00 am – 3:00 pm

HUGHES-TRIGG STUDENT CENTER

The Information Desk

Summer Hours:

Monday – Friday	8:00 am – 6:00 pm
Saturday	10:00 am – 3:00 pm

Academic Year Hours:

Monday – Friday	7:30 am – 10:00 pm
Saturday - Sunday	9:00 am – 6:00 pm

Mail & Copy Central

Summer Hours:

Monday – Friday	8:00 am – 7:00 pm
Saturday	10:00 am – 2:00 pm

Academic Year Hours:

Monday – Friday	8:00 am – 5:00 pm
Saturday	11:00 am – 2:00 pm

The Market

Summer Hours:

Monday – Thursday	9:00 am – 4:00 pm
Friday	9:00 am – 2:00 pm
Monday – Thursday	8:00 am – 8:00 pm
Friday	8:00 am – 4:00 pm
Saturday	10:00 am – 4:00 pm
Sunday	2:00 pm – 6:00 pm

Academic Year Hours:

DINING LOCATIONS ON CAMPUS

Umphrey Lee Dining Hall

Summer Hours:

Breakfast:	Monday – Friday	7:00 am – 9:00 pm*
Lunch:	Monday – Friday	11:30 am – 1:30 pm*
Dinner	Monday - Friday	5:00 pm – 7:00 PM*

Academic Year Hours:

Breakfast:	Monday – Friday	7:00 am – 10:30 am
Lunch:	Monday – Friday	11:00 am – 2:00 pm
Dinner:	Monday – Friday	5:00 pm – 7:00 pm
Panera Bread	Monday – Thursday	8:00 am – 4:00 pm
	Friday	8:00 am – 3:00 pm

FONDREN LIBRARY

Summer Hours:	Monday – Friday	8:00 am – 6:00 pm
Academic Year Hours:	Monday – Friday	7:30 am – 9:00 pm
	Saturday	10:00 am – 4:00 pm
	Sunday	2:00 pm – 6:00 pm

MEADOWS MUSEUM

Tue, Wed, Fri & Sat	10:00am – 5:00pm
Thursday	10:00am – 9:00pm
Sunday	1:00 pm – 5:00 pm

All hours and availabilities are subject to change. ***Please note that patrons must arrive in Umphrey Lee Dining Commons a half hour before the end of meal service for the best dining experience.**

Conference Guest Cards

Conference residential cards provide participants proximity access to the assigned residential commons exteriors doors and rooms. **For security reasons, participants under the age of 18 will not be given access to exterior doors of residential spaces and must be accompanied by an adult supervising the group.** A conference dining card is used by participants who have purchased a meal plan for access to the Umphrey Lee Dining Hall during regular dining hours. The card must be presented at the entrance of the dining hall during the specified meal hours to permit access to the facility. In most cases, if a guest has not purchased a meal plan, a credit/debit card can be used at the specified dining location. Applicable residential and conference cards will be assigned at check-in for residential and commuter participants. Conference organizers will be issued a card for each guaranteed commuter/day camp participant and must assign one card to each person; additional cards may be requested through the CA and must be assigned accordingly. Conference organizers are strongly encouraged to obtain only the required number of cards for commuters, as the conference will be billed according to the number of cards issued.

If the conference meal card is lost, there is a non-refundable \$25.00 charge to have a new card issued. Lost cards should be reported immediately to the CA or OCS Director. Meal cards not returned at checkout will be charged a \$10 fee. Lost residential or RLSH proximity cards are subject to greater fees (detailed in contract and in later sections of this manual). For further information on commuter Conference Guest Cards, please refer to the Conference Organizer section (p. 16).

Upon leaving campus, **Conference dining cards and residential cards (RLSH proximity card) must be returned.** Conference card will deactivate approximately 1-2 hours after the conference check

out time on the final day of the conference; the CO is responsible for ensuring that all participants are checked-out of residential commons at the specified time.

Copy/Print Services and Post Office

Fax, print, and copy services are available for a small fee at the Mail & Copy Central counter, located in the Hughes-Trigg Student Center in addition to a full-service Post-Office. Contact the CA or the OCS Director for more details.

Dedman Center for Recreational Sports

The Dedman Center for Recreational Sports offers many fitness and recreation options for summer conference guests. Conference organizers can reserve a temporary membership for their group through Conference Services at a discounted rate or allow participants to individually buy daily membership passes at Dedman Center. Group rates will be billed on the final invoice and will be charged at \$27.00 per person, per week. This is based on the roster of names provided for passes and will not be eligible for proration, discount or cancelation once they are set up. **Weekly passes will be charged for any portion of a week used by attendees.**

A fully completed roster is required ahead of time to grant access to participants requesting fitness passes. Please request a specific roster template from the CA. Participants will need a picture ID to check-out equipment. **All youth participants must be accompanied by an adult at all times while using Dedman facilities; there must be one camp staff person for every ten youth participants. Youth participants are not allowed on the Climbing Wall, Fitness/Weight area, or in the Cardio Overlook. Minors will only be allowed to use the Dedman Center through organized activities as a group via reservations made in advance.** Please contact the CA or OCS Director for more information.

Daily guest memberships purchased at front desk of Dedman Recreational Sports reflect a significantly higher cost.

ADA Accessibility

Most classroom buildings, residential buildings, and the Umphrey Lee Dining Hall are accessible for the disabled. If special housing accommodations are needed for guests with disabilities, arrangements must be made at least 30 days in advance, as ADA approved space is limited in the residential buildings. Communicating needs as soon as possible is preferred.

Donations of Products/Services

SMU is exclusive to SMU Hospitality including dining and catering services unless the conference/camp has special permission for donated products. A list of all donations (including food and beverage items) made to summer conferences must be approved prior to the conference by OCS, and a list of all items must be on file with OCS. Third parties are obliged to provide proof of health permits and general liability insurance. Additional custodial fees will apply.

Facility Use

The Office of Conference Services coordinates with appropriate facility managers to determine rates and schedule events in various athletic, academic, and meeting facilities.

Use of any facility will incur a daily usage fee, which will be included in the final invoice from OCS. For safety and security purposes, the university requires the presence of the appropriate SMU professional staff in some facilities during conference events. The conference must pay the hourly wage of persons employed during non-business hours of the facility. Fees will be assessed by the facility services department for equipment set-up and/or rental along with custodial services fees.

Any facility reservation that is cancelled within 30 days of the conference start date will incur a charge of one-half of the normal usage fee.

Athletic facilities include Moody Coliseum, Crum Center, Crum Lacrosse Field, Styslinger/Altec Tennis Complex, Washburne Soccer and Track Stadium, Intramural Field, Pettus Field, Ford Stadium and the Dedman Recreation Center. Academic classrooms may be reserved but exact room availability cannot be guaranteed due to varying summer school schedules.

Medical Emergencies

If anyone suffers an injury, they should be taken to a medical treatment center. For athletic camps, the trainer on duty and/or the Conference Ambassador will contact SMU PD. SMU Police will respond and alert EMS, if necessary.

In the event of an emergency or serious accident, SMU-PD will dispatch EMS transportation to the nearest available hospital.

For more information regarding DFW area hospitals and urgent care facilities please see the list below.

After hours Care (Urgent Care)

QuestCare Medical Clinic at Dallas: Snider Plaza (3414 Milton) Dallas, TX #214-368-4822*

PrimaCare Urgent Care: 6350 Mockingbird Ln, Dallas, TX #214-828-0448*

City Doc Urgent Care Uptown: 2909 McKinney Ave, Dallas, TX #214-871-7000*

Concerta Urgent Care: 5601 Greenville Ave, Dallas, TX #214-821-6007*

Medical Emergencies/Illnesses – Treatment Resources

The following medical treatment facilities have been listed due to their proximity to SMU. SMU does not specifically endorse any of these providers.

Texas Health Presbyterian Hospital Dallas: 8200 Walnut Hill Ln., Dallas, TX
#214-345-6789, Emergency #214-345-7885*

Baylor University Medical Center, part of Baylor Scott & White 3500 Gaston Ave, Dallas, TX
#214-820-0111, Emergency
#214-820-250*

Children's Medical Center Dallas:1935 Medical District Drive Dallas, Texas
#844-424-4537

Medical City Dallas Hospital: 7777 Forest Ln., Dallas, TX
#972-566-7000, Emergency #972-566-7200

Parkland Memorial Hospital (County): 5200 Harry Hines Blvd., Dallas, TX
#214-590-8000

William P. Clements Jr. University Hospital: 6201 Harry Hines Blvd, Dallas, Texas
#214-633-5555

Methodist Dallas Medical Center: 1441 N. Beckley Ave. Dallas, TX.
#214-947-8181

Mental Health Resources

Medical City Green Oaks Hospital: 7808 Clodus Fields Dr., Dallas, TX
#972-991-9504, Emergency #972-701-3661

Timberlawn Behavioral Health System: 4600 Samuell Blvd., Dallas, TX
#214-320-9000

Texas Health Presbyterian Hospital of Dallas: 8140 Walnut Hill Ln, #200, Dallas, TX #214-345-6789, Emergency #214-345-7885

Parkland Memorial Hospital: 5200 Harry Hines Blvd., Dallas, TX
#214-590-8000, Emergency 214-590-8761

Baylor University Medical Center, part of Baylor Scott & White 3500 Gaston Ave, Dallas, TX
#214-820-0111, Emergency #214-820-250*

Baylor Scott and White Medical Center-Plano: 4700 Alliance Blvd., Plano, TX
#469-814-2000

Adapt Community Solutions Mobile Crisis Line: #866-260-8000

Suicide & Crisis Center of North Texas 24 Hour Crisis Line: #214-828-1000

Substance Abuse and Mental Health Services Administration (SAMSHA) Suicide and Crisis Lifeline: Dial 988

For additional information on emergency medical treatment, refer to the Insurance section.

SMU Library Access

SMU libraries are open to the public during normal summer operating hours. Several options are offered by the SMU Library system for visitors wishing to borrow books from the library:

- TexShare Program: Open to all Texas resident students, living in Texas. Participants may obtain a card from their institution, which allows them to check out books from Texas public and university libraries.
- Friends of the University: Membership opportunities can be viewed at: <https://www.smu.edu/libraries/join/friends/join> Membership allows members to borrow books from the SMU Library. Participants are allowed to check out 10 books for a period of up to three weeks. (Rate subject to change)
- The library may also create a patron record for visiting students and researchers, as long as the academic department with which the group is affiliated provides confirmation of their approval for library access and a list of all participants.

