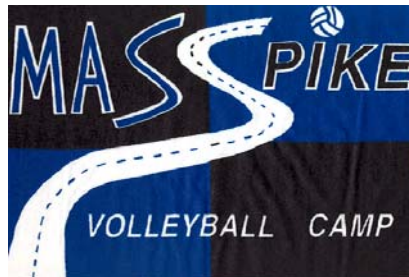


July 20-24, 2009  
July 20-24, 2009  
Aug 3-7, 2009  
Aug 17-21, 2009

**Masspike Volleyball Health Care Policy and Procedures**

**Compliance Manual for Recreational camps for children 105**  
**CMR 430.000**



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## **Masspike Volleyball Camp Health Care and Emergency Policies**

**Health Care Consultant:** Dr. David Salomon License Number 45937

**Health Care Supervisor:** Lori White, Chuck, Certified Athletic Trainers

**Emergency Telephone Numbers :**

Fire 911

Police 911

Rescue/ Ambulance 911

**Hospital utilized for emergencies:**\_\_ Waltham Deaconess for Brandeis Camp  
Lowell General for Chelmsford Camp

**Emergency Procedures:**

- I. Call 911
- II. Notify parents or guardian
- III. Staff member will accompany camper to hospital
- IV. All transportation will be provided by emergency personnel or by parent or guardian

**Emergency procedure if parents or Guardian cannot be contacted:**

- ◆ Names listed by parent or guardian on the participation waiver will be called

**Procedures for reporting serious injury, in-patient hospitalization. death of a camper or staff person to Department of Public Health:**

- I. Follow state regulations
- II. A report shall be completed, afforded by Massachusetts Department of Public Health for each fatality or serious injury that may occur on a camper or staff member that requires them to be sent home. to a hospital or to a physician's office
- III. All injuries requiring first aid shall be logged in Medical journal by trainer

**Plan for injury prevention and management:**

- ◆ Staff will inspect gym and surrounding area for removal and/or repair of hazards before campers drill. Custodians sweep every day after camp.

## **Health Care and Emergency Policies (cont)**

### **Procedures for utilizing first aid equipment:**

- ◆ Location of first aid kit will be in the sitting area overlooking the gym at Brandeis and in the Chelmsford gym. The health supervisor will administer and maintain both.
- ◆

### **Procedures for informing parents or guardian when first aid is administered to campers:**

1. Parents will be notified at the end of each camp day of any minor injuries
2. Parents will be notified immediately of any serious injury
3. If parents cannot be reached- persons listed on campers contact card will be notified
4. Continuous calls will be made to parents and/or contact persons if neither can be notified immediately

### **Plan for infection control and monitoring:**

1. The camp director shall be responsible for insuring that each case of any such communicable disease occurring in a camp is immediately reported to the local board of health.
2. Any infectious disease should be reported to camp director by parent or guardian
3. Campers will not be allowed back to camp without a doctor's note

### **Procedures for the clean--up of blood spills:**

- ◆ Solution of bleach and water used by staff members will be used to clean up blood. All staff members will be required to use gloves.

### **Plan for administering medication:**

No medication will be administered by ANY staff member. Players using inhalers or other medication **must provide a note, to the camp director or health supervisor, from their parent giving permission to take their medication on their own.**

### **Plan for the care mildly ill campers:**

1. All campers feeling mildly ill shall be required to sit out of activities in a supervised area.
2. If camper continues to have illness, parents will be notified

## **Health Care and Emergency Policies (cont)**

### **Procedures for identifying and protecting children with allergies and/or other medical emergency information:**

Each parent or guardian will be required to complete a health care form for each individual camper, which will have questions pertaining to allergies and other medical emergency information that the camp should be aware of. Information will be shared with all staff members

### **Exclusion policy for serious illness, contagious disease and reportable diseases to the Board of Health:**

1. Parents will be required to inform camp directors of serious illness and/or contagious diseases.
2. Health Care Consultant will be notified
3. Board of Health will be notified with a written letter will be sent describing the situation and its removal

### **Fire Alarm Procedures**

- ◆ There will be one practice fire alarm per camp per week
- ◆ Campers will leave the building by their designated exits (closest)
- ◆ Campers will follow the staff leader out of the building
- ◆ Staff will check lavatories
- ◆ The director will leave the gymnasium last
- ◆ All groups will meet at the flag poles at Brandeis or outside the back gym door near the loading dock, and the parking lot in Chelmsford
- ◆ Staff members MUST take attendance, report the names of any unaccounted students or ALL PRESENT, by walkie-talkie or cell phone

### **DISASTER PLAN**

1. If advised by authorities to evacuate an area, do so immediately.
2. The staff and campers will follow the disaster plans in place at Brandeis University or Chelmsford High school.

