



DIRECTOR MANUAL

2017

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Dear US Sports Camps Directors,

It is with great pleasure that I welcome you (or for many of you, welcome you back) to the US Sports Camps family!

US Sports Camps has been educating and training young athletes since 1975. We are single-mindedly dedicated to creating the best, most fun, athletic training experience for our campers. You, as the director and leader of your program, are a big part of our success.

We are fortunate to have the ability to work with coaches of your caliber who follow the important guidelines laid out in this manual. Proper preparation and pre-camp staff training is a vital component to good camp planning.

I started my tenure at US Sports Camps as the director of our Lake Tahoe Nike Tennis Camp. I have seen all sides of camp operations: the pre-camp planning, the hiring and training the staff, curriculum development and on-site supervision. I understand the time, energy and commitment it takes to run a successful program.

In all activities, it is understood that you will use your expertise and training to instruct your staff and to positively guide your campers to the best of your ability. We also expect that you use your influence on and off the field/court/course/pool, etc. to foster the spirit of good sportsmanship and to see that all camp rules are followed. Safety and the well-being of our campers are our top priorities.

Our programs are for special youngsters. They come to our camps to learn, get better and to have fun. It is also a program for special coaches; as patience, passion, discipline and dedication are prime requisites for you and your staff.

Make learning at camp challenging and fun. Players should leave each activity with a positive attitude about their performance. Look for special effort and good performance and openly give praise. Know the names of your campers and treat them as individuals who deserve special attention. Encourage them to ask questions and express their feelings. Above all, be patient, positive, and coach them up!

I appreciate you using your expertise, influence, and training to foster the inspirational spirit of the camp; to instruct players to the best of your ability; to work to assure harmony and compliance with camp rules; and to insure that on the field/court/course/pool, etc. and in the dormitories, cafeteria, and auditoriums, the rules of camp are followed.

Our motto for our campers: Work hard, have fun, get better! Nothing is better than that!

Have a great summer.

Steve Pence
President, US Sports Camps
415-451-2206
spence@ussportscamps.com

DIRECTOR MANUAL OVERVIEW

This **Director Manual** has been created to help you (and us) prepare for camp and ensure that everything goes as smoothly as possible before, during and after camp.

**Please note: Some of the information in the packet may pertain to Resident Camps only, so Day Camp directors may skip over those sections.*

Please PRINT and carefully read everything in the Director Manual and be sure to complete the following along with other noted responsibilities before camp:

- ✓ Forward the **STAFF PACKET** (attached to this email) to all your staff members and make sure they complete their requirements at least 2 weeks before camp.
- ✓ Send in your signed Director Contract and W-9.
- ✓ Send in the pre-camp (4) forms required for yourself (Camp Director) and complete your background check at least 2 weeks before camp (*unless you have passed a background check mandated by your university/college/school within 12 months of camp*).
- ✓ Hire your staff and complete your on-site staff training. *If US Sports is handling your staff payroll, you will receive a separate email from our Accounting department in regards to payroll.*

If you have any questions, please contact your US Sports Camps manager.

Thanks in advance for all your hard work!

US Sports Camps General Contact Information

Phone: 1-800-645-3226

Fax: 415-479-6061

Email: Volleyball@USSportsCamps.com

Mailing Address: 1010 B Street, Suite #450
San Rafael, CA 94901

Website: USSportsCamps.com

DIRECTOR JOB OVERVIEW

1. **Commitment to Excellence**

Each camp director is firmly committed to offering each camper a superior camp experience - having fun, substantially improving and being well supervised and well cared for.

2. **Operate a Highly Successful, Organized Sport Camp**

Directors recognize that growth comes from quality of operation and quality comes from organization, management of people, and energy of commitment.

3. **Leader of the Camp**

Each director personally plans, organizes and implements the camp sport instruction program and is available to implement that program. Director must prepare full daily sport and activity schedules.

4. **Hire and Train a Great Staff**

Each director has the responsibility of hiring, training and managing a camp staff that shares the director's commitment to each camper. The director has the responsibility for the daily high level performance of the staff. Interview thoroughly before hiring.

5. **Develop Great Relationships with Campers, Staff, and Facility Employees**

Each director will make every effort to have a positive relationship with each camper. Strong encouragement and the building of self-esteem are very important components in developing good relationships. The director should also develop great relationships with each staff member and facility employee.

6. **Work Closely with US Sports**

Each director must work closely with the US Sports office -- keep in touch, respond immediately to requests and realize we must work together to produce superior results.

7. **Continually Upgrade Skills**

Each director recognizes that the reputation of one US Sports camp influences the reputation of all US Sports camps. A US Sports Camps director is committed to upgrading his/her skills: both professional teaching skills and people-related (management) skills.

8. **Continuously Improve**

Each director will produce a SUPERIOR camp product. Directors will continuously evaluate the camp, identify problems, and act quickly and decisively improve the camp.

9. **"Safety First"**

Each director will educate the staff and campers to think "safety first." The rule concerning any activity is "when in doubt, leave it out." "Safety first" implies consistent, organized supervision of all campers at all times.

RESPONSIBILITIES OF CAMP DIRECTOR & ADMINISTRATOR

PRE-REGISTRATION RESPONSIBILITIES

1. REVIEW AND PRINT ROSTERS

Access your camp rosters at <https://rosters.ussportscamps.com>. All pertinent camper information is available, including roommate requests, travel information, any \$ amounts due and special notes regarding the camper. Within 14 days of your camp session start date, you will receive automatic emails from USSC should there be any updates to a camper's registration (ie. roommate request, switching from half day to full day, new campers, cancellations, etc). The Administrator or Director should check the rosters the day before and the morning of the session start to get any last minute changes and review your final number of campers. Latest changes are noted in blue.

Use rosters to print camper names and keep track of all campers' names and information for registration on Day 1 as well as daily check-in and check-out lists. See example below.

CHECK IN:	SHIRT SIZE	ROOM #	SUN	MON	TUES	WED	THURS	FRI	SAT
John Smith	YL	781	X	N/A	N/A	N/A	N/A	N/A	
Mary Smith	SM	DAY CAMPER	X	X	X	No show	X	X	

CHECK OUT:	SHIRT SIZE	ROOM #	SUN	MON	TUES	WED	THURS	FRI	SAT
John Smith		781	N/A	N/A	N/A	N/A	N/A	X	
Mary Smith		DAY CAMPER	X	X	X	No show	X	X	

2. CAMPER ROOM ASSIGNMENTS (Resident Camps Only)

Using dorm layout supplied by the facility, assign roommates the week or so before camp. Honor roommate requests as much as possible. Then assign roommates according to age and sex. Separate boy's and girl's area by floors, wings, etc. Within a given floor/wing, try to keep older kids and younger kids separated. Place counselors in "strategic" locations to give the campers maximum supervision. *Counselors must be the same sex as the campers they are supervising.*

3. DORM COUNSELOR ASSIGNMENTS (Resident Camps Only)

All Resident Camps must have at least 1 staff member (Director, Assistant Director, Senior Staff Member) of age 25+ staying in the dorms as a supervisor. Have approximately 1 dorm staff member for every 10 resident campers. Before camp, designate your Dorm Supervisor (age 25+) and then assign each counselor a group of campers in the dorms. Each group of campers should

consist of kids of the same sex and approximate age. Prepare a master list of the counselor and assigned campers, including ages and room numbers. Give each staff member a copy of the list.

4. OUTSTANDING BALANCES

Campers' parents have been advised, "Campers will not be admitted to camp unless all camp fees have been paid." If after checking with the US Sports office for late payments, there is still an outstanding balance, it is your responsibility to collect a check for the outstanding fee when the campers arrive the first day. The US Sports office will do everything it can, prior to the session, to collect all money owed.

5. TRAVEL INFORMATION (Resident Camps Only)

The campers who are arriving by air and are deemed an "unaccompanied minor" and need a staff member meet them at the airport (to facilitate in finding their pre-arranged shuttle) have either mailed or called in their travel information. The information is entered into the camper's file and will appear on your roster. Some directors feel more comfortable when they call camper families who are traveling a long distance to camp to inquire how they are arriving at camp. This helps alleviate any problem with children left at an airport, etc. Prepare a master list of campers arriving and/or departing by public transportation. Review with the staff members who are responsible for coordinating at the airport.

6. BIRTHDAYS

Check the roster for birth dates of the campers. If a camper is having a birthday during camp, make arrangements with the facility food service for a cake or special ice cream with candle. In most cases, the food service is happy to have a birthday cake for the dessert that day.

7. PREPARE NAME TAGS FOR CAMPERS AND STAFF MEMBERS

8. MAKE FINAL FACILITY ARRANGEMENTS

Advise your facility of the final number of resident and day campers and staff. Give the facility a copy of the rooming list or a roster (without addresses) if they require it. Where applicable, pick up keys for the rooms and distribute at registration. Make sure the cafeteria knows how many campers are dining at your designated time each day and if there are any special dietary restrictions they will need to accommodate.

9. PREPARE "CAMP CONTACTS AND DAILY SCHEDULE" FOR PARENTS

Print out full or half page info sheets to hand out to parents on check-in day with the following information: Director Name and Cell #, Administrator Name and Cell #, and Daily Schedule (with locations for drop off and pick up of Day campers).

10. PREPARE CAMPER BOOKLETS/HANDOUT

Booklets include welcome message from Director, general information, emergency information, camp rules and safety regulations, schedule, list of campers' names (names only) and list of the staff.

11. PREPARE CAMPER BANK

Fill out a camper bank file sheet for each camper and place alphabetically in a three ring binder. There will be a staff member who will act as the camp banker. Make arrangements to have the money kept in a safe place – facility bank or safety deposit box.

12. CAMP PICTURES

Designate a staff member to be your Historian and have him/her arrange for a group photograph to be taken the first or second day of each camp week. The staff must wear staff uniforms and the campers should wear their camp T-shirt. Email the photo to all campers or, if using a professional photographer, the price of the photos should be around \$5-10 for each camper. Also have the historian take photos and videos during camp to send to your sport manager at US Sports Camps to use for social media, your website, etc.

REGISTRATION DAY RESPONSIBILITIES

The Administrator and the Director are responsible for organizing and overseeing Registration Day. This is an extremely important day in terms of public relations with the parents and campers. All staff should be greeting campers and parents and escorting campers to rooms. The first impression sets the tone for the week for parents and campers!