Lost and Found

Lost and found items, including keys and Conference Guest Cards, should be turned into the RLSH Area Desk. In some instances, articles are returned to the SMU Police Department located in the Police Administrative Office at 6300 N. Central Expressway. Guests should check for any lost items at the RLSH Area Desk or visit: <https://www.smu.edu/businessfinance/police/help-and-services/lost-and-found> for items that might have been turned into the SMU Police Department. SMU cannot be responsible for lost, stolen articles, or any items left behind in residence halls.

If a found item is requested to be returned, it will be mailed from OCS to the CO, who will send the item to its owner. Any shipping charges incurred will be included in the final bill to the Conference.

Parking

Parking permits are required for all conference participants that need to park vehicles on campus and may be purchased through OCS. Permits are \$12.00 each per day per vehicle, including weekends, or \$60.00 for conferences of five or more days are valid for the entire period during your conference and will be billed to the conference/camp group on the final invoice will be billed for the number of passes requested and issued to the conference.

Conference/Camp participants and attendees must park in only the designated facility or lot as well as the appropriate level of the facility to be able to use the permit. Summer Conference Participants/Attendees must not park in spaces marked for "Faculty/Staff" or "RLSH Staff Only." More specific parking directions will be printed on the permit, including access code if applicable. Permits are valid on the second level or above in the garages or as otherwise instructed on the permit. Permits are not valid in metered spaces and must be visibly displayed in vehicles.

Limited metered spaces are also available on a first come first serve basis and locations can be found on the SMU parking maps.

Parking is prohibited in spaces reserved for Disabled persons, fire lanes, faculty/staff, and spaces marked "Reserved." Vehicles parked in restricted areas and/or parking without a permit are subject to citation, immobilization, and/or towed at the owner's expense 24 hours a day.

Conference Staff members are unable to intervene or engage on behalf of participants that receive a citation. The participant will be required to follow the appeal process located on the back of the citation. **For more information on the appeal process, visit <https://smu.edu/businessfinance/campuservices/parkingandidcardservices/citation/appeals>.** Please direct all additional parking questions to the assigned CA or the Office of Parking & ID Services at parking@smu.edu or 214.768.7275.

Religious Services

There are several places of worship in the SMU area:

Park Cities Baptist Church	(214) 369-8211
Tiferet Israel Congregation	(214) 691-3611
Highland Park Presbyterian Church	(214) 526-7457
Catholic Mass in Perkins Chapel	(214) 768-3035
Highland Park United Methodist Church	(214) 521-3111
Dallas Masjid of al-Islam	(214) 421-3839
Buddhist Temple of Dallas	(214) 340-6187

Signage on Campus

Any signage to be used in buildings or on campus grounds must be approved by OCS in advance of the conference. **No signage of any kind may be hung outdoors due to a city ordinance.**

Shipping Address

Any materials for the conference/camp (*not participants*) needing to be shipped prior to a group's arrival or for overnight deliveries during the conference may be shipped to:

Attention: Abigail Smith – Name of CO and Camp
SMU Office of Conference Services
6405 Boaz Lane, Suite 101
Dallas, TX 75275

Please notify the CA in advance if any materials are going to be shipped and give the expected arrival date. Athletic camps may have an alternate shipping location depending on primary venue. Discuss with the office of Conference Services prior to shipping.

To ship to conference/camp participants please use the following address:

Name of Conference or Camp
Attn: First Name Last Name
3140 Dyer Street #700
Dallas, TX 75275

Any packages not including the conference name and #700 may be returned to sender. Please ensure packages are not delivered before the conference/camp start date. If a package is sent ahead of conference Mail & Copy Central cannot guarantee storage of package.

Campus Sponsorship

According to University Policy, all events held on campus by non-SMU groups must be sponsored by an appropriate department, faculty member or director. As OCS cannot solicit sponsors for groups, the CO must contact the possible sponsors and request a Sponsorship Form from the OCS Director. Sponsorship does not involve any monetary obligation on the part of the sponsor, nor does it guarantee that a conference can be booked.

Transportation to/from Airports

SMU does not provide transportation to or from the airports.

CONFERENCE ORGANIZER'S INFORMATION

Agenda/Schedule

The Conference Organizer must submit a finalized schedule of events for each conference to OCS no later than thirty working days prior to the event. The document should detail the daily agenda, including meeting places and times, activities, mealtimes, and other relevant information.

Cell Phones

Cell phone numbers of (CA) will be given to the CO and/or designated contact person for emergencies. The number is NOT to be given to conference participants or guests. The cell phone should be used if the CA is not in the office during an emergency. Situations or questions of a non-emergency nature should be directed to the CA's Office at 214-768-4312.

Commuter Participants

A complete final roster of all participants must be received by the Office of Conference Services on the specified guarantee due date; any late additions to the list must be submitted to OCS at check-in. The University requires that every participant on campus be accounted for while participating in campus held activities.

Each commuter participant must provide a signed Waiver of Liability/ Release of Liability form. Any participant that does not have the necessary legal forms will be asked to leave campus until OCS receives proper documentation.

Conference cards will be assigned at or before check-in for commuter participants when appropriate. The CO will be issued a card for each guaranteed commuter participant and must assign one card to each person; additional cards may be requested through the CA and must be assigned accordingly. COs are strongly encouraged to obtain only the required number of cards for commuters, as the conference will be billed according to the number of cards issued

If the card is lost, there is a non-refundable replacement charge of \$50, and a new card will be issued. Lost cards should be reported immediately to the CA or OCS Manager or RLSH area desk.

Conference Package Rates

Conference packages are developed for residential and commuter participants, advisors, counselors, and staff based on meal and housing reservations. The application form designates the possible housing and dining options offered for the summer conferences and may be chosen according to a conference's specific needs. The package rate is calculated from the current housing and dining rates and will be included in the Letter of Agreement. Sales Tax is added to dining rates; but may be waived if the CO provides a Tax Exemption Certificate to OCS prior to the issuance of the Letter of Agreement and approval is received from the University Controller's Office.

The package price for residential participants is determined by the number of nights and meals per participant; and is gauged by the room choice (single or double) and specified linen service.

Be aware that for each Conference Guest Card issued to the Conference Organizer, the entire package rate will be charged to the conference.

Contact Person

Throughout the conference, a designated contact person (may be CO) must be available to serve as the primary conference representative and interact with the assigned CA. The CA and this person should exchange contact information, so each will know whom to contact with questions and problems. In this way, all aspects of the conference from housing to dining, facilities and more may be managed professionally and efficiently. The contact person assumes responsibility for guests while on campus and must be present at check-in, provide all necessary documents, and be able to address any conference related problems.

Estimates and Guarantees

In the Letter of Agreement, both an estimate due date and guarantee due date for residential and dining participant numbers are specified. CA will provide initial housing spaces if the CO would like to assign residential spaces. This should be available approximately 21 business days prior to the start of the conference and should be returned on the guarantee date.

Estimates are due by 2:00 PM (CST), typically 21 business days prior to the camp/conference.
Guarantees are due by 2:00 PM (CST), typically 11 business days prior to the camp/conference.

The dates specified in the Letter of Agreement or contract shall serve as the required estimate and guarantee dates if different from the 21 and 6 business days respectively.

*** There will be a \$50.00 fee assessed for all late Estimates and Guarantees. Additionally, changes made to housing rosters after the guarantee date will incur a \$50 charge per change made to the roster.**

The estimate allows RLSH and Dining Services to forecast for your conference, so planning and adjustments can be initiated in advance.

The Guarantee indicates the number of participants who have registered for the conference and are expected to attend. It will be used to formulate floor plans and staff schedules and is the minimum billable amount for the conference.

Though we will make efforts to accommodate walk-up registrants, due to space restrictions, we cannot guarantee housing on campus to non-guaranteed participants. The conference will be charged \$15.00 per person over the guarantee number in addition to the package rate. Additional housing space requests will be charged \$50 per additional person. The conference will be billed according to the guaranteed or actual number of participants, whichever is greater.

Liability Waivers & Medical Release Forms

In accordance with university policy, all conference guests (including staff, advisors, participants, etc.) who are neither employed by nor are students of SMU are required to submit a **signed Waiver of Liability form to OCS at the time of check-in**. Participants under the age of 18 are required to submit a **signed Youth Waiver of Liability/Release for Medical Treatment form**, which must be on file with OCS. It is the responsibility of the Conference Organizer to distribute and collect all necessary liability and medical forms from participants prior to check-in and give them to the CA no later than check-in. Participants for whom these items are missing will be asked to leave the campus until OCS attains the proper forms. Forms in electronic format are available. One copy of the youth medical and liability release form must be submitted to OCS upon the arrival of the conference on campus. For adults only one (1) copy of the medical release form is required.

Lost Cards

If a Conference or Residential Guest Card is lost, the Conference Organizer should notify the CA as soon as possible so that the card can be deactivated (cards cannot be activated/deactivated after hours). There is a replacement fee of \$20.00 - \$100.00. For conference dining cards the fee is \$10.00 and for residential access cards the cost is \$50.00 for each lost card, which the CO should collect directly from the participant. The CO and the CA will have a list of the access cards assigned to the group.

Residential Participants

Please refer to the Residential Housing Section (p. 22).

Roster Information

- A preliminary roster is due to OCS on or before the Estimate due date, as specified in the contract, and must include ALL conference participants (including residential and commuter participants, staff, counselors, advisors, etc.)
- The final roster must be submitted on or before the Guarantee due date, as specified in the contract.
- The following information must be noted clearly by the CO on each roster:
 - Participant's **name, gender, age, & an e-mail address for each participant (if a minor please list emergency contact)**
 - Roommate/suitemate requests
 - Participant's classification (i.e., student, advisor, counselor, staff).
 - A roster of names and emergency contact information for adults directly supervising the minor participants.
 - Parent/Guardian emergency contact information for all minor participants.
- RLSH will attempt to honor any roommate/suitemate requests, but additional housing requests cannot be guaranteed.

Supervision – Protection of Minors

All participants under the age of 18, must be accompanied by an adult chaperone/advisor from the conference at all times, this includes all “free time.” To ensure the personal safety of the participants, the University requires a minimum of one counselor for every twelve (12) youth participants.