## **PLAYER ARRIVAL AND DEPARTURE**

**MISSING OR ARRIVING LATE FOR CAMP SESSION.** If your child will be late for or missing camp, parents are asked to call me at home **978-250-0640** the night before or early that morning. If it's later than 90 minutes before the camp session, call me on my Cell phone **978-430-0309 which I will have at camp.**

**PLAYER PICK UP AT END OF CAMP** Most of the players at camp are 14 years old or older so we have always released them from the court and let them find their own parents or designated ride home. We will continue that policy, but we will accommodate anyone who would like us to sign out the camper to a person(s) designated by the parents or guardian. If parents would like their child to be signed out by the parent or other specific people, they will indicate that on their application, or with a note

**LATE PICKUPS** The camp director will be around for about 15 minutes after each camp session is over. If parents plan on being more than 15 minutes late for pickup, one or more days, they can **SIGN PERMISSION SLIP ON THE APPLICATION** to give their child permission to wait unsupervised, in or just outside the gym. If they are more than 15 minutes late, and have not signed the permission form, there will be a \$1/minute charge for every 15 minute period that I or a staff person must wait with the camper.

Please note that the Brandeis gym officially closes at 8pm so during the weeks of July 31-Aug 4 and Aug 7-11, we end at gym closing time. Players cannot plan on waiting inside during that week.

**EARLY RELEASE** If parents know that they need to pick up your child early, they are asked to send in a note on that day and check in with a staff person before picking up the camper.

### **TRAFFIC CONTROL PLAN**

A. All campers will be dropped off at :

- ◆ The main gymnasium doors of the Gosman Athletic Center at Brandeis or  
Park in the lot and drop off or pick up the campers inside
- ◆ The main gymnasium doors at Chelmsford High for Chelmsford Camp or  
Park in the lot and drop off or pick up the campers inside

B. Main Door Locations:

- ◆ Traffic will come down South St. and take either a left or a right depending on the route taken. The main doors are just inside of the flag standards. Staff members will direct campers the first day into the appropriate gym area.
- ◆ At Chelmsford High, the main doors for the gym are in the back of the high school, bordering the parking lot for the tennis courts.

## **MISSING CAMPER PROCEDURE:**

- A. For children who fail to arrive in the morning (via parent drop-off):
  - double check attendance or notes received previously
  - call parent or guardian or other contact name provided on the camper's application
  
- B. For children missing after dropoff, but before the end of the day:
  - coaches should double check attendance and check with friends
  - check with other staff
  - report to supervisor or director .
  - Follow Lost Camper Plan
  
- C. For Unregistered children arriving at camp
  - Check with the child's parents if still on site.
    - Have parents sign the necessary paperwork for camper to register
  - If parents are not there, but and the child has the necessary paperwork
    - Call the parent and confirm their desire to register their child
  - If parents cannot be reached, inform the child that they cannot participate
  - Try to reach parent and inform them that their child is at camp

## **LOST CAMPER PLAN**

1. Report the missing camper to the director, including the following information
  - ◆ Campers name and age
  - ◆ Last place the camper was seen
  - ◆ What the camper was wearing
  - ◆ Other helpful information
2. Conduct a search of the lavatories, gymnasium, meeting and eating rooms
3. Notify campus police
4. Camp staff should search assigned areas to ensure the camp and surroundings areas are searched, including neighborhood areas of Brandies University.
5. Notify Emergency personnel (911) if a camper is not found immediately or if camper requires emergency medical intervention.
6. Contact parent or guardian.

## **PAPER WORK : PARTICIPATION WAIVERS, HEALTH RECORDS, CORI CHECKS, AND REFERENCES**

### **Health Record requirements:**

1. Each camper and staff member under the age of 18 shall have an updated health record that will include:
  - a. The camper's or staff member's name and home address
  - b. The name, address and telephone number of camper's or staff member's parent or guardian
  - c. A written authorization for emergency medical care signed by parent or guardian
  - d. The name, address and telephone number of camper's or staff member's family health care provider
  - e. Copies of injury reports
  - f. A certificate of immunization
  - g. Completed health care form
  - h. Physical examination report
  
2. Each staff member who has obtained the age of 18 or older shall have an updated health record that will include:
  - a. the staff member's name and address
  - b. the name, address telephone number of an individual to be contacted in the case of an emergency
  - c. the name , address telephone for the staff member's health care provider
  - d. copies of injury reports
  - e. certificate of immunization
  - f. completed health care form
  - g. physical examination report

### **Employment Policy For Staff Members**

1. No staff member hired without:
  - a. Camp Directors having personal knowledge of that individual or
  - b. A strong reference from a coach that the director knows or
  - c. 3 strong references from former employers or co-workers
  
2. A criminal record information (CORI) and sexual offender (SORI) report will be done, if at all possible, for all staff who may have contact with Campers and who:
  - a. Have lived or worked in Massachusetts at any time after his/her 17<sup>th</sup> birthday, including temporary stays
  - b. Have lived or worked in any state contiguous with Massachusetts at any time after his/her 17<sup>th</sup> birthday

## **STAFF BEHAVIOR**

Any staff member without a CORI and SORI check will not be allowed to have unsupervised contact with campers. Staff, in general, is discouraged from having unsupervised contact with campers, just as a precaution.