1. SIGNS FOR CHECK-IN

Before check-in on the first day, please make sure there are signs/banners on the streets around the facility directing campers to check-in as well as at the Registration table. It is also important for staff to be clearly identified, so remember to wear matching staff clothing! (SUGGESTION: map out staff attire before each week – i.e. which shirt to wear on Monday, Tuesday, etc.).

2. DIRECTOR & STAFF IN UNIFORM

On registration day, and all days of camp, staff members are to be in their camp uniform or camp T-shirt. Staff working at a NIKE sponsored camp MUST wear Nike clothing and shoes at all times.

3. MATERIAL TO SET UP AT REGISTRATION DESK

- Camp banner/signs
- Pens, scissors, tape
- Master roster list (including all camper information & checklist of forms required)
- Printed "Camp Contacts & Daily Schedule" sheet (enough for each parent)
- Printed "Camp Rules" handout

- Extra Registration Forms (or iPad for campers to register online)
- Extra Registration Packets
- Extra “Health and Release” forms (mandatory for each camper)
- Extra “Camp Rules & Regulations” forms (mandatory for each camper)
- Extra “Permission To Leave” forms (if applicable)
- “Camp Bank” binder
- Cash box or envelope for “Camp Bank” payments
- Nametags
- Keys and string or lanyards
- Meal cards (if applicable)
- Box/binder/large manila envelopes for forms submitted by campers
- Box or large manila envelopes for camper medicine
- Manila envelope/box for room key/meal card deposit checks
- Camper booklets/handouts

4. ASSIGN DUTIES TO STAFF MEMBERS

- Director
- Administrator
- Dorm Supervisor (age 25+)
- Banker
- Health Coordinator
- Airport/Transportation Coordinator (staff to meet campers at airport)
- Baggage helpers and greeters
- Historian (Photographer/Videographer/Social Media)

RESPONSIBILITIES AFTER REGISTRATION

1. LATE ARRIVALS

Immediately following registration, contact campers who have not arrived. Leave a note or sign at the registration desk to direct late arriving campers where to go to find the “camp.”

2. REVIEW HEALTH FORMS

Take note of campers with special health problems and discuss with the Health Coordinator and the Director who will alert other staff members. Note campers with special dietary restrictions and discuss with the facility food service. Note campers who will be taking medication during camp and discuss with the Health Coordinator. Give all the health forms to the Health Coordinator. The best practice is to make photocopies of all the forms so you have 2 sets. One set of forms must be on hand wherever the campers are – field/court/course/pool, dorms, cafeteria, etc. - at all times.

3. CAMPER SKILL LEVEL EVALUATION AND GROUPING

After registration, evaluate campers’ skill levels through drills and competition and place them into instructional groups for the week, based on age and ability. Let campers know to talk to their counselor at the end of the first day if they feel they have been assigned to the wrong group.

4. NO-SHOWS/NO PAYMENTS

The day after registration, contact your US Sports Camps liaison to immediately report any campers who did not arrive for camp, problems with payments, etc. This is so important to determine your final camp payments.

RESPONSIBILITIES DURING CAMP

1. MANAGING ROSTERS/DAILY ACCOUNTING SHEETS

For billing purposes, you need to keep track of the exact number of campers each week and the number of days they are at camp. Keep an accurate account of early arrivals and departures. At the end of the camp week, review the numbers for each day. The “Daily Accounting Sheet” is to be filled out daily, indicating the number of resident and day campers present that day. It is important that you verify the numbers, sign the sheet, and email, fax or mail a copy of the billing form to your camp liaison at the conclusion of each week.

It is important to advise your facility of any changes as soon as you are notified of them ... such as campers leaving, campers changing from Day to Overnight, etc. This affects final facility billing (dining/housing).

RESPONSIBILITIES AFTER EACH CAMP SESSION

1. SEND DAILY ACCOUNTING SHEET TO US SPORTS CAMPS OFFICE

Email, fax or mail in the completed “Daily Accounting Sheet” to your US Sports Camps liaison. See the above information on what must be included.

2. MAIL CAMPER FORMS TO US SPORTS CAMPS OFFICE

Mail in all the camper 1) **Health & Release Forms** and 2) **Camp Rules & Regulations Forms** to your US Sports Camps liaison. This is very important for legal purposes. (If you are running multiple sessions, please wait and send all forms together after the last session.)

3. SEND DIRECTOR SIGN OFF FORMS TO US SPORTS CAMPS OFFICE

Email or mail in the (4) Director Sign Off forms (unless sent before camp): 1) **USSC Director Guidelines**, 2) **USSC Staff Conduct Guidelines**, 3) **Rules of the Game**, and 4) **Sexual Harassment Policy**

4. MAIL CHECKS COLLECTED AT CAMP

Mail any tuition checks that were paid directly to you at camp to your US Sports Camps liaison.

STAFF CONDUCT & TRAINING PORTAL (MANDATORY)

New this year! All of your staff members (including trainers and volunteers) must log in to our **Staff Conduct & Training Portal** and complete the following requirements at least 2 weeks prior to your camp start date.

- ✓ Watch the short USSC Staff Conduct & Training Video
- ✓ Sign off on the (3) Staff Forms:
 1. *USSC Staff Conduct Guidelines*
 2. *Rules of the Game*
 3. *Sexual Harassment Policy*
- ✓ Complete Staff Background Check

What Do I (Camp Director) Need To Do?

- 1) Email the STAFF PACKET along with your site-specific CAMP CODE* to all of your staff members (ASAP), and let them know they must complete all the requirements at least 2 weeks prior to your camp start date.
- 2) ***How to find your Camp Code:*** Find your 6-letter site-specific Camp Code (i.e. TNXRTA) on the list included in the following pages. Be sure to send your CAMP CODE to your staff members in the email with the Staff Packet. They will need this to complete their pre-camp requirements.
- 3) Sign the Director & Staff Forms and complete your background check. Directors are not required to log in to the Staff Conduct & Training Portal, but Directors must print, sign and send in the (4) Sign Off forms (see “Director & Staff Sign Off Forms” section) and complete the background check (instructions on next page) at least 2 weeks prior to your camp start date.

How Can I Tell If A Staff Member Has Completed The Requirements?

Your US Sports Camps manager will send you the list of staff member names who have completed the online training, signed off of the forms, and passed the background check 1-2 weeks before camp.

What If A Staff Member Refuses To/Fails To Complete The Requirements?

If any of your prospective staff members refuse to/fail to complete all the requirements on the Staff Conduct & Training Portal and/or background check, they cannot work at your camp! If a staff member has not completed this by the time they arrive at camp, please have them log in to the Staff Training Portal from a phone or computer and complete the process before they begin working.

Do I (Camp Director) Still Need to Collect the Staff Sign Off Forms?

You no longer have to collect and mail in the 3 Staff Sign Off Forms. However, you should still review these forms with the staff during your on-site staff training.

BACKGROUND CHECKS (MANDATORY)

US Sports Camps has a **MANDATORY BACKGROUND CHECK POLICY** for every Director and staff member (including trainers and volunteers).

Atlantic Specialty (our liability insurance company) is requiring that background checks are done on every director, staff, volunteers, and trainers, regardless of whether they worked last year. Nobody is exempt.*

The **ONLY EXCEPTION to completing our background check is if you have passed a background check mandated by your university/colleges/school within 12 months of camp. If your facility is already requiring this for you and your camp staff, you can skip doing it through our online portal. We simply need an email stating that your employer has required this of you. Please provide proof, if possible.*

Instructions for completing the background check are listed below. Each background check will cost the director/staff member \$13.45. *US Sports pays the other half of this fee.*

Below is a memo from US Sports Camps President Steve Pence explaining the background checks in more detail as well as the instructions on how to complete them online.

Dear Camp Directors,

Our general liability insurance company, Atlantic Specialty, is requiring thorough background checks on every staff member and director. Our insurance is outstanding and includes \$1 million dollar sexual abuse/molestation coverage. The sexual abuse policy comes with a stipulation: every staff member must have a “clean” background check on file with US Sports Camps. If not, we are exposed. When I say “we,” I mean US Sports Camps, as well as you, the director. If there’s a lawsuit, US Sports and you as the director will be named. We have coverage if the staff member involved has a clean background check on file. If we haven’t done a background check on named staff member, or if that staff member did a background check and still worked even though their results weren’t clean, then we have no coverage.

This requirement is actually a good thing, as it’s extremely helpful to assure parents we do thorough background checks on every staff member. Our #1 goal is to run safe camps. Of course we want campers to improve and have fun, but number one is safety.

I’m requiring everyone (*unless you meet the requirements of our exception listed above) to individually log on to our Background Check Portal and click through the online process, including using a credit card to pay \$13.45 for the background check. *US Sports pays the other half of this fee.*

The background check results will not be visible to the person entering the information. Results will be sent to the main US Sports Camps office in San Rafael, CA. We will monitor the results daily and forward to you via email and call you if somebody scheduled to work your camp is red flagged.

We will also send you a list of who has done the background check a week or so before camp so you can cross-check it against who you actually have working each week. Please be 100% in compliance so as to protect the campers, you and US Sports Camps. This is absolutely mandatory or the staff member cannot work our camp.

Thanks for directing great camps!

Steve Pence
President – US Sports Camps

INSTRUCTIONS FOR COMPLETING US SPORTS BACKGROUND CHECK:

All directors/staff must complete this at least 2 weeks before camp!

Directors: Log in directly to the Background Check Portal at USSportsCamps.volunteerportal.net.

Staff: Log in to the Staff Conduct & Training Portal at www.ussportscamps.com/staff. Once they complete all the requirements, the final step will direct them to our Background Check Portal.

1. Review text on the Welcome Page. Enter the **password: “ussports”** and click **“Agree & Consent”**.
2. Enter Personal Information.
 - All fields marked with a “*” are required including **six-letter camp code**. (Find your camp code on the following pages.)
3. Click **“Next.”**
4. Review all information to ensure its accuracy before proceeding.
 - If you need to make any corrections you can click on the **“Edit”** link or the **“Previous”** button to return to the Personal Information page.
5. You will be asked for \$13.45 payment with a credit card.
6. Click **“Complete”** to process your search.
7. You will not receive a copy of your background check. It will go directly to US Sports Camps.

Need Help? If you encounter a problem, call Intellicorp Customer Service at 888-946-8355.