Please refer to the Guidelines for the Protection of Minors in Youths Programs on Campus section.

CONFERENCE AMBASSADORS' INFORMATION

Conference Services prepares for the conference season by assembling a staff of Conference Ambassadors, who will coordinate with Conference Organizers to ensure that all arrangements are made throughout the group's stay on campus. Each conference will be assigned a Conference Ambassador (CA), whose overall purpose is to provide attentive service to the conference and ensure that its stay at the university is a success.

The CA's general duties for each assigned conference are as follows:

- Contact Conference Organizer prior to the group's arrival and will serve as contact person from OCS throughout stay. CO should address any changes or additions, as well as ask questions and express concerns to the CA.
- Obtain schedules, brochures, and additional information that may have been provided by CO to the participants.
- Read and understand Letter of Agreement so that he/she knows the group's needs.
- Answer questions about check-in and check-out procedures, special housing needs, facility reservations, audio-visual needs, conference dining reservations, and general SMU and Dallas information. The CA will not discuss package rates or billing information; these questions must be directed to the OCS Director.
- Obtain all Estimates and Guarantees from CO, including rosters, dining information, and residential and commuter participant totals.
- Give final roster, based upon the guarantee, to RLSH five days before conference.
- Give the floor plan to the CO when completed by RLSH, no later than 48 hours before conference arrival.
- Deliver residential conference guest meal cards to RLSH.
- Give commuter guest meal cards to the CO, who is then responsible for distribution to commuter participants with a meal plan.
- Keep record of assigned conference card amounts, given and received.
- Assemble information packet for each conference, which will include at least the following: residential hall floor plan, a roster, a daily events schedule for the conference, and the CA's phone and pager numbers.
- Confirm audio-visual order through Hughes Trigg A/V or other entities as arranged by OCS and ensure proper delivery, set-up, and return of rented equipment.
- Verify that all facilities arranged by OCS are unlocked and ready to use at scheduled time.
- Be present thirty minutes to one hour before the start of an event to make sure the audio-visual equipment and catering have been delivered and set up properly.
- Be available at check-in to answer conference-related questions and to assist guests and CO, as needed.
- Collect release of medical treatment (from participants under the age of 18) and waiver of liability forms (from all participants) at the time of conference arrival.
- Attend weekly staff meetings with Conference Services and RLSH to update staff of upcoming conferences.

- Distribute Conference Information to the area desk.
- Be available to housing staff and conference organizer to answer questions or solve problems throughout the conference.
- Schedule days off around his/her conference schedule; incidentally days off may occur during the normal workweek, depending on his/her conference schedule.
- Notify the CO of days off, so that an alternate contact person can be assigned to his/her responsibilities.
- Be available during a Conference check-out period to collect all required materials and ensure the safe departure of all attendees.
- Prepare Checkout Sheet and verify all counts and charges based on rosters, contract and other conference documents.

RESIDENTIAL HOUSING INFORMATION

Alcohol

Alcohol is prohibited in all public areas, which includes residence hall lobbies and hallways.

Alcohol is permitted in guests' rooms who are of the legal drinking age (for Texas, the legal drinking age is 21). Coolers are not permitted in residence hall common spaces or rooms. Guests under the age of 21 caught drinking anywhere on campus will be punished according to Texas State Law and will be asked to leave the conference/camp immediately.

Kegs are not permitted anywhere on campus. This policy is strictly enforced.

Area Desk

Area Desk Staff will be available to receive messages and maintenance requests, manage lost keys and conference/residential guest cards, give directions and other essential information for conferences, and assist with lockouts.

For summer 2026, the Area Desk is located in the **first-floor lobby of the McElvaney Residential Commons**. This location serves all residential halls and commons. To reach the Area Desk Staff please call (214) 768- 2230.

The hours of operation are Sunday - Saturday 8:00 AM – 8:00pm There is a lockout number listed on the exterior door outside the Area Desk and on other exterior doors for all conference housing buildings.)

Please Note: All residence halls are locked 24 hours a day, with the exception of the central exterior of McElvaney Residential Commons, where the desk is located, which is locked at 8pm.

Bed Spaces

Allotted amounts of bed space are specified in the Letter of Agreement, as determined from the application letter, and are guaranteed available for the dates of the event. If the actual number of residential participants exceeds this amount, beds may not be available due to space limitations. See Estimates and Guarantees (p. 16).

Check-In and Check-Out Procedures

Check-in/check-out times and locations are specified in the Letter of Agreement or arranged with the Conference Ambassador prior to arrival. The Conference Organizer or contact person must be at check-in to handle any housing issues that arise.

Check ins and Check outs for residential spaces should occur between 9:00am and 5:00pm each day. Requests for a check in or check out to occur outside of these hours should be directed to

the Director of Conference Services for approval. Additional fees may be applicable if check in or out occur outside of these business hours.

Each participant must sign for the key or access card to the residence hall room, as well as the Conference Guest Card, to which they have been assigned. To ensure that all pre-registered guests are accommodated first, walk-up participants will be assigned to rooms only after those on the guarantee roster have been checked in.

For any participant staying later than the designated checkout time, the conference will be charged \$25.00 per person, in addition to extra housing charges.

Each participant must turn in the corresponding key or access card to the room they were assigned.

Conference guests are not allowed to have overnight guests for any reason.

Youth Age Limits as Residents

Children under the age of 10 are not allowed to reside in the traditional residence halls. Notification that a child needing accommodation in the residence hall must be made in advance with Conference Services; any exceptions to this policy must be discussed in advance with OCS.

Computer Labs

Computers are **not** available for guests' use in most residential buildings and are limited on campus.

Residential Staff Supervising Minors

There must be **at least one adult** (over the age of 18) **chaperone for every twelve youth participants (or one adult for every ten youth if camp includes 10- or 11-year-old children staying overnight on campus)** present with the group at all times; this includes "free time". Chaperones must reside in the residence hall to enforce curfews and ensure good behavior; practicing and roughhousing are not permitted in the residence halls. Any problems or emergencies should be reported to the Conference Leader on call or at the Area Desk. Youth participants are not given Conference Guest Card access to the residence halls and Conference Housing Staff will not let youth into the buildings without adult supervision also being present. The chaperone is responsible for directing youth to designated practice areas on campus. Therefore, again, it is important that youth participants are accompanied by an adult from their group at all times while on campus. The chaperone must have the participants remove all belongings from the rooms and should complete room and floor checks upon check out. Any items that are left in a room by a participant will be held for one week after the group's check out date.

Curfew for Youth Groups

For safety and security reasons, an 11:00PM curfew is recommended for all youth camps, at which time all youth participants must be in the rooms of their residence hall and a counselor

must be present on the floor. Residence Life & Student Housing staff have the right to enforce this policy.

Decorations and Damages

Decorations hanging in residence hall rooms or hallways are prohibited. Residence hall room damages will be billed to the final conference invoice and must be paid by the invoice due date. Further arrangements for the person at fault to pay back the money owed to the CO for costs incurred by facility damages must be made with the CO.

Emergency Participant Cancellation Procedures

If a participant is unable to attend a scheduled conference, they must notify the CO, in writing, before the first day of the conference. If the participant has arrived on campus and has checked into a residence hall, they must check out at the Area Desk and notify the CO that they will not be continuing with the conference. Notification to the Conference Organizer may be by telephone or in writing, as determined by the CO.

The CO, not individual registrants, should notify OCS in writing of all cancellations and departures from the conference. The email should include the participant's name, conference and dates attending and a brief reason for cancellation.

Emergency Telephone Numbers

Emergency telephone numbers for residential participants to use are:

Area Desk (214) 768-2230 (McElvaney)

SMU PD Dispatch (214) 768-3388 (**non-emergency**) or (214) 768-3333 (**emergency**)

Anyone calling these numbers must know the name of the conference the participant/staff is attending. **Calling 911 can slow down the emergency response time so it is recommended that SMU PD Dispatch is called directly.**

Fire Safety

Anyone found in violation of the fire safety policy may be removed from the residence halls for the remainder of the conference. Any group staying in the residence halls for more than 10 days is subject to a random fire evacuation drill during their stay.

THE FOLLOWING ARE PROHIBITED IN THE RESIDENCE HALLS:

- Candles / Incense
- Reed Diffusers
- All Flammable / Combustible Liquids
- Broilers, Electric Skillets, Grills, Toasters & Toaster Ovens
- Smoking and/or Evidence of Smoking (including e-cigs and vapes)

- Any form of an open flame source
- Iron / Curling Iron left on unattended
- Improper Use of an Emergency Exit
- Failure to Exit during a Fire Alarm
- Attachments near or on sprinkler heads or water pipes
- Items suspended from the ceiling
- Light strings hung in windows and/or doors
- Blocking access to a window
- Extension Cords
- Coolers or ice chests
- [Electric Scooters and Personal Mobility Devices \(Policy 9.14\)](#)

THE FOLLOWING VIOLATIONS ARE PUNISHABLE BY LAW:

Violations will be investigated by the University Park Fire Department

- Discharging or Removing a Fire Extinguisher
- Fireworks of any type
- Tampering with control valves
- Breaking sprinkler head(s)
- Removing or Covering Smoke / Heat Detectors or the Covers
- Disabling a Fire Suppression System
- Disabling a Fire Alarm System
- Arson
- Tampering with or damaging the following:
Fire Exit Lights, Fire Exit Signs, Pull Stations, Horns, Strobes, Notification Devices, Fire Extinguishers
- Obstructing or Locking Fire Exit Doors

Residential Housing Staffing

Conference Leaders are available at the RLSH Area Desk from 8:00 AM until 8:00 PM to take maintenance requests, help with lockouts, offer information, give directions, and help participants in any way possible.

After Hours Residential Housing Assistance

Conference Leaders are available from 8:00 PM until 8:00 AM via the after-hours on-call number. They make rounds of the buildings periodically and as needed, to address youth curfew violations or noise concerns, perform building checks, help in emergency situations, assist with lockouts, and assist with emergency residential facilities concerns.

Hall Access

Conference residential guest cards that allow access to the outside doors of the buildings are issued to residential adult participants only; youth (under the age of 18) participants do not have hall access on their conference residential guest cards. The counselor/advisor must accompany

youth at all times to provide access to the residential buildings. Youth participants will not be allowed into residence halls without proper supervision.

