

Dear Directors,

Welcome to the 2011 Camps Survey

The UC Recreation Departments and their Sponsored Camps Programs are invited to participate in an online survey that is designed to collect information about UC-sponsored camp operations. You may have attended our presentation about this survey at the 2011 Risk Summit.

The survey is the work product of the Camps Work Group on behalf of the Risk Management Leadership Council. The Camps Work Group consists of staff members from several UC campuses, representing Recreation programs, Risk Management, and Environmental Health & Safety. It is in support of the UC Enterprise Risk Management approach implemented by the Office of the President to understand where the University's greatest risk exposures are and to develop methods to mitigate those risks.

The goal of the Camps-Work Group is to determine the extent to which existing written UC-camp operating procedures comply, or do not comply, with the requirements of the California Health & Safety Code. To accomplish this goal we are asking that you complete an online survey about "organized camps" sponsored by UC Recreation Departments for youth and adults, on and off campus, indoors or outdoors, overnight or day only.

Individual campus results will be confidential. The Camps Work Group will report generalized results to the Risk Management Leadership Council, including risks, compliance gaps, and best practices identified through this survey. This report will also be shared with the Rec Directors.

About the Survey:

The survey is composed of a set of questions that require a brief narrative response and include a request for any pertinent documents. When you start the survey, please review the questions and note the documents requested. You may wish to assign survey responses or document gathering to staff members who possess the most expertise about specific camp operations or programs.

There are no wrong answers. We are seeking brief responses that provide an overview of existing UC programs. You may complete more than one survey if you think certain sporting activities have similarities that make it useful to do so. For example, you may wish to lump aquatics sports camps together, such as swimming/diving, sailing/kayaking/rafting, or court sports, such as basketball/volleyball/tennis, baseball/softball, football/rugby/soccer, or adventure camps, like climbing/bouldering/hiking/orienteering, etc. We will provide assistance with the groupings per your request by email or phone.

Accessing and Completing the On Line Survey:

The survey is accessed at: <http://ucanr.org/uccampsurvey>

The survey may be completed all at one time, or the user(s) may complete portions of the survey, save their responses, and return later to add or edit their responses. To save and return, scroll to the bottom of the survey and click the "Save Survey" button. When your survey is saved, a survey completion page will come up, with an option to return to the survey to "Edit Your Responses." The survey completion

page will also include a unique website link that you can save to return later to complete or edit the survey. Please save this link.

If you plan to have multiple staff members work on the survey, we suggest identifying one “coordinator,” who will be the person identified at the start of the survey. This is who the Camps Work Group will contact if additional information or clarification is needed. After starting the survey and identifying the “coordinator,” you can save the survey, and distribute the unique survey editing link described above among the persons who will be working on the survey.

The online survey tool allows the user to upload up to ten documents per survey. To upload a document, it is suggested that you first place the document to be loaded on your computer’s desktop, or in a known file folder. Next, scroll to the bottom of the survey, where you will find an area labeled “Upload your file(s).” Now, click on “Choose File.” A file dialog window will open and you can choose the location where the file that you want to upload is stored. When you have identified the correct file, click on “Open” and the file will upload. It should only take a second or two, depending on the size of the file. If you need to upload additional documents, please contact Thor Benzing or Brian Oatman at the e-mail addresses noted below.

For assistance with the online survey tool, please contact Thor Benzing (tabenzing@ucdavis.edu) or Brian Oatman (baotman@ucdavis.edu).

Timeline:

Survey Distribution to Campus Recreation Directors: September 6th, 2011

Survey Due Date (100%) Completion: October 31, 2011

Email Questions to Project Team (send to all and we will respond within 48 hours: Anytime through Oct. 30, 2011)

Workgroup members:

Pam Lombardo (UCSB)

Brian Oatman (ANR)

Judith Sperling (UCLA)

Lee Mudrick (UCSB)

Jeff Heiser (UC Davis)

JoAnn Sullivan (Marsh)

Tracie Lockwood (UCLA)

Suzie Kirrane (UCSF)

Dan Manfredonia (UCSB)