*****Please Note the Following*****

1. You will be asked for your six-letter camp code. The list of codes by camp location is attached. Please be sure to enter the correct code for the camp you direct.
2. If you Quit without clicking Save, the system will not save your information. Your background check will not go through. You will need to start over from the beginning when you return.
3. If you click Save before you Quit, you will be provided with a reference code to enter when you return to the site to pick up where you left off.
 - When returning to the site, click on this link on the Welcome Page: “If you are returning to finish a previous search, then click here.”
 - Enter your last name and reference number to resume your previous search.

2017 NIKE VOLLEYBALL CAMP CODES

CODE	Camp Location	City	State
VOGRYC	Yavapai College	Prescott	AZ
VOGDRS	Rancho Solano Prep	Scottsdale	AZ
VOGRSS	Soka University	Aliso Viejo	CA
VOGDOC	Fairmont Prep	Anaheim	CA
VOGDCA	UC Berkeley	Berkeley	CA
VOSDCA	UC Berkeley Beach Camp	Berkeley	CA
VOGRCS	Cate School	Carpinteria	CA
VOSDBC	Huntington Beach	Huntington Beach	CA
VOSDIV	Irvine Valley College	Irvine	CA
VOGRWJ	William Jessup University	Rocklin	CA
VOGDKP	Francis Parker	San Diego	CA
VOGRSC	UC Santa Cruz	Santa Cruz	CA
VOBRSC	UC Santa Cruz Boys Camp	Santa Cruz	CA
VOGRSH	Sacred Heart University	Fairfield	CT
VOGRWV	Warner University	Lake Wales	FL
VOGRCU	University of Central Florida	Orlando	FL
VOSDPS	Polk State College	Winter Haven	FL
VOGRIL	Elmhurst College	Elmhurst	IL
VOGRBT	Butler University	Indianapolis	IN
VOGRTO	Thomas More College	Crestview Hills	KY
VOGREC	Endicott College	Beverly	MA
VOGRSI	Simmons College	Boston	MA
VOGROD	Curry College	Milton	MA
VOGRES	University of Maryland Eastern Shore	Princess Anne	MD
VOGRMC	McDaniel College	Westminster	MD
VOGRMI	Adrian College	Adrian	MI
VOGRDU	Davenport University	Grand Rapids	MI
VOGDRO	National Volleyball Center	Rochester	MN
VOGDMM	Macalester College	Saint Paul	MN
VOGRWU	Webster University	St. Louis	MO
VOGDVC	Courts Plus Community Fitness	Fargo	ND
VOGRRU	Rutgers University	New Brunswick	NJ
VOGDHS	Durango High School	Las Vegas	NV
VOGRNV	Rising Star Sports Ranch	Mesquite	NV
VOGRSM	SUNY Brockport	Brockport	NY
VOGDAD	Adelphi University	Garden City	NY
VOGRCC	SUNY Potsdam	Potsdam	NY
VOGRDN	Denison University	Granville	OH
VOGDOB	Otterbein University	Westerville	OH
VOGDLC	Lewis & Clark College	Portland	OR
VOGDOR	Clubsport	Tigard	OR

VOGRST	St. Vincent College	Latrobe	PA
VOGRBR	Albright College	Reading	PA
VOGRTU	Texas Wesleyan University	Fort Worth	TX
VOGDRR	Round Rock Sports Center	Round Rock	TX
VOGDSA	San Antonio Day Camps	San Antonio	TX
VOGRVT	Virginia Tech	Blacksburg	VA
VOGRMW	University of Mary Washington	Fredericksburg	VA
VOGRSE	Seattle University	Seattle	WA
VOGRWI	University of Wisconsin-Platteville	Platteville	WI

DIRECTOR & STAFF SIGN OFF FORMS

SAFETY, SAFETY, SAFETY!!!

These forms are probably among the most important you will receive from us...

We must take extra steps to protect ourselves, so please take time to read the memo below and the 4 pages of forms that follow. **No camp is exempt from this process.**

- ✓ Each Director must print, read, understand, sign & return to their US Sports Camps manager (via email, fax or mail) all 4 forms on the pages that follow.
- ✓ All camp staff members (including trainers and volunteers) must log in to the **Staff Conduct & Training Portal** (explained in prior pages) to read and electronically sign off on the last 3 forms.

The 4 Director & Staff Sign Off Forms are:

1. USSC Director Guidelines (Signed by Director Only)
2. USSC Staff Conduct Guidelines
3. Rules of the Game
4. Sexual Harassment Policy

Our campers' safety is of utmost importance. Please print these forms and review them with your camp staff at your on-site training. There's increasing sensitivity and many compelling reasons for another reminder on appropriate staff-camper behavior... Please remind your staff, in addition to no physical contact, there should be contact with campers in anyway, including email, phone, text, social media, etc. before, during or after camp.

US SPORTS CAMPS

Director Guidelines

Undersigned Director agrees to enforce faithfully the following guidelines:

- Director will educate the staff & campers to think **“Safety First”**.
- No campers or counselors are allowed in the dorm of the opposite sex (except in the case of emergency).
- There should always be a minimum of two staff members present when supervising campers and conducting dorm bed checks
- Absolutely no casual or physical contact between staff and campers. Campers are forbidden to leave the dorm after lights are out.
- No corporal punishment of campers is allowed. No verbal or mental abuse of campers. Notify director of all disciplinary matters.
- All suspected camp-related cases or complaints of child abuse, neglect, sexual abuse, sexual harassment or sexual molestation will be reported in writing (dated and signed by the staff member) to the camp director immediately. The director will immediately advise US Sports and, with USSC collaboration, conduct an investigation and take appropriate action. During the time that an investigation is taking place, if appropriate under the circumstances, the alleged abuser will have no direct contact with any campers.
- For staff and campers US Sports Camps has a “zero tolerance” policy relative to drugs and alcohol and tobacco consumption.
- No staff members are allowed to consume alcoholic beverages, drugs or smoke while at camp.
- No staff member will engage in sexual activity or use profanity while at camp
- Staff member agrees to the Sexual Harassment Policy. Violation of these rules is grounds for immediate termination of employment.
- Employment at this camp is temporary, and if the staff member is an employee, he acknowledges he is an at-will and probationary employee, and may be terminated without notice for any reason, or no reason, at the sole discretion of employer.
- Employment for employee staff automatically ends with the last camper checkout, which also ends the engagement of a staff independent contractor.
- Staff members are not allowed to contact campers with any form of social media such as text, email, etc. while working camp.
- All staff will have a background check performed before arriving at camp
- SHOULD ANY DISPUTE ARISE CONCERNING EITHER EMPLOYMENT OR RIGHTS AND DUTIES OF AN INDEPENDENT CONTRATOR, OR ANY MATTER RELATED THERETO, INCLUDING ANY CLAIM OF DISCRIMINATION, HARASSMENT, ACCIDENT OR INJURY, THE MATTER SHALL BE SUBMITTED TO BINDING ARBITRATION BEFORE THE AMERICAN ARBITRATION ASSOCIATION (“AAA”) IN SAN FRANCISCO, CALIFORNIA OR SUCH OTHER VENUE AS THE ARBITRATOR MAY DECIDE, BEFORE A SINGLE ARBITRATOR, UNDER THE AAA RULES APPLICABLE TO EMPLOYMENT DISPUTES. THE PARTIES ACKNOWLEDGE THAT BY AGREEING TO BINDING ARBITRATION, THEY ARE FOREGOING THEIR RIGHTS TO TRIAL BY JURY, TO APPEAL, AND TO OTHER PROCEDURAL RIGHTS OF THE COURT SYSTEM.

I, the Director, have reviewed these Guidelines with each staff member and have obtained the written agreement of each. I have read, understand and agree to these guidelines.

Director Signature: _____

Camp: _____

Print Name: _____

Date: _____

US SPORTS CAMPS

Staff Conduct Guidelines

Undersigned Staff agrees to enforce faithfully the following guidelines:

- Staff will educate the staff & campers to think **“Safety First”**.
- No campers or counselors are allowed in the dorm of the opposite sex (except in the case of emergency).
- There should always be a minimum of two staff members present when supervising campers and conducting dorm bed checks.
- Absolutely no casual or physical contact between staff and campers. Campers are forbidden to leave the dorm after lights are out.
- No corporal punishment of campers is allowed. No verbal or mental abuse of campers. Notify director of all disciplinary matters.
- All suspected camp-related cases or complaints of child abuse, neglect, sexual abuse, sexual harassment or sexual molestation will be reported in writing (dated and signed by the staff member) to the camp director immediately. The director will immediately advise US Sports and, with USSC collaboration, conduct an investigation and take appropriate action. During the time that an investigation is taking place, if appropriate under the circumstances, the alleged abuser will have no direct contact with any campers.
- For staff and campers US Sports Camps has a “zero tolerance” policy relative to drugs and alcohol and tobacco consumption.
- No staff members are allowed to consume alcoholic beverages, drugs or smoke while at camp.
- No staff member will engage in sexual activity or use profanity while at camp.
- Staff member agrees to the Sexual Harassment Policy. Violation of these rules is grounds for immediate termination of employment.
- Employment at this camp is temporary, and if the staff member is an employee, he acknowledges he is an at-will and probationary employee, and may be terminated without notice for any reason, or no reason, at the sole discretion of employer.
- Employment for employee staff automatically ends with the last camper checkout, which also ends the engagement of a staff independent contractor.
- Staff members are not allowed to contact campers with any form of social media such as text, email, etc. while working camp.
- All staff will have a background check performed before arriving at camp
- SHOULD ANY DISPUTE ARISE CONCERNING EITHER EMPLOYMENT OR RIGHTS AND DUTIES OF AN INDEPENDENT CONTRATOR, OR ANY MATTER RELATED THERETO, INCLUDING ANY CLAIM OF DISCRIMINATION, HARASSMENT, ACCIDENT OR INJURY, THE MATTER SHALL BE SUBMITTED TO BINDING ARBITRATION BEFORE THE AMERICAN ARBITRATION ASSOCIATION (“AAA”) IN SAN FRANCISCO, CALIFORNIA OR SUCH OTHER VENUE AS THE ARBITRATOR MAY DECIDE, BEFORE A SINGLE ARBITRATOR, UNDER THE AAA RULES APPLICABLE TO EMPLOYMENT DISPUTES. THE PARTIES ACKNOWLEDGE THAT BY AGREEING TO BINDING ARBITRATION, THEY ARE FOREGOING THEIR RIGHTS TO TRIAL BY JURY, TO APPEAL, AND TO OTHER PROCEDURAL RIGHTS OF THE COURT SYSTEM.