Housekeeping

Custodial staff is on duty seven days a week, 7:00 AM to 4:00 PM. Common areas and bathrooms are cleaned depending on selected linen package. Trash can be placed in trash rooms available throughout the buildings. Suited bathrooms are cleaned weekly depending on the selected linen package. Accommodations with a full linen package are serviced daily.

Wi-Fi Access

Internet access is available in residential building rooms and common areas via wireless or ethernet networks. This process is completed by attendees using smu.edu or their personal devices' Wi-Fi settings to connect to the '*U_Guest*' network.

Keys

A room key may be issued to each participant at the time of check-in. For security reasons, neither the residence hall name nor the room number is on the key. A fee will be charged to the conference if a key is lost or not returned, regardless of a substitute key being supplied by the Area Desk and returned. To avoid lost key charges, please make sure participants always keep their keys with them.

Fees for lost room keys: \$225.00

If a key is not returned during check out, the charge will be billed to the conference on the final master bill. Turning in keys after formal checkout does not exclude this charge from occurring.

Laundry Facilities

Washing machines and dryers are in each residence hall. There is no cost for the machines in the residence halls, but guests must bring their own detergent products and other supplies. Machines are available only to guests of that building. While laundry facilities are not guaranteed, housing staff will make every effort to ensure machines are usable in each residence hall.

Linen Packages

There are 4 options for Linen Service:

1. XL – No Linen. Nothing in the room. Trash emptied daily.
2. LE – Linen Exchange. A top sheet, bottom sheet, and pillowcase are furnished, usually left on the bed or packaged in a plastic bag. Once a week a linen exchange happens, and if they turn in their dirty linen, they can pick up clean linen.

3. Ltd – Limited-Service Linen. The room is “made up” upon move-in. Sheets, pillow, blanket, towels, and washcloths are provided. No service item (soap) is provided. The room is cleaned with exchange of linens with bed made and towels provided on or after the 7th night and every 6 or 7 nights after. Suite style bathrooms are only attended to once per week.
4. FL – Full Linen. The bed is made when a guest arrives. Two large towels and one washcloth are in the room. Service item (hotel-sized soap) provided. Each day the room is cleaned, bed is made, and fresh towels are provided. If in a suite bath, bathroom is straightened up each day, heavy cleaning done once a week. Bed linens are changed at least once per week. (Similar to hotel service.)

Linen packages are selected at the time of application and cannot be changed after the submission of the application without approval from OCS.

Packages & Messages

Packages are delivered to Mail & Copy Central, located within the Hughes Trigg Student Center.

Mail to participants should be sent to:

- 1) Name of Conference/Camp
- 2) Name of Participant (Attention)
- 3) 3140 Dyer St. #700
- 4) Dallas, TX 75275

Deliveries received after a participant’s departure or prior to their arrival will be returned to the sender.

Refrigerators & Coolers

Participants may rent small refrigerators from an off-campus vendor if OCS is notified ahead of time. These vendors will be guests of residential participants and should be escorted in/out of the building and rooms. Housing staff will not provide access to vendors directly for any reason.

Coolers are **NOT** permitted in residential buildings.

Roommates & Room Charges

Floor plans are made according to the guaranteed roster, which must be given to OCS on the specified due date. RLSH will honor roommate requests specified on the guaranteed roster to the best of their ability. If no roommates are assigned, RLSH will match participants of the same sex either randomly or by age. Once a floor plan has been created by RLSH, the Conference Organizer cannot make changes to it without notifying the Conference Ambassador. The OCS, RLSH, and Conference Organizer floor plans must be identical at check-in, during the conference, and at checkout. This is necessary for guest safety and for an accurate final billing.

Room Damages

Damages that occur in a residence hall room while a participant is in residence will be charged to the final bill. Any damage done to common areas will be charged to the group in that residence hall. Furniture should not be moved from the rooms. There is a \$50.00 charge per piece that is moved.

Vending Machines

Vending machines are located in most residential buildings. Most buildings have a soft drink machine, and some have a snack machine. OCS does not guarantee access to common area lounges.

SMU HOSPITALITY

Dining & Meal Plans

Conference participants, who have purchased a meal plan option as a part of their conference package, will be issued a Conference Guest Card. The card must be presented at the entrance of Lee Dining Hall during the specified meal hours to permit access to the facility. Please note these rates will be higher than the meals included in the package rate.

Conference organizers should expect the presence of many other groups on campus during their stay and, likewise, anticipate lines in the dining hall during the peak meal hours.

No bags, water bottles or outside food are permitted in Lee Dining Hall. Storage for backpacks, equipment bags and other items will be available in the hallway of the dining hall. Underage individuals must be accompanied by a chaperone. Shirts, bottoms and shoes are required for entry into the dining hall. The management of the dining hall reserves the right to remove any person from the premises or deny service to any guest not behaving properly.

For special dietary needs and concerns or special requests, contact SMU Hospitality's dietician at dietitian@smu.edu.

For menu information visit our website at: <https://smu.campusdish.com/>

Catering Services

Catering is available through SMU Hospitality as a professional and convenient option for a variety of occasions, from simple coffee breaks to formal dinners and buffets. COs wishing to append a catering event to their conference schedule should contact the Director of Operations early in the conference planning process to secure dates and facility reservations. Throughout the year, the catering staff works closely with Conference Services to arrange the details of any event. Once a menu for an event has been chosen, a contract will be issued to the CO through SMU Catering, which details the event times, menu, and service desired. The contract must be signed and returned to the OCS no later than May 1. The final menu and additional changes or

requests for the event must be submitted to OCS **no later than 11:00 am ten business days prior to the event.**

Catered events are billed upon the guaranteed number of participants, which must be given to OCS by 11:00 am, ten business days prior to the event.

Food from Off-Campus

SMU Hospitality is the exclusive on-campus service for SMU and should be the vendor of choice for all events with a plated meal or buffet service. SMU has a list of approved Casual Caterers for box lunches and grab-n-go setups that may not include any heat source. Please contact the Office of Conference Services to receive a list of approved Casual Caterers.

Certain buildings on campus are exclusive to SMU Catering and do not allow off-campus food of any kind; therefore, OCS must be contacted in advance if a conference is to bring food items from outside of campus.

Hughes-Trigg Student Center Dining Options

The Hughes-Trigg Student Center features a convenience store (the Market), several retail dining locations, a Panera, a full-service post office and print shop (Mail & Copy Central). Hours of operation vary by location.

Meal Packages

Summer conference meal plans are developed with respect to an individual group's needs, as indicated on the summer conference application form. Meal packages can be developed for both residential and commuter participants and staff; and may consist of any combination of meals throughout the conference. Please refer to Conference Packages in the Conference Organizer's section of this manual.

All meals on the plan are offered in the Umphrey Lee Dining Room unless specifically told otherwise by the CA, while other campus dining facilities are offered as retail options to our guests. The meal plan rate is based on the current rate per meal, as established by Dining Services, and includes state sales tax. Groups that are tax exempt should refer to the Tax Exemption section of this manual.

Meals charged to a participant's conference guest card that are not included in the contracted meal package will be charged at the cash rate and will be added to the final bill. The Conference Organizer must make clear to everyone participating in a conference which meals are included in their package in order to not be billed for additional meals and it is up to the CO to enforce this policy among participants otherwise group will be billed accordingly for extra meals.

INSURANCE, MEDICAL FORMS, AND WAIVERS OF LIABILITY

Required Insurance

All off-campus groups must provide OCS with a Certificate of Liability Insurance in the amount of Commercial General Liability (CGL):

\$2,000,000 Aggregate

\$1,000,000 Premises Liability

\$1,000,000 Personal Injury

\$1,000,000 Products Liability

\$10,000 Medical Payments

\$50,000 (minimum) Sexual Molestation

\$1,000,000 Contractual Liability

Statutory (Injury/Illness & Employer's Liability) Worker's Compensation

\$1,000,000 Combined Single Limit (Automobile Liability)

SMU, Its Trustees, Officers, Employees, Students, Volunteers and Agents must be named as additional insured.

The exact requirements and amounts are listed in an Exhibit attached to the Letter of Agreement. Please see this document for more information. OCS must receive this certificate by the date specified in the Letter of Agreement. If the Certificate is not received by OCS and approved by the Office of Risk Management prior to the beginning conference date, the entire conference will be cancelled.

EMERGENCY AND SAFETY INFORMATION

Emergency and Safety Information

Each conference or camp is required to complete an Emergency Action Plan that outlines how staff will address emergencies, respond to implement weather, and communicate with participants before, during and after an emergency. As part of this plan, you must provide 24/7 emergency contact information (e.g., cell phone numbers) for the director and all staff. This information must be included in the Event Action Plan and submitted to Conference Services through both the roster and the estimate/guarantee form. These requirements are established in accordance with the Higher Education Opportunity Act of 2008.

EMERGENCY ACTION PLAN:

An emergency action plan must be completed for each conference/camp. This plan identifies how conference/camp staff will address emergencies, inclement weather, and the methods in which staff will communicate with participants before and after emergencies.

Please visit the **EMERGENCY ACTION PLAN** Section in this manual for additional information.

Wet Bulb Globe Temperature (WBGT):

Monitoring the wet bulb globe temperature is recommended for outdoor events in an effort to prevent heat-related injuries. Precautionary actions are highly recommended for WBGT's at 80 degrees and above as described in the following chart:

WBGT(F)	Effects	Precautionary Actions
< 80		
80-85	Working or exercising in direct sunlight will stress your body after 45 minutes.	Take at least 15 minutes of breaks each hour if working or exercising in direct sunlight
85-88	Working or exercising in direct sunlight will stress your body after 30 minutes.	Take at least 30 minutes of breaks each hour if working or exercising in direct sunlight
88-90	Working or exercising in direct sunlight will stress your body after 20 minutes.	Take at least 40 minutes of breaks each hour if working or exercising in direct sunlight
>90	Working or exercising in direct sunlight will stress your body after 15 minutes.	Take at least 45 minutes of breaks each hour if working or exercising in direct sunlight

INCLEMENT WEATHER:

The SMU Campus is vulnerable to a variety of hazards, particularly severe weather. Event staff are responsible for monitoring weather conditions before and during events and must be prepared to act promptly based on forecasts and real time updates. Weather threats to consider include lightning, hail, flooding, high winds, and tornado activity.