1. Each staff person, who may have unsupervised contact with campers shall have background free of conduct, which bears adversely upon his or her ability to provide for the safety and well being of the campers The operator shall determine, whether each staff person's conduct criminal or otherwise, shall disqualify that person from employment or presence at the camp. In making this determination the operator shall consider the following
  - a. engaging in, or having engaged in conduct which results in his/her child being adjudicated to be in need of care and protection
  - b. use of alcohol or drugs to an extent or in a manner that is determined by the operator to impair his/her ability to care for children properly
  - c. having engaged in conduct, in Massachusetts or elsewhere, which resulted in a criminal conviction, including a guilty plea. or engaging in, or having engaged in, any other conduct determined by the operator to impair the employee's ability to care for the campers
2. Counselors shall have attained sixteen (16) years of age
3. Junior counselors shall have attained fifteen( 15 ) years of age
4. All counselors and junior counselors shall be at least three years older than the campers whom they supervise
5. Camp shall have at least one supervisory staff person for every ten campers

## **MASSPIKE CORI POLICY**

Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment, volunteer work or licensing purposes, the following practices and procedures will generally be followed.

I. CORI checks will only be conducted as authorized by CHSB. All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.

II. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB.

III. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on CORI

checks will be made consistent with this policy and any applicable law or regulations.

IV. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.

V. If Masspike Volleyball is inclined to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the organization's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI record.

VI. Applicants challenging the accuracy of the policy shall be provided a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the applicant, (organization name) will make a determination based on a comparison of the CORI record and documents provided by the applicant. The (organization name) may contact CHSB and request a detailed search consistent with CHSB policy.

VII. If Masspike Volleyball reasonably believes the record belongs to the applicant and is accurate, based on the information as provided in section IV on this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

- (a) Relevance of the crime to the position sought;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the applicant has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof;
- (i) Any other relevant information, including information submitted by the candidate or requested by the hiring authority

VIII. Masspike Volleyball will notify the applicant of the decision and the basis of the decision in a timely manner.

## **DISCIPLINARY PLAN for Campers**

Appropriate disciplinary measure

1. Time outs- made to sit out of a game or activity for set time (i.e. 5 minutes)
2. Approaching parents or guardian if campers become a constant problem, parents will be spoken to and asked to speak to the camper to behave in an appropriate manner
3. Removal from camp- if all other appropriate forms of discipline fail, campers may be asked to be removed from camp

Prohibited punishment include:

- ◆ Corporal punishment, including spanking
- ◆ Crude or severe punishment, humiliation or verbal abuse
- ◆ Denial of food or shelter

**Typical conditioning related activities (a sprint, a set of jumps, 5 sprawls, etc.) will be used to create sense of urgency and purpose during drills. We do not consider this punishment and we do not do it for the purpose of humiliation.**

## **REPORTING ABUSE/ MEALS FROM HOME**

### **Procedure as Mandated Reporter of Abuse and Neglect**

Massachusetts law requires mandated reporters to immediately make an oral report to the Department of Social Service, and a written report within 48 hours when in their professional capacity, they have reasonable cause to believe that a child under age of 18 years is suffering serious physical or emotional injury as a result of abuse, including sexual abuse or from neglect, including malnutrition or who is determined to be physically dependent upon an addictive drug at birth.

Procedures should be as follows:

1. All staff shall immediately report any suspected child abuse or neglect, The report shall be made either to the Massachusetts Department of Social Services or to the camp director.
2. The camp director shall immediately report suspected abuse or neglect to the Massachusetts Department of Social Services (781)682-0900. The camp director will also make a written report within 48 hours of the disclosure.
3. The camp director shall notify the board of health if a 51 A report alleging abuse or neglect of a child while in the care of the recreational camp for children or during a program related activity is filed. The 51A report itself shall not be forwarded to the Board of Health.

## **MEALS FROM HOME**

During camps that have a scheduled lunch or dinner break, players should bring their bag meal from home in a cooler, with proper cooling equipment. The players will store it in an air conditioned room.

If for some reason, a camper forgets his meal, we have extra food available for the camper to eat.

## **HANDOUTS TO CAMPERS**

Each year, campers receive an email confirmation. In this email a link is sent to our website. Posted on our website on the Registered Camper Page:

- Masspike 3 page general information letters for all campers
- BOH Meningitis flyer
- BOH Extreme heat prevention
- BOH Info about Recreational Camps in Massachusetts

Our policy handbook is available for all parents that request it.

## **STAFF MEETING/ORIENTATION/WAIVERS/NO CONTACT POLICY**

Before the camp sessions begin, coaches attend an orientation meeting to go over our camp policies, teaching philosophies, camp formats and emergency procedures. They must all sign a waiver stating that they understand the policy that no staff member may have unsupervised contact with a camper while at camp.

If they cannot attend, they receive this information in writing and are asked to review it before camp.