I have read, understand and agree to these guidelines

Signature: _____

Camp: _____

Print Name: _____

Date: _____

RULES OF THE GAME

For NIKE-Sponsored Programs and Events

1. Program will support the participants' safety and wellbeing.

- Program will provide a safe environment for participants.
- Program will assess the safety of playing surfaces and equipment in advance of practice and competition and will make first-aid supplies readily available.
- Program will provide an appropriate number of staff, volunteers, security and medical personnel.
- Staff and volunteers will be screened, and any person having unsupervised access to minors will have submitted to a criminal background check.
- Appropriate staff and volunteers will be properly trained in relevant areas (e.g., conditioning, stretching and hydration).
- Program will secure adequate insurance coverage, including athletic participants' bodily injury coverage, or parental provision for the same.
- Physical contact with players will be limited to that necessary to teach a skill, treat an injury or console or congratulate a player.
- Program has developed and communicated a policy and procedure for avoiding, reporting and responding to injury, harassment, abuse or other misconduct (e.g., documenting/reporting injuries to parent/guardian, pick-up/take-home, staffing in pairs, separate showering and sleeping areas for adults/youth, blood borne pathogens, emergency medical plan).

2. Program will provide a positive and enjoyable sports experience.

- Staff and volunteers will practice the ideals of good sportsmanship and fair play.
- Program will treat participants, coaches, officials, and others with respect.
- Program will encourage participants' sense of self-esteem and self-respect.
- Program will advocate constructive techniques of guidance and education, including encouragement, patience, positive reinforcement, redirection, honesty and courtesy.
- Program staff will be available to parent and/or guardians regarding the program objectives and participants' development.
- Program staff will act as a positive role model for the participants; the use of drugs, or alcohol or tobacco is strictly prohibited.
- Program participants shall not be subject to harassment or abuse from any source, including references to weight, race, gender, sexual preference, economic status, etc.

3. Program shall comply with all rules and regulations.

- Program will follow all applicable federal, state and local laws.
- Program will follow all applicable NCAA, AAU, federation, state high school association, or other governing body rules and regulations that apply to the Program or the participants.

I have read, understand and agree to these Rules.

Signature: _____

Camp: _____

Print Name: _____

Date: _____

US SPORTS CAMPS

Sexual Harassment Policy

US Sports Camps, Inc. is committed to providing a learning environment that is free of discriminatory intimidation. The goal for every person, working on behalf of, or as a contractor for, US Sports Camps, (paid or a volunteer) is to provide campers with appropriate guidance, understanding, and friendship while maintaining a standard of professionalism and conduct within accepted standards.

As a guideline for coaches, trainers, parents and campers in their relationships, let it be understood that first, the exploitation of supervisory authority to sexually harass either campers or coaches is wrong and unacceptable and second, sexual harassment of one camper by another is also considered unacceptable, reprehensible, and wrong.

Actions which constitute sexual harassment are, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a when they are (1) part of the camp environment, and (2) submission to or rejection of such conduct is used as a basis for evaluation, and (3) such conduct creates an intimidating, hostile, or offensive learning environment.

Our policy also underscores our belief that no sexual, intimate, or extremely personal relationship should exist between coach and camper.

Staff members are not allowed to contact campers with any form of social media such as text, email, etc. while at camp.

I HAVE READ AND UNDERSTAND THE SEXUAL HARASSMENT POLICY, AND THE RULES OF US SPORTS CAMPS, INC.

Signature: _____

Camp: _____

Print Name: _____

Date: _____

ONSITE STAFF TRAINING GUIDELINES

Before camp starts, the director should spend a minimum of 3-4 hours with the staff going over the entire sport program training and general training outlined below, along with any additional training the director sees fit. This should take place the day before the start of camp.

SPORT PROGRAM TRAINING:

The sport program training should include demonstrations of all the camp drills and games and proper techniques to teach campers for all areas of the sport. The staff should be consistent with the director in what s/he wants taught to all the campers. The staff should also be able to do the following:

1. Demonstrate the Following Abilities in Teaching a Group Lesson:

- Treat everyone as you would like to be treated.
- Be positive and enthusiastic.
- Look and act professional.
- Use the campers' names during instruction.
- Effectively communicate with all the campers.
- Make the lessons fun and productive.
- Spend an equal amount of time with each camper.
- Push and challenge the students.
- Group lessons must be free of potential hazards.
- End each group lesson with a positive comment for each camper.
- Demonstrate the ability to diagnose simple problems and offer corrective techniques.

2. Understand the Importance of "Safety First" with Regard to All Activities.

3. Understand All of Their Duties When Working With Campers on Sport Instruction.

GENERAL CAMP TRAINING:

The following is a list of non-sport subjects that need to be addressed with your staff:

1. Background Information

Who is US Sports Camps, Nike Sports Camps, other sponsors, etc.

2. Background & Philosophy of Your Specific Camp

3. Review All 3 Staff Sign Off Forms

1) USSC Staff Conduct Guidelines, 2) Rules of the Game, 3) Sexual Harassment Policy

4. How to Be a Good Counselor

- Treat everyone like you would like to be treated.
- Portray and encourage a positive attitude at all times.
- Exhibit leadership skills and take the initiative.
- Be responsible for a group of campers, know where they are at all times.
- Know and enforce camp and facility rules.
- Get to know all campers, show interest in them, know their names. No favoritism.
- Act professional, mature and responsible at all times.
- Be a positive role model for the campers.
- Practice good sportsmanship and fair play. Don't make winning such a big deal.
- Avoid references to weight, race, gender, sexual preference, economic status, etc.
- Bring the group together with first day icebreakers, group conversations and team-building exercises.
- Take notice of kids who are feeling left out and get them involved.
- Make all aspects of camp memorable – group songs, training session themes, camp dances, etc.

5. Review Daily & Weekly Schedule in Detail

- Teaching schedule
- Scheduling of instruction and counselors
- Meetings - when will the staff be meeting on a regular basis to receive information and discuss problems, etc.
- Activities – who is in charge and who is assisting.
- Meals – assign a counselor each week to be in charge of excusing campers during meals.
- Extra help – how often will counselors be assigned to assist with extra sport help and what to do.

Overnight Camps only:

- Nights on and off
- Weekends off
- Night curfew – emphasize the importance of sleep.
- Wake-up – go over who is in charge of getting the campers up.
- Dorm duty – explain how to supervise.

6. Review Job of Director

Refer to the section on camp responsibilities of the director.

7. Review Individual Counselor Jobs & Rules

- Outline responsibilities of staff members who are charged with a specific camper group.
- Review strategies on how to deal with parents, stress the importance of acting professional and being positive during registration and departure. Parents need to be reassured that their child are well supervised and challenged.
- Review strategies on how to deal with campers: review topics such as: different age groups, different levels of play, problem campers, camper personal problems, etc.

- Discuss strategies on how to discipline campers: no corporal punishment is allowed. Smoking, possession or the use of drugs or alcoholic beverages is strictly forbidden. No campers or counselors are allowed in the dorm of the opposite sex at any time. Campers are forbidden to leave the dorm after lights out. Any of the above-mentioned rule violations are grounds for immediate dismissal without refund.
- Be firm and fair, administer a warning first; for the second minor infraction determine reasonable consequence. The director must be notified of all discipline problems.
- Punctuality - staff and campers are advised to be five minutes early to everything.
- The entire staff needs to be consistent in what they tell campers, how they treat campers, and how much attention campers receive!
- Discuss procedures to follow when responsible for off campus activities.
- Review “zero tolerance” policy on alcohol, drugs, smoking, sex, and swearing. No staff members are allowed to drink, take drugs, smoke, engage in sex or swear while on campus or off campus during the camp. A violation of any of the above mentioned rules is grounds for termination of employment.
- Staff members are not allowed to contact campers with any form of social media or phone, text, email, etc., before, during or after camp.
- Absolutely no physical contact with campers, ever.

8. Review Safety & Medical Procedures

9. Review Camper Materials

Review camper orientation speech, registration packet, camp booklets and any other material that is given to campers and/or parents.

10. Facility Tour

Take a tour of the entire facility to familiarize the staff with what is available to them and to the campers. Point out the boundaries for campers.

11. Staff Uniforms

Staff-members are expected to wear staff uniforms during registration and check-out and must make every effort to wear uniforms at all times during camp. For NIKE camps, NIKE clothes and shoes must be worn at all times. No competing brands may be worn.

12. Emergency Phone #s

Make sure all staff input Director phone # and emergency phone #s into the cell phones.

13. Counselor Driving (if applicable)

Discuss the rules for driving any golf carts or vans.

14. Room Inspections (Overnight Camps Only)

- Discuss how to do room inspections, while respecting the privacy of campers.
- Always have two staff members when entering camper rooms.

15. Team Work

- Review strategies on how the staff works together as a team: support each other, positive attitude at all times, everybody works together for the good of the camp, don't expect others to do your job, cover if someone is sick, communicate with each other, if there is a conflict - resolve it quickly and put it behind you -- don't hold grudges.
- All problems must be reported to the director, even if staff has already take care of them - no exceptions.
- Do NOT discuss personal business, staff business, staff salaries, or other camper business with campers.
- Maintain a positive attitude, high energy level and enthusiasm.

16. Inclement Weather Plan (for outdoor sports programs)

Review your organized plan for inclement weather. Make sure the camp is prepared in every way possible to handle the possibility of rain or extreme heat. Have a game plan scheduled in advance for the use of indoor facilities if needed.

17. Review Financial/Contractual Matters**18. Other Camp-Specific Information You See Fit!**

SAMPLE PROGRAM OVERVIEW

Use the below examples of how to structure your camp programs, but feel free to customize your weekly program as you see fit.

