

Crested Butte Parks & Recreation Department

Possible Camp Operating Formats

There are three possible formats for camp to operate in association with the Town of Crested Butte:

- (1) Camp is run by the Crested Butte Parks & Recreation Department (Department)
- (2) Camp is run by an outside organization – no partnership
- (3) Camp is run by an outside organization in partnership with the Department

The attached matrix gives a quick overview of these formats.

(1) Camp is run by the Department

In this option, everything associated with the camp is the ultimate responsibility of the Department, including but not limited to the following:

- Camper registration, usually through the online myrec system
 - Includes completion of disclaimer statements, and compiling camper lists, medical information, and emergency contact information
- Camp insurance falls under the Town of Crested Butte's insurance carrier, CIRSA. If facilities other than Town Facilities are used additional insurance may be easily obtained.
- Facility rental/reservation and preparation
- Coaches hiring, and background checks
- Coaches are paid an hourly wage through Town of Crested Butte payroll and only paid through electronic deposit
- All necessary equipment and supplies (first-aid kits, camp t-shirts, snacks, etc.). At times instructors/coaches may purchase items with the Department's permission and reimbursed later
- Advertising. This will include:
 - Inclusion in Parks & Recreation newspaper advertisements and PSAs
 - Radio PSAs
 - Representation on Town websites
 - Inclusion in the Department's e-mail blasts
 - Flyers posted around town

(2) Camp is run by an outside camp organization – no partnership

In this option, everything associated with the camp is the ultimate responsibility of the organization running the camp.

If the organization is using Town of Crested Butte facilities, they will pay the appropriate Facility Rental Fee and Deposit for the use of the facility. An insurance policy listing the Town of Crested Butte as additionally insured is required.

The camp will not be advertised through the Department. It may not be listed on the webpage, included in e-mail blasts, or Department advertisements or PSAs.

(3) Camp is run by an outside camp organization in partnership with the Department

In this option, a partnership is created between the Department and the camp organization.

The following items are the responsibility of the camp organization:

- Camper registration
 - Includes completion of disclaimer statements, and compiling camper lists, medical information, and emergency contact information
- Coaches hiring, background checks, and pay
- All necessary equipment and supplies (first-aid kits, camp t-shirts, snacks, etc.)
- The organization is required to provide an insurance policy listing the Town of Crested Butte as additionally insured
- A fee per camper will be paid to the Department
- The organization may advertise in addition to the Department's advertising as they see fit

The following are the responsibility of the Department:

- Facility rental/reservation and preparation
- Advertising. The Department may include the camp in Parks & Recreation:
 - Inclusion in Parks & Recreation newspaper advertisements and PSAs
 - Radio PSAs
 - Representation on Town websites
 - Inclusion in the Department's e-mail blasts
 - Flyers posted around town

Crested Butte Parks & Recreation Department

Policy matrix of possible camp operating styles

	Parks & Recreation Department's Responsibility	Outside Organization's Responsibility
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Camp is run by the Department

	Parks & Recreation Department's Responsibility	Outside Organization's Responsibility
Registration	X	
Insurance	X	
Equipment/supplies/t-shirts	X	
Facility reservation/rental	X	
Advertising	X	
Coaches/Instructors hired by	X	
Background Checks	X	
Pay (hourly)	X	

Camp is run by outside organization - no partnership

	Parks & Recreation Department's Responsibility	Outside Organization's Responsibility
Registration		X
Insurance		X
Equipment/supplies/t-shirts		X
Facility reservation/rental		X
Advertising		X
Coaches/Instructors hired by		X
Background Checks		X
Pay		X

Camp is run by outside organization in partnership with the Department

	Parks & Recreation Department's Responsibility	Outside Organization's Responsibility
Registration		X
Insurance		X
Equipment/supplies/t-shirts		X
Facility reservation/rental*	X	
Advertising	X	X
Coaches/Instructors hired by		X
Background Checks		X
Pay		X

**In lieu of a facility rental fee the camp organization pays a per camper fee to the department.*