If inclement weather occurs during an event, staff must follow the procedures outlined in the Emergency Action Plan (EAP). This includes directing participants to a pre-identified severe weather assembly area or, when necessary, instructing them to shelter in place until the threat has passed.

Lightning safety is a priority. No participants should remain outdoors when lightning is present in the area. Staff must immediately direct all participants to the nearest pre-identified assembly location or appropriate indoor facility and ensure they remain inside until conditions are declared safe. These shelter locations should be clearly listed in the event-specific action plan.

In addition to severe weather, staff must remain mindful of extreme summer heat conditions in Dallas. Average daytime temperatures often range from the mid-90s to above 100 degrees Fahrenheit, with high humidity increasing the risk of heat-related illnesses. Staff should encourage all participants engaged in outdoor activities to stay hydrated and take necessary precautions to prevent heat exhaustion and heat stroke.

EMERGENCY TEXT NOTIFICATION SYSTEM:

Personnel/Staff who directly supervise minors attending the Conference/Camp shall opt into the SMU Emergency Notification System by sending a text to the number **226787**, typing in the word

SMU AWARE and sending that text. You will receive a text confirmation from the number immediately.

SMU offers the **SMU Aware Safety App** for both the campus community and visitors. The SMU Aware app is available for Android and Apple devices. The SMU Aware Safety App is an easy-to-use smartphone application that connects you to campus safety resources. It includes one-button calls to SMU Police or other emergency and non-emergency assistance and other features designed to promote safety.

SMU POLICE DEPARTMENT: EMERGENCY (214) 768-3333

NON-EMERGENCY (214) 768-3388 The SMU Police Department (SMU PD) is on duty 24 hours a day, 7 days a week. If requested, an SMU PD officer can be present at opening sessions of conferences to give a brief overview of security procedures for conference guests.

CAMPUS EMERGENCY CALL BOXES are located throughout campus, distinguishable by a box with a blue light on top. These phones and your location are provided via a direct line to SMU Police. A patrol car will be dispatched immediately when SMU PD receives the call from one of these phones. This feature is also available in the SMU Aware Safety App by clicking on the Mobile Blue Light feature.

Safety on Campus

- **BE ALERT:** If you see anything suspicious or abnormal, report it immediately by calling SMU Police at (214) 768-3333 or dialing 911.
- **WALK IN GROUPS:** Advise your conference participants to walk in supervised groups (never alone) in and around the SMU campus.
- **LOCK YOUR DOOR:** Individual residence hall room doors should remain locked at all times. Youth participants will not be given access to the exterior doors of residence halls.
- **IF YOU SEE SOMETHING, SAY SOMETHING®:** If conference/camp staff or participants witness anything suspicious please call SMU PD non-emergency dispatch at (214) 768-3388 to report to the SMU Police Department.



Guidelines for the Protection of Minors in Youth Programs on Campus

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1. Policy Statement

It is the policy of the University to comply with Texas mandatory reporting regulations.¹

SMU believes that all members of our community have a moral and legal responsibility to protect the safety and welfare of non-enrolled Minors participating in Youth Programs and activities held on or off campus. To promote the protection of Minors, the following guidelines:

- Describe the requirements of administrators, faculty, staff, students, volunteers, and others who interact with Minors and
- Inform all members of the university community of their obligation to report any instances of known (observed or disclosed) or suspected abuse or neglect of Minors.

2. Purpose

SMU recognizes both its institutional and legal obligations to promote the safety of SMU-related interactions with Minors on or off campus. Texas law requires anyone with knowledge of suspected child abuse or neglect to report it to the appropriate authorities. These guidelines follow both state and federal laws, including the [Texas Education Code § 51.976](#) as well as the [Texas Youth Camps Administrative Code Rule 265.12](#). All Youth Programs or activities with minor participants will be subject to these guidelines. Parents or guardians should not leave their Minors unsupervised on University property unless their child is a minor participant as part of a covered Youth Program or activity.

3. Applicability

These guidelines are applicable to all individuals, including permanent and temporary full-time and part-time faculty, staff, student employees, volunteers, contractors, and consultants. They pertain to those who are involved in Youth Programs operated by the University or those who work in campus areas supporting Youth Programs where minors are supervised by the University or its representatives.

Mandatory reporting applies to everyone, and it is not limited to teachers or healthcare professionals. The law extends to individuals whose personal communications may normally be considered privileged, such as attorneys, clergy members, and healthcare professionals. Therefore, it is essential for all University employees to be familiar with Texas law regarding reporting suspected child abuse or neglect.

These guidelines are relevant to any youth programs, activities, or events on campus. This includes those sponsored by the University, student organizations, members of the University community, or third parties, and that are expected to involve one or more minors as part of the program or activity. The Youth Programs covered by these guidelines encompass but are not limited to, university-sponsored programs and activities, university academic activities, university-related events, university co-sponsored events, and third-party programs, camps, or events administered by an external entity on behalf of SMU, except as explained in the Exclusions section.

In addition, these guidelines apply to youth programs, activities, or events off Campus, that are sponsored by the University or facilitated by SMU faculty or staff.

¹ The current SMU Human Resources Policy 7.26 focuses on **REPORTING:** [Duty to Report Suspected Child Abuse and Mandatory Training & Examination Program for Employees of Campus Programs for Minors on Warning Signs of Sexual Abuse and Child Molestation](#)

a. One-on-One Contact

- i. For activities that require private One-on-One Contact such as, but not limited to, tutoring, auditions, or lessons when the parent or guardian is not present, the activity shall be subject to specifically tailored additional guidelines that are established by the coordinator of the activity, and such person shall obtain signed waivers and consents for One-on-One Contact from the parents or guardian and maintain those records.

b. Official Athletics Visits

- i. These guidelines are applicable to official athletic visits when there is the possibility of a Prospective Student-Athlete (PSA) being under the supervision of the University or its representatives.
 - 1. All hosts for PSA official visits must meet both the criminal background check and youth protection training requirements.

c. Registered Student Organizations

- i. Student organizations registered with the university, which collaborate with outreach and community service partners off-campus and engage in Direct Contact with Minor participants as part of a service learning activity or in alignment with a University mission or academic program, are obligated to adhere to all the stipulations outlined in these guidelines. The Program Director bears the responsibility of ensuring that all University students taking part in these activities meet this requirement.

d. Minors in University Laboratories

- i. Pursuant to the University's [Policy 11.2 Environmental Health and Safety](#) program, Program Directors are required to contact the Office of Risk Management for questions related to non-enrolled Minors entering University teaching and research labs where hazardous chemical, biological, and/or radiological materials are present and/or hazardous activities are occurring.

4. Exclusions

Exclusions to these guidelines include:

- a. Minors as employees working for the university as employees, volunteers, or interns. University employees and volunteers will be required to comply with the university requirements when working with minors.
- b. Undergraduate or graduate academic programs, classes, or activities in which all individuals under the age of 18 are enrolled students or students admitted for enrollment.
- c. Events or programs offered by University personnel that are open to the general public to which Minors are invited to participate and the expectation is the Minor is accompanied by their parent/guardian(s) during the event or program and the university is not accepting care, custody, or control for the Minor(s) (e.g., athletics events, educational or entertainment events or activities, field trips, concerts).
- d. Student recruitment activities, including admissions events and campus tours, which involve Minors (considered to be prospective students) visiting campus with a parent, legal

- guardian, or any other adult acting as a guardian for the activity or a recruitment activity that is scheduled to last no longer than one day and does not include an overnight stay.
- e. Kindergarten through 12th grade school groups (accompanied by teachers and/or chaperones) visiting campus as members of a campus tour or field trip.
 - f. Activities and programs subject to regulations that already provide for the protection of minors or participants.
 - g. Institutional review board (IRB)-approved research involving Minors as human subjects.
 - h. Individuals engaged as volunteers at the SMU Child Care Center.
 - i. Multi-year grant activities specific to Youth Programs on Campus (such as Federal Trio Programs).
 - j. Clinical services provided to Minors in the Center for Family Counseling or the W.W. Caruth, Jr. Child Advocacy Clinic or other university clinical or client-care setting.
 - k. University employees or volunteers who may have incidental contact with minors but do not work directly with minors in a youth program. All university employees will be required to comply with mandatory reporting requirements under these guidelines and any implementing procedures and under the law.
 - l. Programs expressly granted an exemption by the Office of Risk Management

5. Standards to Protect Minors

SMU expects its faculty, staff, students, volunteers, contractors, and guests to exhibit exemplary behavior at all times. These guidelines outline the requirements for conducting any Program involving Minors as participants. These requirements, established in accordance with state and federal law, serve as safeguards to protect Minors participating in such programs and activities.

a. Registration of Minors on Campus

- i. The Program Director must register the Program at least 15 days before the scheduled start date with the Office of Conference Services.
- ii. Registration shall be completed via the Application on the Office of the Conference Services website.
- iii. Registration should include Program Logistics, Emergency Response Plan, Reunification Plan, and Standard Operating Procedures.
- iv. Program roster should be provided to the Offices of Conference Services and Risk Management before the Program start date.
- v. Recurring Programs must register annually.

b. Authorized Adults

- i. Only Authorized Adults may interact with, supervise, chaperone, or otherwise oversee Minors as a part of a Program. This includes but is not limited to faculty, staff, volunteers, graduate and undergraduate students, interns, employees of temporary employment agencies, independent contractors/consultants, and on-campus vendors as well as third parties who interact with Minors as a part of third-party programs, camps, or events. To become an Authorized Adult, an individual must satisfy the following requirements:

c. Training Requirements

- i. A list of state-approved sexual abuse and child molestation awareness training and examination courses is available on the Texas Department of State Health Services (TDSHS) website.