OVERNIGHT CAMPS

Day 1 – Sunday:

- (1:00 – 2:30) Registration/Check-In
- (2:30 – 5:00) Orientation And Sport Evaluation
- (5:00) Day Campers Depart
- (5:00 – 6:00) Dinner For Extended Day & Overnight Campers
- (6:00-9:30) Evening Activity
- (9:30) Extended Day Campers Depart
- (9:30-10:00) Prepare For Bed, Lights Out

Day 2,3,4 - Monday - Thursday (General Schedule):

- (7:30 – 8:45) Wake Up & Breakfast For Overnight Campers
- (8:45 - 9:00) All Day Campers Arrive
- (9:00 – 12:00) Morning Instruction, Drills
- (12:00 - 1:00) Lunch
- (1:00 - 5:00) Afternoon Instruction, Competition
- (5:00 – 6:00) Day Campers Depart. Dinner.
- (6:00 – 9:30) Evening Activities
- (9:30) Extended Day Campers Depart
- (9:30-10:00) Prepare For Bed, Lights Out

Day 5 – Friday:

- (9:00 – 12:00) Camp-Wide Tournament
- (12:00 – 1:00) Graduation/Awards Ceremony

DAY CAMPS

Day 1 – 5 - Monday – Friday:

- (8:30 – 9:00) Registration/Check-In
- (9:00 – 12:00) Morning Instruction, Drills
- (12:00 - 1:00) Half Day Campers Depart. Lunch For Full Day Campers.
- (1:00 - 4:00) Afternoon Instruction, Competition
- (4:00) Full Day Campers Depart.
- *Friday Ends With Graduation Ceremony Around 3:30.

CHECK-IN & ORIENTATION

First impressions are everything! The amount of energy and fun you put into welcoming your campers and parents sets the tone for the week. Please refer to our suggested outline below on how to organize your camp Check-In and Orientation.

CHECK-IN

1. All staff should graciously and courteously greet campers, parents, and friends. If your staff is organized, friendly and energetic, the campers and parents will feel comfortable and less anxious.
2. The director should meet with his staff forty-five minutes to an hour prior to registration times. It gives the director time to give final direction and a pep-talk before the campers and parents arrive.
3. All staff should be dressed in their staff uniforms with their shoes tied and shirts tucked in.
4. If at all possible, it is nice if the director is the first ones to greet the campers and parents when they arrive. As they escort them to the registration table the instructors/counselors should then be introduced.
5. Orchestrate the necessary paperwork with campers and parents; make sure the Health and Release forms and Camp Rules & Regulations forms are completed and signed.
6. The wait time between registration and orientation is critical. If campers are wandering around the facility, you will have your hands full. After the campers check-in they should head to the field/court/course/pool, etc. to be evaluated by a few members of the staff.
7. The director should have a cell phone on him/her at all times during registration.
8. Finally, the little extra things you do can make a big difference. It is nice if you have fruit, cookies, and juice available for campers and parents. Placing your banners in strategic positions will make your camp look official and professional.

ORIENTATION OVERVIEW

- The orientation should last about 30 to 45 minutes for Overnight Camps and cover all the information outlines in the example speech below.
- Day camp orientations may be shorter, as not all information pertains to day camps.

ORIENTATION SPEECH – EXAMPLE

1. WELCOME/INTRODUCTION

- Introduce yourself and give brief sport/personal bio.
- Before going into the rules and scheduling, I'd like to take a few minutes to discuss the purpose of your week here at camp. We have designed our programs around our 3 Camp Goals: 1) to get better at the sport, 2) to have fun, and 3) to make lasting friendships. Safety and enjoyment are our top concerns. We are thrilled to have you all here and cannot wait to for all the fun that's ahead of us!

2. CAMPER ATTITUDES

- All of you are from different backgrounds, areas, and upbringing and may have different goals upon entering camp. It's important that you all realize and respect each others' individual differences. Remember to treat everyone like you would like to be treated.
- We do have a big mix of people. If you came with friends, it would be nice to meet as many other people as possible, not just hang around with your own group - branch out!
- It's important to remember that you only get out of camp what you put into it! If you have a positive attitude, work hard and are willing to accept coaching - you'll have a great time. If you are negative, inflexible and have an "I don't care" attitude - then you will get much less out of the camp. We are here to deliver a positive experience, so if you are not enthused, please come talk with me so I can help.

3. INTRODUCTION OF THE STAFF

- The staff is comprised of energetic and compassionate people who enjoy working with kids and are excited about helping you make your experience here a better one. They are very good teachers who understand the various aspects of teaching this sport and have been thoroughly trained. They are all excellent players and continually work to improve their own games. ALL OF YOU WILL BE ASSIGNED A COUNSELOR. If you have any problems or things you'd like to talk about, feel free to go to them, and me!
- Introduce each member of the staff by name. Have them share some info: hometown, college attended, teaching experience, fun facts!

4. SCHEDULE

- Go over the schedule for the week.

5. RULES

- Go over the CAMP RULES document included in this manual with the campers. (Read it and tell the campers where it's posted.)
- The rules are made up according to common sense and are designed for a group situation. We are not trying to scare you the first day of camp, but it's important for you to know exactly what we expect from you, so things will run smoothly.

6. SAFETY

- Go over all the necessary sport safety tips; things to be aware of on/around the field/court/course/pool: rolling balls, loose equipment, wildlife, etc.
- Injuries: Talk to us right away! Follow our directions to address injury.
- Pay attention to lost keys, personal items, sports equipment, etc.
- Bathrooms: Must ask to use the restroom, must check in with a coach before and after you go, must go with a buddy of the same gender.
- Review your camp's Fire Safety procedure.

7. HEALTH/MEDICAL SAFETY

- We must be aware of all health problems or potential problems such as allergies, bee stinging reactions, asthma, food allergies, etc.
- Please let us know if you are taking medication.
- If you do not feel well, please let a counselor know right away.
- Wear sunscreen and hat when outdoors to protect yourself from the sun
- Drink plenty of fluids and choose healthy choices for meals, including lots of fruit to replace fluid lost while sweating.
- We have a first aid kit and Band-Aids for cuts and blisters.
- Explain your camp's procedures for medical care and medical emergencies

8. Q&A

- Open it up to and parent/camper questions and provide answers.

9. CONCLUSION

- End on positive, energetic note. Again, we're so excited to have you all here and we can't wait to get this week started!

GRADUATION & CHECK-OUT

Be sure to send your campers home on a high note, reminding them of what they learned and all the fun they had during the week. Encourage them to return to camp again next year! Please refer to our suggested outline below on how to organize your camp graduation ceremony.

GRADUATION OVERVIEW

- The graduation ceremony should last about 30 to 45 minutes.
- All staff must wear their uniforms.
- Encourage parents to attend graduation.
- Have a table with all of the prizes, awards, giveaways, certificates, etc.
- Display your banners prominently

GRADUATION SPEECH – EXAMPLE

- Introduce yourself and staff.
- Thank staff and campers for doing a great job.
- Thank facility, people who helped, sponsors, etc.
- Discuss what happened during the past week – funny moments, camp highlights, sport-related achievements.
- Announce and hand out awards/prizes.
- Have each counselor call their team out. Hand out evaluations and camp certificates.
- Thank parents/family for supporting their camper's passion for your sport.
- Encourage campers to continue practicing and playing.
- Review check out process for day campers and overnight campers (dorms).
- Goodbye! Encourage campers to return to camp next year!

CHECK-OUT OVERVIEW

- Check out should take place immediately after the graduation ends.
- Camp Administrator should be in charge of noting when each child checks out.
- Day campers should check out directly from the graduation site.
- Overnight campers and their parents should be escorted by staff back to the dorms to check out and return their room keys and meals cards.
- Camp Administrator should make note of when each overnight camper returns their room key and meal card, and notify parents of charges in the case of lost keys or cards.
- Director or Camp Administrator should turn in all keys & meal cards to facility immediately.

IMPORTANT DOCUMENTS FOR SUMMER

Before camp starts, please read, save and make copies of the documents/forms included in the following pages. These documents/forms are very important!

Your US Sports Camps manager or an assigned camp liaison will be your primary contact during the summer regarding **last minute registrations, travel/transportation issues, accounting sheets, injury reports** and other odds and ends. Your camp liaison will be in touch with you as your camp sessions approach to discuss any last minute changes or updates.

1. Transportation, Third Party Vendors & Bunk Beds Policies (1 page)

Review USSC policies and make sure your plans for camp are in accordance.

2. Environmental Injury Care (Heat Index & Protocol) (3 pages)

For camps taking place outdoors, familiarize yourself with the Environmental Injury Care information and keep on hand for reference during camp.

3. Camp Rules (2 pages; 1 for Resident Camps & 1 for Day Camps)

The Camp Rules document lists a basic set of rules for each camper that should be handed out at check-in/orientation. As always, please remember to stress safety during your orientation and throughout the camp!

4. Camper Health & Release Forms (2 pages)

Every camper must arrive at camp with a signed Health & Release Form. If a camper shows up without a form, have copies available for parents to fill out and sign before they leave. For those camps that have additional (site/state specific) health/release forms, please have copies of these on hand as well. **No camper is allowed into camp without these signed documents!**

Directors/staff are responsible for keeping Health & Release Forms with the campers at all times, which includes the athletic venues, dorms, evening activities, etc.

We are required by our insurance company to have all Health & Release Forms on file at US Sports Camps upon completion of camp. Please mail us ALL of your Health & Release Forms immediately after your last session of the summer. You can send them to US Sports at the address listed below.

5. Camp Rules & Regulations Sign Off Form (1 page)

Every camper must arrive at camp with a signed Camp Rules & Regulations Form. If a camper shows up without a form, have copies available for parents to fill out and sign before they leave.

6. Weekly Accounting Sheet (1 page)

The Accounting Sheet needs to be completed and returned to your US Sports liaison immediately after each camp session. We need to make sure our rosters match yours. If there are any midweek changes, such as campers leaving early, or campers who arrive with a check and are not previously registered, we need to know about it. All **checks collected at registrations** (there shouldn't be many) should be made out to "US Sports Camps" and sent your liaison with the accounting sheets after each session.

7. Injury Report Form (1 page)

In the case of any camper or staff injury, no matter how small, you need to fill out an Injury Report Form. (Any injury to be reported is defined as "an injury requiring assistance from a staff member, physician or hospital staff.") Please notify your camp liaison ASAP about the injury and send a copy of the completed Injury Report Form and a copy of the camper's health/release form within 48 hours by email or fax. **This procedure is extremely important for the wellbeing of campers and US Sports legal protection.** Please be sure to train your camp staff on safety and injury protocols.

8. Permission to Leave Form (1 page)

If you plan on taking campers off the immediate camp facility grounds, you should create a Permission to Leave Form specific to your camp. We can send this out to campers with their Registration Packets and ask them to bring a signed copy with them to camp or you can simply provide copies of these on hand at check-in for parents to sign.

US Sports Camps Mailing Address:

US Sports Camps
Attn: {Insert Your Camp Sport and Liaison's Name}
1010 B Street, Suite #450
San Rafael, CA 94901

US Sports Camps Fax #:

(415) 479-6061

Please note your camp's Sport at the top of your first page.

As always, please let us know if you should have any questions or need anything in preparation of your camp. We are happy to help and are looking forward to a great summer!

TRANSPORTATION POLICY

The following four points must be followed without exception:

1. Under no circumstances (unless life or death situation) are campers to be transported in staff members or directors personal vehicles.
2. When transporting campers to off-site camp activities, commercial transportation companies must be used.
3. For on campus transportation, campers may be transported in “mini-buses” by those properly licensed by the Department of Motor Vehicles. Under no circumstances are these vehicles be driven off campus with campers on board.
4. 15 passenger vans are strictly prohibited.

The wording below is included in our registration packets and communicated via US Sports customer service reps.

For campers arriving and departing through an airport, you will need to arrange your own ground transportation. If your camper is arriving by air and is an unaccompanied minor or would like to be met by a staff member, please provided us with your flight information at least two weeks prior to camp. (In most cases we also provided ground transportation recommendations).

CAMP ACTIVITIES WITH THIRD PARTY VENDORS

If your camp partakes in any activities using a third party vendor, please abide by the following:

Camp Directors and Staff need to be in a supervisory role over the conduct of the campers and not leading the activities. For example, if the campers are doing a zip line, the zip line company’s staff needs to organize and run the activity. You and your camp staff should only supervise the conduct of the campers. Same goes for amusement parks, water parks, fun centers, etc.

BUNK BED REGULATIONS

If your summer conference office has planned for campers to sleep in bunk beds, please communicate in order the following:

1. Dormitory change with normal height beds
2. Upper bunks lowered to a normal bed height
3. Bunk bed guards. Inexpensive solution. Can be fastened directly to the mattress. (last resort)
If anyone reaches #2 or #3, please let your sport manager know. We can apply pressure if needed.

If you think your camp may be out of compliance with any of the above policies, please contact your US Sports Camps manager right away! Thank you in advance for strictly following the policy’s listed above.

Environmental Injury Care

PREVENTION:

Prevention of exertional heat illness in a camp environment stems from monitoring environmental conditions. WBGT is considered the gold standard for environmental readings and should be used whenever possible. If WBGT is not feasible, heat index should be calculated to estimate WBGT based off the chart below.

Wet Bulb Globe Temperature (WBGT) from Temperature and Relative Humidity																																
		Temperature (°C)																														
Relative Humidity (%)	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	
	0	15	16	16	17	18	18	19	19	20	20	21	22	22	23	23	24	24	25	25	26	27	27	28	28	29	29	30	31	31	32	32
	5	16	16	17	18	18	19	19	20	21	21	22	22	23	24	24	25	26	26	27	27	28	29	29	30	31	31	32	33	33	34	35
	10	16	17	17	18	19	19	20	21	21	22	23	23	24	25	25	26	27	27	28	29	30	30	31	32	32	33	34	35	36	36	37
	15	17	17	18	19	19	20	21	21	22	23	23	24	25	26	26	27	28	29	29	30	31	32	33	33	34	35	36	37	38	39	
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	25	18	18	19	20	20	21	22	23	24	24	25	26	27	28	28	29	30	31	32	33	34	35	36	37	38	39					
	30	18	19	20	20	21	22	23	23	24	25	26	27	28	29	29	30	31	32	33	34	35	36	37	39							
	35	18	19	20	21	22	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39								
	40	19	20	21	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39									
	45	19	20	21	22	23	24	25	26	27	27	28	29	30	32	33	34	35	36	37	38											
50	20	21	22	23	23	24	25	26	27	28	29	30	31	33	34	35	36	37	39													
55	20	21	22	23	24	25	26	27	28	29	30	31	32	34	35	36	37	38														
60	21	22	23	24	25	26	27	28	29	30	31	32	33	35	36	37	38															
65	21	22	23	24	25	26	27	28	29	31	32	33	34	36	37	38																
70	22	23	24	25	26	27	28	29	30	31	33	34	35	36	38	39																
75	22	23	24	25	26	27	29	30	31	32	33	35	36	37	39																	
80	23	24	25	26	27	28	29	30	32	33	34	36	37	38																		
85	23	24	25	26	28	29	30	31	32	34	35	37	38	39																		
90	24	25	26	27	28	29	31	32	33	35	36	37	39																			
95	24	25	26	27	29	30	31	33	34	35	37	38																				
100	24	26	27	28	29	31	32	33	35	36	38	39																				

Note: This table is compiled from an approximate formula which only depends on temperature and humidity. The formula is valid for full sunshine and a light wind

Celsius to Fahrenheit Conversion Table:

Celsius	20	23	26	29	32	35	38	41	44	47	50
Fahrenheit	68.0	73.4	78.8	84.2	89.6	95.0	100.4	105.8	111.2	116.6	122.0

Based off the WBGT readings, work to rest ratios can be identified. During camp situations, we will be over conservative when it comes to work to rest ratios for all campers. Although camp can be identified a lower exertional activity than regular season practices, it is important to remember that camp athletes typically present to camp are NOT heat acclimatized nor conditioned for any type of activity and that gradual increases in heat and conditioning should be considered.

The below chart estimates work/rest ratios based off the US Military. Rest breaks will require the students to find shade and sit down and drink water.

WBGT READING	ACTIVITY GUIDELINES & REST BREAK GUIDELINES
Under 82.0	Normal activities--Provide at least three separate rest breaks each hour of minimum duration of 3 minutes each during workout
82.0 - 86.9	Use discretion for intense or prolonged exercise; watch at-risk players carefully; Provide at least three separate rest breaks each hour of a minimum of four minutes duration each
87.0 - 89.9	Maximum practice time is two hours. For Football: players restricted to helmet, shoulder pads, and shorts during practice. All protective equipment must be removed for conditioning activities. For all sports: Provide at least four separate rest breaks each hour of a minimum of four minutes each
90.0 - 92.0	Maximum length of practice is one hour, no protective equipment may be worn during practice and there may be no conditioning activities. There must be 20-minutes of rest breaks provided during the hour of practice
Over 92.1	No outdoor workouts; Cancel exercise; delay practices until a cooler WBGT reading occurs

Work/Rest and Water Consumption Table

Applies to average sized, heat-acclimated soldier wearing BDU, hot weather. (See TB MED 507 for further guidance.)

Easy Work	Moderate Work	Hard Work
<ul style="list-style-type: none"> • Weapon Maintenance • Walking Hard Surface at 2.5 mph, < 30 lb Load • Marksmanship Training • Drill and Ceremony • Manual of Arms 	<ul style="list-style-type: none"> • Walking Loose Sand at 2.5 mph, No Load • Walking Hard Surface at 3.5 mph, < 40 lb Load • Callisthenics • Patrolling • Individual Movement Techniques, i.e., Low Crawl or High Crawl • Defensive Position Construction 	<ul style="list-style-type: none"> • Walking Hard Surface at 3.5 mph, ≥ 40 lb Load • Walking Loose Sand at 2.5 mph with Load • Field Assaults

- The work/rest times and fluid replacement volumes will sustain performance and hydration for at least 4 hrs of work in the specified heat category. Fluid needs can vary based on individual differences ($\pm \frac{1}{4}$ qt/hr) and exposure to full sun or full shade ($\pm \frac{1}{4}$ qt/hr).

- **NL** = no limit to work time per hr.

- **Rest** = minimal physical activity (sitting or standing) accomplished in shade if possible.

- **CAUTION: Hourly fluid intake should not exceed 1½ qts.**

Daily fluid intake should not exceed 12 qts.

- If wearing body armor, add 5°F to WBGT index in humid climates.

- If doing Easy Work and wearing NBC (MOPP 4) clothing, add 10°F to WBGT index.

- If doing Moderate or Hard Work and wearing NBC (MOPP 4) clothing, add 20°F to WBGT index.

Heat Category	WBGT Index, F°	Easy Work		Moderate Work		Hard Work	
		Work/Rest (min)	Water Intake (qt/hr)	Work/Rest (min)	Water Intake (qt/hr)	Work/Rest (min)	Water Intake (qt/hr)
1	78° - 81.9°	NL	$\frac{1}{4}$	NL	$\frac{1}{4}$	40/20 min	$\frac{1}{4}$
2 (GREEN)	82° - 84.9°	NL	$\frac{1}{4}$	50/10 min	$\frac{1}{4}$	30/30 min	1
3 (YELLOW)	85° - 87.9°	NL	$\frac{1}{4}$	40/20 min	$\frac{1}{4}$	30/30 min	1
4 (RED)	88° - 89.9°	NL	$\frac{1}{4}$	30/30 min	$\frac{1}{4}$	20/40 min	1
5 (BLACK)	> 90°	50/10 min	1	20/40 min	1	10/50 min	1

For additional copies, contact: U.S. Army Center for Health Promotion and Preventive Medicine Health Information Operations Division at (800) 222-9698 or CHPPM - Health Information Operations@apc.amedd.army.mil. For electronic versions, see <http://chppm-www.apgea.army.mil/heat>. Local reproduction is authorized June 2004



CP-633-0404

HYDRATION:

Hydration stations will be posted throughout the camp facilities and will be refilled as much as possible by the athletic training staff or other delegates. Athletes will be encouraged to drink whenever possible and be provided plenty of rest breaks. Hydration markers such as weight, urine color and thirst will be emphasized.