- ii. The Program Director must submit the Campus Program for Minors Information Form to the TDHS, listing the names of the proposed Authorized Adults who have successfully an approved sexual abuse and child molestation awareness training and examination course.
- iii. As required by [Texas Education Code 51.976](#), the TDSHS-approved [Campus Program for Minors Information Form](#) must be submitted **prior** to the start of the Program.

iv. Authorized Adults (non-affiliated with SMU)

- 1. All Authorized Adults must successfully complete a state-approved training and examination program on sexual abuse and child molestation awareness within 365 days prior to participation.
- 2. The Program Director shall be responsible for ensuring and documenting that all Authorized Adults have completed the required training prior to commencement of the Program.
- v. Additionally, the [Campus Program for Minors Information Form](#) must be submitted to Conference Services **prior** to the scheduled start date of the program
- vi. Individuals are prohibited from serving in the role of an Authorized Adult if they have not successfully fulfilled the training requirement as reflected on the Campus Program for Minors Information Form submitted by the Program Director to Conference Services (and/or Office of Risk Management).

vii. SMU Faculty and Staff as Program Staff

- 1. SMU faculty and staff are automatically assigned to an online, state-approved Protecting Youth: Preventing Abuse and Neglect training through Human Resources every two (2) years.
- 2. Assignment notifications are sent via smu.edu email.
- 3. Successful completion fulfills the training requirement outlined by the state requirements.
- 4. Verification of successful course completions can be found in my.SMU.

viii. SMU Students as Program Staff

- 1. Enrolled students may request access to the online, state-approved Protecting Youth: Preventing Abuse and Neglect by contacting the Office of Risk Management at riskmanagement@smu.edu.

d. Background Checks

According to the [Texas Youth Camps provision in Administrative Code Rule §265.12f](#), prior to the scheduled start date of the Program, the Program Director must attest that each individual listed by the Program Director on the Texas DSHS [Campus Program for Minors Information Form](#) has also satisfied the background check requirements described in this section.

Each Authorized Adult must have passed a criminal conviction and sex offender background check **within the previous 365 days** before participating in any Program.

i. SMU-Owned Programs

- 1. SMU HR will conduct the checks.

2. The cost of the background checks will be the responsibility of the department, activity, program, or external third-party accountable for the program.

ii. Third Party Programs

1. Program Directors are responsible for selecting a verified provider to conduct the checks.
2. The cost of the background checks will be the responsibility of the department, activity, program, or external third-party accountable for the program.
3. Additionally, the background checks must meet University standards and criteria, including:
 4. a national sex offender registry check,
 5. a search of federal and state or county databases for criminal history, and
 6. a social security number trace and alias search.

iii. [Texas Youth Camps provision in Administrative Code Rule §265.12g](#) provides details on “Persons whose presence at a youth camp should be precluded.”

1. Any criminal convictions or deferred adjudications of the named offenses, or other adverse information revealed by a credible source, disqualify them automatically.

iv. Before submitting the [Certification of Compliance Form](#), the Program Director must confirm with each potential Authorized Adult whether, since their last background check:

1. Any criminal convictions or deferred adjudications outside of the named offenses, or other adverse information has been revealed by a credible source.
 - a. If so, the Program Director should not approve them on the [Certificate of Compliance Form](#).
 - b. The background check results do not need to be sent to the Office of Conference Services or the Office of Risk Management.
2. Others convictions do not automatically disqualify an individual.
 - a. If the Program Director wishes to seek approval for an Authorized Adult with such convictions, they must:
 - i. share the information with the SMU Office of Risk Management.
 - ii. The Office of Risk Management will then collaborate with the SMU Protection of Minors Oversight Team to conduct a case-by-case assessment to determine potential risks to Minors.
 - b. If approved by the SMU Protection of Minors Oversight Team, the Program Director can include them on the [Certificate of Compliance Form](#).
3. The Program Director should inform each Authorized Adult of their ongoing responsibility to report if they are:
 - a. Arrested, convicted, or charged with a crime related to child abuse or neglect, sexual offenses, sexual exploitation, domestic violence, or other violent acts, or

- b. Served with a protective order, restraining order, or injunction due to allegations of stalking.
- c. If an Authorized Adult discloses such information to the Program Director, the Program Director must suspend their participation in the Program until the SMU Protection of Minors Oversight Team clears them for participation.

e. Standard Operating Procedures

- i. The Texas Youth Camps provision in Texas Administrative Code Rule 265.12 mandates that Youth Programs have Standard Operating Procedures that support a safe and protective environment for minor participants.
- ii. Program Directors should have program-specific Standard Operating Procedures available to program staff prior to staff assuming responsibility for minor participants.

f. Standards of Behavior

Authorized Adults working in a Program must not engage in any behavior that could cause harm or be misinterpreted as possibly causing harm. Prohibited conduct for Authorized Adults includes, but is not limited to:

- i. No Authorized Adult who is not the parent or guardian of the Minor may be alone with a Minor in a private area (behind closed doors in an area that cannot be observed by others). Approved one-on-one interactions may only take place in open and well-illuminated areas or rooms observable by another Authorized Adult from the Program.
- ii. No Authorized Adult may be alone in a vehicle with a Minor at any time.
- iii. Contact between an Authorized Adult and Minor is restricted to Program-sanctioned activities and times. Authorized Adults should not contact Minors outside of Program activities or Program specific needs.
- iv. No Authorized Adult may have direct electronic contact with a Minor without another Authorized Adult included in the communication.
- v. No Authorized Adult may touch a Minor in a manner that a reasonable person would interpret as inappropriate.
- vi. No Authorized Adult may use or be under the influence of alcohol or illegal drugs in the presence of a Minor.

g. Consent for Participation/Release of Liability/Emergency Medical Treatment

The Program Director shall obtain written consent from the Minor's parent or legal guardian for the Minor's participation in any Program. Such consent shall include a process for contacting a parent or legal guardian in case of an emergency.

The release must be specific to the date and activity and be prepared by the Office of Legal Affairs for each experience individually based on the program information provided. Program Directors should contact the Office of Legal Affairs at least two weeks prior to the event and at least a week before the day the waivers are needed (not the date of the event) in order to draft them in a timely manner.

The Office of Legal Affairs can be contacted at 214-768-3233 or ola@smu.edu.

6. Mandatory Requirements for Reporting of Child Abuse and Neglect

Every member of the University community (not limited to individuals who interact with Minors) is required by law to report known or suspected instances of the abuse or neglect of Minors. Members making a report in good faith will be protected from criminal and civil liability for making the report. Additional policy requirements include the internal reporting of abuse or maltreatment of or inappropriate interactions with (including conduct code violations) a Minor in an SMU program or at an event. It is important to understand that every member is required to report any type of suspected abuse, neglect, or inadequate care rather than just child sexual abuse. These guidelines include disclosures of abuse which may or may not involve SMU personnel.

All persons are required to make the report immediately, and individuals who are licensed or certified by the state or who work for an agency or facility licensed or certified by the state and have contact with children as a result of their normal duties, such as teachers, nurses, doctors, and day-care employees, must report the abuse or neglect within 48 hours.

Under Texas law, the [Texas Education Code - Chapter 51.9761](#) and [Section 261.101 of the Texas Family Code](#) mandates that anyone who suspects child abuse or neglect must report it **immediately**.

If you suspect that a child has been abused or neglected, you are required by law to submit an external report immediately to the Department of Family and Protective Services (DFPS) at 1-800-252-5400 or any local law enforcement agency.

a. Internal Reporting (On Campus Incidents)

- i. When an emergency involving an injury or accident occurs ON CAMPUS during your event, Program Directors MUST contact the SMU Police Department at 8-3333 or 214-768-3333;
- ii. Non-emergency incidents should be reported online to the Office of Risk Management at www.smu.edu/risk.
- iii. In addition to the above required actions pertaining to child abuse or neglect, any individual may also file a report by calling the SMU EthicsPoint Hotline at 1-844-995-4895, making an online report at smu.ethicspoint.com or a mobile report at smumobile.ethicspoint.com. The hotline enables individuals to communicate issues and concerns with unethical, illegal, or otherwise inappropriate activity while maintaining anonymity and confidentiality.

b. External Reporting (Off Campus Incidents)

- i. For an emergency off campus, call 911. If the incident occurred off campus, the reporter can contact the SMU Police Department at 8-3333 or 214-768-3333 and they will assist with connecting the reporter to the local law enforcement agency responsible for investigating the allegations.
- ii. Reminder: A report of child abuse or neglect shall be made to the Texas Department of Family and Protective Services at 1-800-252-5400 or any local law enforcement agency. The law provides immunity for those who make a good faith report since we are not responsible for verifying whether suspected or alleged abuse has actually occurred. Failure to make a report is a crime in Texas, punishable by up to one (1) year in prison and a fine of up to \$4,000.

7. Compliance and Administration Responsibility

The Protection of Minors Oversight Team which consists of representatives from the SMU Police Department, Office of Risk Management, Department of Human Resources, and Office of Legal Affairs are responsible for administering and interpreting these guidelines and requirements.

[SMU Policy 11.2, Environmental Health and Safety](#), requires in part, “...that University operations are conducted in compliance with accepted health, safety, and environmental regulations where appropriate.” Policy 11.2 applies “to all campuses owned and operated by the SMU and all locations where SMU may be conducting programs of any kind including research, student programs, and engagement programs or other work or programs on behalf of SMU. All faculty, staff, students, volunteers, contractors, and visitors are expected to comply with these guidelines.”

Program site visits and audits are conducted randomly for assurance of compliance.

Questions regarding these guidelines should be directed to riskmanagement@smu.edu.

For additional information, please visit

<https://www.smu.edu/BusinessFinance/Risk-Management/Risk-Management-Insurance/Protection-of-Minors>.

8. Records Retention

All applications, background checks, training, and other required personnel documentation shall be maintained with the Youth Program in hard copy or electronic format for a minimum of two years following a person’s last day of service. Criminal background check records (for SMU faculty and staff) are maintained by Human Resources in compliance with the University’s record retention policy.

9. Periodic Review

These guidelines are maintained by the Office of Risk Management. The University will review these guidelines periodically to capture evolving legal requirements and opportunities for enhancement of the Protection of Minors framework.

10. Resources and References

a. SMU

- i. [Certification of Compliance Form for Youth Programs on Campus](#)
- ii. [Conference Services Forms \(including Conference Organizer/Program Director Manual\)](#)
- iii. [Standard Operating Procedures](#)
- iv. [University Policy 11.2. Environmental Health and Safety](#)
- v. [University Policy 7.26 Duty to Report, Mandatory Training](#)
- vi. Youth Programs Planning Guide for SMU-Sponsored Program – still being finalized with OCS
- vii. [Youth Programs Planning Guide for Third Parties – still being finalized with OCS](#)

b. STATE OF TEXAS

- i. [Texas Education Code § 51.976](#)
- ii. [Texas Education Code - Chapter 51.9761](#)
- iii. [Texas Family Code 261.101](#)
- iv. [Texas Youth Camps Administrative Code Rule 265.12](#)
- v. [Texas Mandatory Reporting Law](#)

- vi. [Report Abuse, Neglect, or Exploitation to State of Texas \(Poster\)](#)
- vii. [Campus Program for Minors Information Form](#) (Texas Department of State Health Services - TDSHS)

11. Definitions

These definitions apply to terms as they are used in these guidelines.