HEAT ILLNESS:

	Heat Cramps	Heat Exhaustion	Heat Stroke
Signs & Symptoms	<ul style="list-style-type: none"> ▪ Fatigue ▪ Dehydration ▪ Muscle cramps/pain ▪ Hot and wet or dry skin ▪ Core body temp <40C 	<ul style="list-style-type: none"> ▪ Fatigue ▪ Dehydration ▪ Hot and wet or dry skin ▪ Cool, clammy skin ▪ Pale skin ▪ Dizziness ▪ Headache ▪ Light-headedness ▪ Staggering ▪ Syncope ▪ Core body temp <40C ▪ Chills ▪ Hyperventilation ▪ Vomiting 	<ul style="list-style-type: none"> ▪ Fatigue ▪ Dehydration ▪ Hot and wet or dry skin ▪ Dizziness ▪ Drowsiness ▪ Headache ▪ Staggering ▪ Syncope ▪ Personality changes** ▪ Core body temp >40C ▪ Diarrhea ▪ Hypotension ▪ Nausea/vomiting ▪ Seizures ▪ CNS dysfunction* ▪ Tachycardia (100-120 bpm)
Care	<ol style="list-style-type: none"> 1) Remove from contest 2) Administer fluids (if necessary) 3) Stretch involved muscle 4) Rest if necessary 	<ol style="list-style-type: none"> 1) Remove athlete to cool area 2) Remove clothing and equipment 3) Lower body temperature by ice bags/ice towels on neck, arm pit, groin and other parts of body. 4) Give fluids to athlete, if necessary 5) If not a rapid improvement, activate EAP and call EMS 	<ol style="list-style-type: none"> 1) Call 911 immediately - THIS IS A TRUE MEDICAL EMERGENCY 2) Remove the athlete from the environment. Move to shaded or indoor cooled area and obtain core temperature (rectal – if feasible). <ol style="list-style-type: none"> a) If rectal temp is not available, do not use other types of body temperature measurements. Rely on other signs/symptoms to diagnose. 3) Cold water immersion is the gold standard for treating an athlete with exertional heat stroke. <ol style="list-style-type: none"> a) “Cool first, transport second” b) Cold tub is located within ATR in the whirlpool. Cool tub is to be filled half way at all times and medical staff will add ice when an individual needs to be cooled c) When CWI is not available, begin cooling immediately with the use of ice towels, water, and ice to cool athlete. <ol style="list-style-type: none"> i. If cooling supplies are not available or not working to improve patient symptoms, “load and go” as soon as possible should be implemented.

*CNS dysfunction includes but is not limited to altered levels of consciousness, coma, confusion, disorientation, collapse, etc.

**Personality changes include but are not limited to hysteria, irrational behaviors, combativeness, aggressiveness, irritability, apathy, decreased mental acuity, etc.

CAMP RULES – RESIDENT CAMPS

- 1. Be polite and respectful to everybody. Treat others as you wish to be treated.**
- 2. Responsible, non-disruptive behavior is expected at all times.**
- 3. Remember “Safety First” in all activities.**
- 4. Be on Time... be five minutes early.**
- 5. Listen to the counselors at all times.**
- 6. Wake up and lights out exactly when your counselor says... no exceptions.**
- 7. Straighten up room every morning, keep common areas and bathrooms clean.**
- 8. Report anything broken in rooms.**
- 9. Never leave the group without permission from the director or counselor.**
- 10. Stay within campus boundaries ... no unauthorized departures from camp.**
- 11. Wait for a counselor to walk to/from sport facility (fields/courts/course/pool, etc.), dorms or dining facilities, NEVER walk alone.**
- 12. Campers may not drive their cars while at camp. Car keys must be turned in at registration.**
- 13. Don't leave your valuables unattended, and always lock your dormitory room door.**
- 14. Cell phone use is prohibited during camp activities. We encourage you to leave them in the dorms... “unplug” and enjoy the camp experience!**
- 15. Campers are not permitted to interact with camp staff through social media, email, text or phone during or after camp.**
- 16. Camper consumption of drugs, alcohol and smoking are strictly forbidden and constitute, along with general misconduct, grounds for dismissal from camp without refund.**
- 17. Campers are not allowed in the dorm rooms of the opposite sex at any time. Breaking this rule is grounds for immediate dismissal from camp without refund.**
- 18. Campers may not leave the dormitory after lights out. Breaking this rule is grounds for immediate dismissal from camp without refund.**
- 19. Have fun!**

CAMP RULES – DAY CAMPS

- 1. Be polite and respectful to everybody. Treat others as you wish to be treated.**
- 2. Responsible, non-disruptive behavior is expected at all times.**
- 3. Remember “Safety First” in all activities.**
- 4. Be on Time... be five minutes early.**
- 5. Listen to the counselors at all times.**
- 6. Never leave the group without permission from the director or counselor.**
- 7. Stay within campus boundaries ... no unauthorized departures from camp.**
- 8. Wait for a counselor to walk to/from sport facility (fields/courts/course/pool, etc.), or dining facilities, NEVER walk alone.**
- 9. Campers may not drive their cars during daily camp hours.**
- 10. Don't leave your valuables unattended.**
- 11. Cell phone use is prohibited during camp activities. We encourage you to “unplug” and enjoy the camp experience!**
- 12. Campers are not permitted to interact with camp staff through social media, email, text or phone during or after camp.**
- 13. Camper consumption of drugs, alcohol and smoking are strictly forbidden and constitute, along with general misconduct, grounds for immediate dismissal from camp without refund.**
- 14. Have fun!**

US SPORTS CAMPS - HEALTH & RELEASE FORM

BRING THIS FORM WITH YOU TO CAMP

(You will not be admitted to camp without this form, completed and signed on both pages.)

CAMPER'S NAME _____

SPORT _____ **CAMP LOCATION** _____ **CAMP DATES** _____

Gender: _____ **Birthday:** _____ **Age:** _____ **Weight:** _____ **Height:** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Home Phone (_____) _____ **Work Phone** (_____) _____ **Cell Phone** (_____) _____

E-Mail _____

My Phone Number while named camper is at camp (if different from above) (_____) _____

Person to contact in the event I cannot be reached _____

Phone number of emergency contact person (_____) _____

HEALTH & GENERAL HISTORY

If the camper should be restricted from any activity please note: _____

If the camper will be taking medication during camp, please indicate name of drug and dosage: _____

Please identify any medical condition or medical history that would require special attention: _____

I hereby certify that the named camper is in good health and fully able to participate in all activities of the Sports Camp and that I know of no restrictions, physical impairments, or any other facts, which in any manner limit his/her participation in such a program:

Signed: _____ **Date:** _____

Please circle those illnesses or conditions that the camper has had:

German Measles Measles Mumps Asthma Chicken Pox Pneumonia Diabetes High Blood Pressure

IMMUNIZATIONS		ALLERGIES		DRUG REACTIONS	
TYPE	DATE	TYPE	YES/NO	TYPE	YES/NO
Tetanus Toxoid		Hay Fever		Sulpha	
Polio Vaccine		Asthma		Penicillin	
Measles		Eczema		Antibiotics (Type)	
Rubella		Insect Stings		Aspirin	
Mumps		Nuts		Other	
		Other		Other	

Physician's Name: _____ **Telephone** (_____) _____

HEALTH INSURANCE INFORMATION

Carrier Name: _____ **Policy Number:** _____

Policy Holder Name: _____ **Policy Holder Date of Birth:** _____

I, the parent (guardian) of _____, **give permission for the named camper to receive emergency medical or surgical treatment and hospitalization if necessary. I understand that good faith attempt will be made to contact me, or the emergency contact named above, before taking this action. I will be financially responsible for any medical attention needed during camp or resulting from an injury received at camp. My medical insurance shall be the sole insurance coverage for any medical treatment. I further agree that my child can receive over the counter remedies. (Tylenol, Sudafed, etc.)**

☐ **Please initial this box if you DO NOT want your child to receive over the counter medications.**

I HAVE READ THE REGISTRATION PACKET AND FULLY UNDERSTAND OUR OBLIGATIONS STATED THEREIN AND ALSO THE RIGHTS OF US SPORTS CAMPS, INC., AND HERBY AGREE TO ACT IN ACCORDANCE. For good and adequate consideration, which I acknowledge I have received, I hereby grant, release, and quit claim to USSC royalty free the right and authority to use, reproduce, and distribute, quoted material, my child's photograph, likeness, recorded voice or videotaped filmed appearances (the "Materials") for promotional and advertising purposes as USSC in its sole discretion will deem appropriate. I also grant US Sports Camps, Inc. permission to give Nike, Inc. camper's name, address, date of birth, gender, phone, electronic mail address and sports interests for direct marketing purposes.

The undersigned further expressly agrees that the attached waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by law and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Signed _____ **Date:** _____

RELEASE OF LIABILITY – READ BEFORE SIGNING

In consideration of my minor child/ward _____ (“my child”) being allowed to participate in this sport camp program, its related events and activities, I, the undersigned, acknowledge, appreciate, and agree that:

1. The risk of serious injury from the sports activities involved in this program is always present due to the nature of the sport (s); and there are also risk of injury from such outside camper activities to which you may consent, and
2. FOR MYSELF, SPOUSE, AND CHILD, I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my child’s participation; and
3. I willingly agree to comply with the program’s stated and customary terms and conditions for my child’s participation. If, however, I observe any unusual significant concern in my child’s readiness for participation and/or in the program itself, I will remove my child from participation and bring such to the attention of the nearest official immediately; and
4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE, INDEMNIFY, AND HOLD HARMLESS THE CAMP, THE ENTITY OPERATING THE CAMP, US SPORTS CAMPS, INC., (USSC), NIKE, INC., AND THEIR OFFICERS, DIRECTORS, OFFICIALS, AGENTS, OWNERS AND/OR EMPLOYEES, AND ALL SUBSIDIARIES, OTHER PARTICIPANTS, SPONSORING AGENCIES, SPONSORS, ADVERTISERS, AND, IF APPLICABLE, OWNERS AND LESSORS OF PREMISES USED FOR ACTIVITY (“Releasees”), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, OR LOSS OR DAMAGE TO PERSON OR PROPERTY, regarding my child and/or arising from his/her activities, WHETHER ARISING FROM NEGLIGENCE OF THE RELEASEES OR OTHERWISE, except for willful misconduct, or otherwise to the fullest extent of the law.