Authorized Adult:	Individuals 18 years of age or older, paid or unpaid, who interact with, supervise, chaperone, or otherwise oversee Minors as a part of a Program and who have satisfied the training and background check requirements outlined in these guidelines.
Campus:	All buildings, facilities, and properties that are owned, operated, managed, or controlled by the University.
Child Abuse and/or neglect:	Endangerment of a Minor's physical or mental health due to acts of commission (physical, sexual or psychological abuse) or omission (child neglect). Texas law broadly defines "abuse" and "neglect" so that every action in which a child's physical or mental health or welfare has been or may be adversely affected is potentially covered. For more information, individuals can refer to Texas Family Code, Title 5, Subtitle E, Subchapter A, Section 261.001
Direct Contact	Contact with Minor participants, whether intentional or unintentional, as part of a Youth Program.
Minor:	Any individual under the age of 18. For purposes of these guidelines, this definition does not include persons under the age of 18 who are enrolled for academic credit, have been accepted for enrollment and are attending new student orientation sessions, or are working for the university as employees.
One on One Contact	Personal, unsupervised interaction with a single Minor participant without at least one other Authorized Adult, parent, or legal guardian being present.
Program Director:	Individual responsible for the operation of a Program and have primary care (unsupervised access) of Minor participants.
Program Staff:	Individuals who have non-primary care (supervised access) of Minor participants.
Third-Party	An external organization, approved by a University department, operating a Youth Program or activity on campus.
Youth Programs:	Any event or activity on Campus to which these guidelines applies (See Scope Section II above). All events, operations, endeavors, or activities designed for participation by minors and organized by SMU in which university employees, volunteers, or approved Third Parties are responsible for the care, custody, or control of minors. Typical youth programs include, but are not limited to, a planned and/or regular event that includes Minors such as instructional programs, laboratory experience or internship, campus visit, club, workshop, tour, day camps, overnight camps, and sports camps.

2026 SMU Athletics Coach Appendix A

About this Appendix

These procedures have been developed as a supplement the SMU OCS Conference Organizers Manual and provide specific guidance to SMU Head Coaches who operate camps, clinics, and conferences on the SMU campus as permitted in the Head Coach's Employment Agreement. This Appendix supplements, but does not replace, the 2026 OCS Conference Services Manual ("Manual").

GENERAL INFORMATION

Head Coach or Head Coach-Owned Business Entity May Host a Camp

SMU Head Coach may host and operate an athletics' camp for youth on the SMU campus pursuant to the terms and conditions outlined in the Head Coach's Employment Agreement. No other SMU Coaches or Athletics Employees may host or operate a youth camp or clinic, or otherwise, except as an exception and with prior written approval granted by the Director of Athletics.

Protection of Minors on Campus

- A. All Coaches and Camp staff, including volunteers and SMU student-athletes working or volunteering at the Camp/Event must complete the [Protection of Minors Training](#). Training is good for two years, so it is not needed if you took the course in 2023. This training is not only University Policy but also state of Texas law.
- B. You will need to send a copy of the State of Texas Form (<https://www.dshs.texas.gov/cpm/pdf/CPMForm.doc>) verifying you have personally completed the required training to Abigail Smith (abigails@smu.edu) prior to the Camp/Event along with the state email (PHSCPS@dshs.texas.gov) listed at the top of the form. Coach is responsible for providing a roster to OCS with names and emails of all Camp/Event staff and volunteers, including any SMU student-athletes who will be working or volunteering at the Camp/Event. Once the roster is submitted, the listed individuals will receive emails with links to complete the enrollment and take the forty-minute, online course at no charge. For additional information see Guidelines for Protection of Minors in Youth Programs in the Conference Organizer's Manual.
- C. All Coach operated camps are required to run a background check on the entire camp staff and volunteers including any Camp Staff or volunteers who are current SMU students or SMU employees, including Assistant Coaches and/or other Department of Athletics employees. Furthermore, you will be required to complete an online Background Check Attestation Form confirming that:
 - All Staff and Volunteers have passed a criminal conviction and sex offender background check within the past 365 days
 - The checks meet SMU standards including national sex offender registry,

criminal history and alias search

- D. All Conference Organizers must enroll into SMUWARE Emergency Notification System by texting SMUWARE to 226787. Enrollment lasts 14 days and should be renewed to align with the duration of the camps.

Liability Waivers & Medical Release Forms

In accordance with university policy, all conference guests (including staff, advisors, volunteers, and participants) who are neither employed by nor are students of SMU are required to submit a signed Release and Waiver of Liability form to OCS at the time of check-in. Camp/Event participants under the age of 18 are required to submit a signed Youth Release and Waiver of Liability/Release for Medical Treatment form, which must be on file with OCS and signed by a parent or legal guardian. It is the responsibility of the Coach to distribute and collect all necessary liability and medical forms from Camp/Event participants and staff/volunteers prior to check-in and give them to the CA no later than check-in. Participants and staff/volunteers for whom these items are missing will be asked to leave the campus until OCS attains the proper forms. Forms in electronic format are available.

Meeting/Recreational Facilities

- A. Coach and Group's reservation and use of SMU Facilities and Spaces is set forth in the Letter of Agreement. Any use of SMU-owned equipment, uniforms, space, vehicles by Coach and/or Coach's Group must be specified in the Letter of Agreement, and consistent with the following policies:
 - 1. Dedman Center Policies
 - a. Coach, Campers, guests and camp personnel are only permitted in designated camp areas and restrooms, as determined and communicated by SMU. Dedman staff will monitor the building for all camps occurring outside the normal hours in the Dedman Center, including the opening/closing of the facility, and during events when spectator groups are expected. Dedman staff will be paid by the Group at an hourly rate of \$25 per staff person, with a minimum of three (3) staff members required outside of operational hours.
 - b. Cancellation of any Dedman facilities must be made ten (10) working days prior to the reservation start date, or the camp will be charged the full.
- B. The Office of Conference Services coordinates with appropriate facility managers to determine rates and schedule events in various athletic, academic, and meeting facilities.
- C. Use of any SMU facility by Coach or CE for a Camp, conference, clinic, or event, including any facility scheduled by the Department of Athletics, may be subject to a daily usage fee, which will be included in the final invoice from OCS. For safety and

security purposes, the university requires the presence of the appropriate SMU professional staff or third-party specialty personnel in some facilities during Camp or clinic events and activities, including, but not limited to SMUPD, SMU Facilities' staff, security personnel, athletic trainers, lifeguards, contest officials, and others as determined and required by SMU. Coach or CE must pay the hourly wage of SMU employees employed for the Camp or clinic during non-business hours of the facility as well as any non-SMU personnel required to safely and appropriately operate the facility and conduct the Camp/clinic. Fees will be assessed by the facility services department for equipment set-up and/or rental along with custodial services fees.

- E. Athletic facilities include Moody Coliseum, Crum Center, Crum Lacrosse Field, Turpin Tennis Center, Morrison-Bell Track, Westcott Field, Intramural Field, Pettus Field, Ford Stadium and the Dedman Recreation Center. Academic rooms may be reserved but availability cannot be guaranteed due to varying summer school schedules.
- F. **Special Facility and Equipment Requests, Miscellaneous Requests.** OCS **must receive** from Coach a written statement of all audio visual equipment requests, any additional set up requests for each facility listed and all miscellaneous requests no later than **Date**. While OCS will try to accommodate such requests, it makes no guarantees in this regard. Fee quotes for requested audio visual equipment, set up and additional furnishings and miscellaneous requests will be provided upon request by OCS. Group has, at the time of preparation of this Agreement, made the following special requests, which **OCS will provide**:
- G. **Equipment Necessary to Conduct Group's Event/Activities.** Coach and/or Group is responsible for arranging, transporting, and providing any equipment, supplies, protective gear or clothing, or any item required for Group's activities ("Equipment") during Group's camp/conference. Unless otherwise specified herein, SMU is not responsible for arranging or providing any necessary equipment or supplies to Group; nor is SMU responsible for clean-up, storage, or disposal of any such necessary equipment that Coach and/or Coach's Group uses during its Event. **Upon request, SMU, at its sole discretion, may make SMU-owned equipment and supplies available to Coach and/or Coach's Group for rental during the Event at rates to be determined by SMU. Any such equipment rental by Coach shall be separately itemized and outlined in the Letter Agreement. Coach and/or Group shall be responsible for procuring and providing any required insurance coverage related to its Equipment.**
- G. **Use of SMU-Owned/Leased SCUV Vehicles.** Unless otherwise specified in the Letter Agreement, neither Coach, Group, nor Coach's staff and volunteers are permitted to operate or use any SMU-owned vehicles for any aspect of operating the Event or Camp, including but not limited to automobiles and SCUV's, during Coach's Event.
- H. **Substitutions.** OCS reserves the right to make any substitutions for facilities to be provided under this Agreement at any time, but if any substitutions are made, OCS will endeavor to provide substitute facilities that are reasonably calculated to meet the needs of Coach Group and Event, as reflected in the

"Purpose/Use" heading in Section III. 1 above.

Salaries for Camp/Conference/Event Staff

Salaries for all Camp/Event staff must be paid directly to staff by the Coach or the Coach's Organization; SMU will not be responsible for extra compensation to SMU employees, SMU students, or any required tax withholdings. Any SMU Coach or employee who works or volunteers at the Camp/Event must do so during scheduled vacation dates and hours. SMU Coaches and employees are responsible for reporting any time worked at Coach's Camp/Event as vacation hours, pursuant to SMU Policy 7.14 Staff Vacation.

Billing, Deposit and Costs

- A. A deposit confirms the reservations within the OCS Letter of Agreement ("Agreement") and is required from Coach or Coach's Entity. Receipt of deposit payment is due as specified in the Agreement. The final invoice for the Camp, which includes all charges associated with the Camp, will be sent to the Coach or Coach's Entity following departure. Full payment is due to Southern Methodist University upon receipt of the invoice. OCS will not individually bill Camp participants for any reason.
- B. **Estimated Costs.** Costs for facilities include the facility itself and the furnishings and equipment normally present in the facilities. The cost of standard custodial services are not included. These services include trash removal, straightening the room and sweeping of room. An additional fee for custodial services will be charged to Group when concessions and/or meals have been served to Group in an SMU facility. These costs may vary if Group requests additional arrangements or equipment not present in facilities listed, and/or additional facilities to those listed, and if other factors arise that require additional facilities, preparation, equipment and/or services to be provided on the part of SMU. An invoice setting out in detail all final facilities costs will be provided to Group within 60 days after Event.

Donations of Products/Services

All Camps and Events are subject to SMU policies and procedures regarding donated goods and services by vendors, parents, sponsors, or other outside entities. Any donated or purchased items made to the Camp/Event are subject to review and approval at the sole discretion of SMU Hospitality, and/or OCS. This includes any dining and catering services unless the Camp has received prior written permission for donated products. A list of all donations (including food and beverage items) made to Camps/Events must be approved prior to the conference by OCS, and a list of all items must be on file with OCS. Third parties are subject to provide proof of health permits and general liability insurance. Additional custodial fees will apply.

Transportation to/from Airports

The most efficient transportation from Love Field and the Dallas/Fort Worth Airport (DFW) is by SUPER SHUTTLE. At the airport guests should go to "Ground Transportation" for assistance. Return to the airport by the Super Shuttle should be arranged at least 24 hours in advance of leaving the campus. The phone number is 1-800-329-2000.

There are numerous taxicab companies available in the city. Yellow Cab (214) 426-6262, Allied Taxi (214) 654-4444, and West End Cab (214) 902-7000 are a few.

SMU does not provide transportation to or from the airports. Neither Coach(es) nor Camp/Event Staff, Volunteers, or SMU staff are permitted to provide transportation to participants of any age, either to or from the airport or to other locations off campus, including taking a participant home. Any Camp/Event activities taking place off campus during the Camp/Event which require transportation must be pre-arranged through an approved SMU vendor. Coach may be required to provide and collect a separate transportation release for minors. Please contact the SMU Office of Risk Management for additional requirements and information.

NCAA Bylaws Applicable to SMU Sports Camps

Purpose of Camps or Clinics

Per NCAA Bylaw 13.12.1.1.4, an institution's sports camp or clinic should be one that:

- Places special emphasis on a particular sport or sports and provides specialized instructions, practice or competition;
- Involves activities designed to improve overall skills and general knowledge in the sport; or
- Offers a diversified experience without emphasis on instruction, practice, or competition in any particular sport.
- It is **not permissible** for an institution to conduct a camp or clinic that does not include instruction and involves only sessions or tests (tryouts) during which prospects reveal, demonstrate, or display their athletic ability in any sport.

Sports Other Than Football and Basketball: In sports other than football or basketball, an institution's camp or clinic may be conducted at any time, except during a dead period [13.12.1.5].

Football: An institution's football camp or clinic may be conducted during 10 days during the months of June and July, or any calendar week (Sunday – Saturday) containing days from those months (e.g., May 28th – June 3rd) [13.12.1.1.5].

Basketball: An institution's basketball camp or clinic may be conducted during the months of June, July and August or any calendar week (Sunday – Saturday) containing days from those months (e.g., May 28th – June 3rd) [13.12.1.1.6].

Recruiting Calendar Exceptions: The interaction during sports camps and clinics between Prospective Student-Athletes and those coaches employed by the camp or clinic is not subject to recruiting calendar restrictions. However, an institutional staff member employed at any camp or clinic (e.g., counselor, director) is prohibited from recruiting any Prospective Student-Athlete during the time-period that the camp or clinic is conducted (from the time the Prospective Student-Athlete reports to the camp or clinic until the conclusion of all camp activities). Other coaches wishing to attend the camp as observers must comply with appropriate recruiting contact and evaluation periods. In addition, institutional camps or clinics may not be conducted during a dead period. [13.12.1.5].

Recruiting Conversations at Camps and Clinics (sports other than basketball and football): A camp or clinic is considered an athletics competition or athletics event. Therefore, a host institution's coaching staff member may not engage in recruiting activities (e.g., campus tours for recruiting purposes, meetings with faculty members, complimentary admissions, extending written offers or aid) other than recruiting conversations with Prospective Student-Athletes participating in the institution's camp or clinic until after the completion of the camp or clinic. Any recruiting activities that occur after completion of the camp or clinic are subject to applicable recruiting calendar restrictions. [13.12.1.5.1]

Men's Basketball: In men's basketball, recruiting conversations between the certifying institution's coach and a participating prospective student-athlete during the institution's camps or clinics are permissible. [13.12.1.5.3]

Football: In football, an institutional coaching staff member who is permissibly employed at a camp or clinic (see Bylaws 13.12.2.3.4 and 13.12.2.3.5) may engage in recruiting conversations with a prospective student- athlete during the time period that the camp or clinic is conducted (from the time the prospective student- athlete reports to the camp or clinic until the conclusion of all camp activities). [13.12.1.5.4]

Women's Basketball: In women's basketball, an institutional coaching staff member may engage in recruiting activities (e.g., campus tour, meeting with academic advisor) with prospective student-athletes during an institutional camp or clinic. [13.12.1.5.6]

Location Restriction

- Football: an institution's camp or clinic shall be conducted on the institution's campus, or in facilities regularly used by the institution for [practice or competition]. [13.12.1.2.3].
- Basketball: an institution's camp or clinic shall be conducted on the institution's campus or within a 100- mile radius of the institution's campus [13.12.1.2.2].
- In all other sports, an institution's camp or clinic may be held at any location.

Prospective Student-Athlete: A student who has started classes for the ninth grade. In addition, a student who has not started classes for the ninth grade becomes a prospective student-athlete if the institution provides such an individual (or the individual's relatives or friends) any financial assistance or other benefits that the institution does not provide to prospective students generally [13.02.13].

- **Men's Basketball:** A student who has started classes for the seventh grade for camp/clinic purposes [13.12.1.1.1].

Advertisements

An institutional camp or clinic advertisement or promotion (e.g., camp brochure, website, newspaper or magazine advertisement) must indicate that the camp or clinic is open to any and all entrants (limited only by number, age, grade level and/or gender). **An institution must publicly advertise (e.g., camp brochure, website, newspaper or magazine advertisement) an institutional camp or clinic at least 14 calendar days before the first date of a camp or clinic [13.12.1.6].**

Sponsors/Advertisers. Coach or Coach's Entity may not accept any sponsor or advertiser without the prior written consent of SMU, which consent may be withheld in SMU's sole and absolute discretion. Without limiting the scope of SMU's discretion, it is expressly understood that SMU will not consent to any advertisement or sponsorship that (i) conflicts with any contract to which SMU is a party, or (ii) is competitive with or otherwise detrimental to SMU's interests.

Use of SMU Marks/Name/Branding. Coach is responsible for reviewing SMU Policy 5.9, Use of SMU Logos, Wordmarks, and Brand Statements prior to advertising or promoting their Camp or Clinic. Coaches may not use the University's mascot, logo, and/or team name on their sports camp website or on any merchandise, publications, or other materials associated with their Camp. SMU policy requires that all camp names do not include SMU or Mustangs in the name of the Camp or advertisements for the Camp. Proper names should include the Coach or Sport details.

All Camp/Event material **must be approved** by the Athletics Compliance Office, Associate Athletic Director for Marketing & Promotions **prior** to being distributed. This includes flyers, brochures, postcards, online material, online registration process, etc.

It is permissible for an institution to advertise or promote an institutional camp or clinic using language such as elite, all-star, varsity, five-star, blue-chip, etc., as long as the promotional material stipulates that the camp or clinic is open to all entrants, limited only by number, age, grade level and/or gender [13.12.1.6.1]

Merchandise

Any merchandise (t-shirts, hats, golf balls, etc.) that will be given to the camp participants as part of their camp registration must adhere to the SMU Athletic Department logo specifications. If they do not, those items may not be given out. Coach must consult with

Coach's assigned equipment manager to review and approve any merchandise that uses Athletic Department logos.

Camp Brochures

Camp Brochures may be provided to a prospective student athlete at any time [13.4.1.8(b)].

Coach **must** stipulate on a camp brochure or advertisement that a camp is open to any and all entrants, limited only by number, age, grade level, and/or gender [13.12.1.6].

An institutional camp may use a SMU student-athlete's name, picture, and institutional affiliation **only** in the camp counselor section in its camp brochure to identify the student-athlete as a staff member. **A student-athlete's name or picture may not be used in any other way to directly advertise or promote the camp** [12.5.1.6].

Information & Distribution

Camp brochures and other promotional materials may be distributed to Prospective Student-Athletes at any time [13.4.1.8(b)]. Telephone calls to an individual (or his or her parents, legal guardians, relatives or coach) that relate solely to institutional camp logistical issues (e.g., missing registration information) are not subject to the restrictions on telephone calls, provided no recruiting conversation or solicitation of particular individuals to attend a camp occurs during such calls [13.1.3.6].

COACHES MAY:

- Use a student-athlete's name, picture, and institutional affiliation **only** in the camp counselor section in its summer-camp brochure to identify the student-athlete as a staff member [12.5.1.6].
- Advertise or promote an institutional camp toward a particular audience, provided the advertisement indicates that the camp is open to any and all entrants, limited only by number, age, grade level and/or gender [13.12.1.6.1].
- Distribute sports camp or clinic brochures to Prospective Student-Athletes or high school coaches at any time [13.4.1.8(b)].
- Make telephone calls, send emails, or send faxes to an individual, his/her parents, or his/her coach specifically relating to camp/clinic logistical issues, provided **NO** recruiting conversation occurs and that an individual is not specifically solicited for camp (e.g., conversations should concern incomplete registration, deposit information, etc.) [13.1.3.6].

COACHES MAY NOT:

- Pay a student-athlete to use his/her name or picture to advertise a sports camp or clinic.
- Agree to advertise a camp or clinic in recruiting publications without permission to review the layout plan prior to publication.
- Distribute a poster promoting a sports camp or clinic to Prospective Student-Athletes or high school coaches.
- Advertise a camp/clinic on a billboard at a high school [Staff Interp 5/28/09]