I HAVE READ THIS HEALTH FORM AND RELATED CERTIFICATIONS, THE RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND THEIR TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Dated: _____ Parent or Guardian: _____

Agreement to Arbitrate Disputes

IN THE EVENT OF ANY DISPUTE PERTAINING TO ANY PROVISION OF THIS AGREEMENT, OR PERTAINING TO THE SERVICES RENDERED PURSUANT TO THIS AGREEMENT, OR IN ANY WAY RELATED TO ATTENDANCE AT THIS CAMP, INCLUDING ANY CLAIM FOR PERSONAL INJURY OR OTHER LOSS, INCLUDING ANY CLAIM AGAINST USSC, NIKE, INC., THE ENTITY OPERATING THE CAMP AND THEIR DIRECTORS, OFFICERS, OFFICIALS, AGENTS OR EMPLOYEES AND ALL SUBSIDIARIES, OWNERS, PARTNERS, JOINT VENTURERS, OFFICIALS, EMPLOYEES, OR AGENTS OF THE CAMP OR OF ANY FOREGOING ENTITY, EACH PARTY HERETO AGREES TO SUBMIT TO BINDING ARBITRATION TO RESOLVE SUCH DISPUTES, BY CLAIM FILED, BEFORE JAMS IN SAN FRANCISCO, CALIFORNIA, TO BE ARBITRATED HERE OR SUCH OTHER VENUE AS DEEMED APPROPRIATE BY THE JAMS ARBITRATOR, SUCH ARBITRATION TO PROCEED UNDER THE JAMS RULES. In the event either party to this agreement incurs any expense as a result of the other party’s failure to comply with any provision of this agreement, the non-complying party shall be liable for reimbursement of any and all such expenses or attorney fees directly or indirectly related to failure to comply. In the event any legal action or proceeding occurs which is in any manner related to or pertaining to this agreement, attempting to challenge in a non-arbitral forum such as a court of law the validity or application of this agreement, the party who substantially prevails in that court or non-arbitral proceeding shall be entitled to receive reasonable costs of such action or proceeding including attorney’s fees. In the arbitration itself, each party shall bear its own attorneys’ fees. The following disclosures are intended to help you thoroughly understand the significance of agreeing to arbitrate any controversy, or claim, or issue in any controversy or claim which may arise between the undersigned client and the attorney:

- A) ARBITRATION SHALL BE FINAL AND BINDING ON THE PARTIES. B) THE PARTIES HERETO ARE WAIVING THEIR RIGHT TO SEEK REMEDIES IN COURT, INCLUDING THE RIGHT TO JURY TRIAL. C) PRE-ARBITRATION DISCOVERY IS GENERALLY MORE LIMITED THAN AND DIFFERENT FROM COURT PROCEEDINGS. D) THE ARBITRATOR’S (S) AWARD IS NOT REQUIRED TO INCLUDE FACTUAL FINDINGS OR LEGAL REASONING AND ANY PARTY’S RIGHT TO APPEAL OR TO SEEK MODIFICATION OF RULINGS BY THE ARBITRATOR (S) IS STRICTLY LIMITED. E) THE ARBITRATOR OR PANEL OF ARBITRATORS WILL TYPICALLY INCLUDE AN ATTORNEY OR JUDGE, ACTIVE OR RETIRED.

BY SIGNING BELOW, YOU ARE SIGNIFYING UNDERSTANDING AND ACCEPTANCE OF THE PROVISIONS OF THIS AGREEMENT.

I hereby certify that the above-mentioned participant is in good health and fully able to participate in all activities of the Camp. By signing below, I am stating that I am also aware of and accept the risk inherent in the program activity. By signing below, I agree as well to hold harmless and indemnify US Sports Camps, Inc., NIKE, Inc., their officers, directors, owners, officials, agents and employees, and all subsidiaries from any and all liability, loss, damages, costs, refunds or expenses which are sustained, incurred or required out of the actions of my dependent in the course of the camp.

Dated: _____ Parent or Guardian: _____



CAMP RULES AND REGULATIONS

BRING THIS FORM TO CAMP CHECK-IN. YOU WILL NOT BE ADMITTED TO CAMP WITHOUT THIS FORM. COMPLETED AND SIGNED BY BOTH CAMPER & PARENT/GUARDIAN.

We are looking forward to seeing you at camp! We know that you are attending a US Sports Camp to learn more about the sport you love. Please know that the safety of our campers is our #1 priority. So that there will be no misunderstandings and because **offenses will result in immediate dismissal without refund**, the following rules apply:

1. Campers are to remain on camp premises at all times and permission to leave must be obtained from the Director **ONLY**, provided you are properly signed out by a parent or guardian.
2. Campers are not permitted to leave the dorm after lights out. Once you are assigned a room, you are not allowed to change it without formal permission from the Director.
3. It is expected that campers will live together with mutual respect for one another and their property. It is forbidden to enter another student's room during his/her absence. Boys are not allowed in girls' rooms and girls are not allowed in boys' rooms. **Curfew, visitation, and quiet hours are strictly enforced.**
4. Abusive language, criticism, teasing, bullying, harassment or sarcasm is not tolerated. Campers will act in a courteous & respectful manner towards other campers, coaches, trainers, students, working personnel, and all other persons they may encounter on the host property.
5. Trespassing by campers into parts of the school buildings not specifically used by the Camp is forbidden. This includes, but is not limited to, kitchens, cellars, elevators, offices and all locked and unlocked rooms or closets.
6. Campers will not vandalize, deface, damage, or in any way misuse any host school property, camp property, or the property of other campers. Campers/Parents/Guardians will be charged for the cost of any repairs to dorm or other camp or campus property.
7. Flammables, explosives and firearms are not permitted at camp and tampering with electrical wiring, lighting, fire equipment or alarms is forbidden.
8. Possession or the use of tobacco, alcoholic beverages or drugs while at camp is forbidden. Camper bags may be inspected upon check in or at any time during camp to ensure no drugs, alcohol, or other improper substances are brought to camp.
9. Campers are not permitted to interact with Camp Director and/or staff through social media, email, text or phone before, during or after camp.
10. Full participation in the program is mandatory. Non-participation for ANY reason, including illness or injury, does NOT qualify for a tuition refund.
11. The Camp **IS NOT** responsible for lost or stolen articles or money. Please leave valuables at home.
12. Cell phone usage is prohibited during camp activities. Cell phones must be kept in the dorm room and can only be used there (not in the gym, court, cafeteria, etc.). Though allowed, cell phones are not required. Should the need arise, the Camp Director and/or staff will have a phone available for camper's use or to directly contact the camper's parent/guardian.

In the event of a violation of Camp Policy, Parents/Guardians will be immediately notified and required to pick up and/or arrange for transportation home for the camper(s) involved.

I/WE AGREE TO AND ACKNOWLEDGE THE ABOVE CAMP RULES AND REGULATIONS:

CAMPER NAME (PRINT)

CAMPER SIGNATURE

DATE

PARENT/GUARDIAN (PRINT)

PARENT/GUARDIAN SIGNATURE

DATE

Daily Camp Accounting Sheet

To be filled out daily and submitted to US Sport Camps at the completion of each week of camp.

Sport: _____

Camp Location: _____

Camp Session Dates: _____

**Please take a daily attendance and fill in the table below with # of kids at camp each day.
If campers did not attend certain days, please explain their absence in the indicated space below.**

<u># OF CAMPER:</u>	SUN	MON	TUE	WED	THU	FRI	SAT
Overnight Campers							
Extended Day Campers							
Day Campers							
Half Day Campers							
Total							

Director Signature: _____ Date: _____

1. No-Show(s): *(List any campers on your roster who did not come to camp at all)*

2. Partial Week Campers: *(List which kids missed which days and why)*

Camper Name:

Reason Missed:

Missed Sunday:

Missed Monday:

Missed Tuesday:

Missed Wednesday:

Missed Thursday:

Missed Friday:

Missed Saturday:

INJURY REPORT FORM

Report to be completed immediately following injury. A copy of the completed Injury Report Form and Camper Health forms must be emailed or faxed to US Sports Camps within 48 hours following injury. Please use back of form if additional space is needed. (Fax #: 415-479-6061)

SPORT _____ CAMP/NAME LOCATION _____

CAMPER'S NAME _____

DATE OF INJURY ____ / ____ / ____ TIME OF DAY _____

WHERE DID THE ACCIDENT OCCUR?

WHAT WAS CAMPER DOING WHEN INJURED?

DESCRIBE IN DETAIL HOW THE ACCIDENT OCCURRED:

OBJECT THAT DIRECTLY INJURED CAMPER?

NATURE OF INJURY AND PART OF BODY AFFECTED?

WHAT STEPS WERE TAKEN BY THE CAMP STAFF FOLLOWING THE INJURY?

NAME, PHONE # AND ADDRESS OF PHYSICIAN:

(IF HOSPITALIZED) NAME AND ADDRESS OF HOSPITAL:

SIGNED _____ DATE _____
(DIRECTOR)

PERMISSION TO LEAVE FORM

The undersigned hereby authorizes and permits US Sports (USSC) to conduct the following activities and other similar activities with the minor child named below. Signature of parent is required.

Camp Directors: List the off-campus activities next to the boxes below.

Parents: Check the boxes next to the activities you permit.

☐ i.e. "Disneyland" (example only) ☐

☐ ☐

☐ ☐

CAMP NAME/LOCATION: _____ **SESSION DATE(s):** _____

NAME OF PARTICIPANT _____
(Last) (First)

ADDRESS _____

HOME PHONE _____ **EMERGENCY PHONE** _____

1. The risk of serious injury from these activities and other similar activities is always present due to the nature of the activity; and

2. FOR MYSELF, SPOUSE, AND CHILD, I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my child's participation; and

3. I willingly agree to comply with the program's stated and customary terms and conditions for my child's participation. If, however, I observe any unusual significant concern in my child's readiness for participation and/or in the activity itself, I will remove my child from participation and bring such to the attention of the nearest official immediately; and

4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE, INDEMNIFY, AND HOLD HARMLESS THE CAMP, US SPORTS CAMPS, INC., AND NIKE, INC., AND THEIR DIRECTORS, OFFICERS, OFFICIALS, AGENTS AND/OR EMPLOYEES AND ALL SUBSIDIARIES, OTHER PARTICIPANTS, SPONSORING AGENCIES, SPONSORS, ADVERTISERS, AND, IF APPLICABLE, OWNERS AND LEASERS OF PREMISES USED FOR ACTIVITY ("RELEASES"), WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, OR LOSS OR DAMAGE TO PERSON OR PROPERTY, REGARDING MY CHILD AND/OR ARISING FROM HIS/HER ACTIVITIES, WHETHER ARISING FROM NEGLIGENCE OF THE RELEASEES OR OTHERWISE, EXCEPT FOR SOLE NEGLIGENCE OR WILLFUL MISCONDUCT, OR OTHERWISE TO THE FULLEST EXTENT OF THE LAW.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND THEIR TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Parent/Guardian Name (printed) _____ **Relation to Participant** _____

Signature of Parent/Guardian _____ **Date** _____

THANK YOU!

Thank you for taking the time to read through your Director Manual. If you have any questions, please don't hesitate to contact your US Sports Camps manager.

We're looking forward to another great summer of #SeriousFun!

Best,

US Sports Camps

US Sports Camps General Contact Information

Phone: 1-800-645-3226

Fax: 415-479-6061

Email: Volleyball@USSportsCamps.com

Mailing Address: 1010 B Street, Suite #450
San Rafael, CA 94901

Website: USSportsCamps.com

