

# **My Mobile Soccer Academy Camp**

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## **“My Mobile Soccer Academy” Soccer Camp Policies and procedures**

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# My Mobile Soccer Academy Camp

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## 1. My Mobile Soccer Academy Mission Statement

My Mobile Soccer Academy Camp will provide a safe environment to develop each participant's soccer skills. Our goal is for every player to believe in themselves so that they can improve their skills and enjoy learning the beautiful game. We will provide from basic to advanced soccer skills, tactical and mental training for all levels and age groups, keeping health and safety as our priority.

## STAFF RELATED INFORMATION

### 2. a. Chart of Staff and responsibilities

**Director**- Responsible for entire day to day camp operations and of the staff

**Administrator** – Responsible for office and financial needs of camp.

**Health Supervisor** – First Aid/CPR certified, able to distribute medication overseen by Health Care Consultant with permission of parent/guardian

**Health Care Consultant** – Doctor; responsible for medical needs of campers and staff

**Counselors** - Execute the program and participate in supervisor roles of the group of campers they are assigned to.

### 2. b. CORI and SORI background checks

All staff must submit information to provide a Criminal Offender Record Information background check. He/She must also submit the same information for the purpose of a Sex Offender Record Information background check.

All inquiries will held in full confidence with the Director. These records will not be accessible to any individual.

### 2. c. Orientation and Training

- **Staff Orientation:** Orientation of our staff is scheduled on the Sunday before camp on site or at a conference room. Staff Attendance is documented.
- **Staff Training:** All trainings are documented. Additionally, staff shall receive all necessary training specific to overseeing certain camp activities or any specialized training to meet the needs of campers with unique physical or behavioral needs, as applicable. As part of the orientation, all counselors, junior counselors, as well as other staff and volunteers shall complete one on-line head injury safety training program, such as the Centers for Disease Control and Prevention's "Heads-Up" training, or an equivalent approved training.
- **(also see camp schedule and orientation)**

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## HEALTH

### 3. a. Covid-10 Protocol

MMSA will be operating under Massachusetts Board of health and the CDC requirements pertaining to COVID-19 preparedness and safety while we strive to provide the best experience for our participants. We are closely monitoring the (CDC) and Massachusetts guidelines related to youth sports as well as reviewing state and local protocols and regulations to ensure compliance before moving forward with our programs. As our local guidelines on social distancing, gathering size limits and youth activities change, MMSA policies and procedures listed below may change accordingly..

#### Screening waiver

MMSA staff, campers, and any camper family members must sign the COVID-19 screening waiver before entering our program confirming they have not been sick or have reason to believe they have been exposed to COVID-19 within the 14-days prior to camp. ***Any staff member or camper who does not comply will not be allowed at camp.***

#### Daily Pre-Screening

Each participant will be provided before the start of the camp with a self-monitoring of COVID-19 symptoms check list form. This form is intended for self-monitoring of COVID-19 symptoms. The camp director must be notified immediately if a participant shows any of the symptoms listed on the form.

#### Wearing Mask:

All coaching staff must wear a mask. When playing indoor during close-contact activities, our participants will require wearing a mask. Participant is not required to wear mask when playing outdoor.

#### Water station and Sanitizing station

No water cups will be available for water drinking; each participant must come to camp with their own water bottle. A designated staff will be responsible for operating the water cooler. The participants must remain six feet apart from others when approaching the water station. There will be sanitizing stations near every water station.

#### Equipment

Personal equipment will not be shared and should be properly sanitized after every camp training session. Each camper will have their own personal station for their belongings 6 feet apart from others during camp. All shared equipment will be sanitized after each session and during sessions as needed by camp staff.

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## Hand Washing

Participant must bring their own lunch. Before and after snack breaks and meals, staff and participants must wash hands for the recommended 15 seconds with soap and water. When soap and water are unavailable, staff and campers will be required to use a hand sanitizer that contains at least 60% alcohol. Camp staff will provide hand sanitizer as an extra precaution, but parents should provide their child with their own bottle which should not be shared with other participants.

## Lunch, snack and water break

Sharing of food or drink is not allowed during lunch and snack. Snack and lunchtime will be taken in groups complying with state and local guidelines for social distancing. Participants will remain at least 6 feet apart from others during breaks, lunch eating and snack.

## Drop-off and Pick-up

Participants and parents/guardian will remain at least 6 feet apart from others and during pickup and drop-off.

### **3. b. Medical Plan/Policy:**

#### Injury Prevention:

All staff members must make safety their first priority. Being able to troubleshoot safety hazards and situations is a function of their positions. Any and all hazards will be reported to the Camp Director for immediate attention. Camp Director will refer to school maintenance wherever necessary.

#### Infection Control:

In the event of an injury susceptible to infection, the Camp health supervisor will provide the injured person with treatment. This plan will include where and when to change, clean and re-treat the injury as necessary.

#### Spilled Blood Cleanup:

If there is a spillage of blood, a blood pathogen clean-up kit must be used. The provided gloves must be worn and strict attention to kit's direction must be adhered to. This should be done first by the Camp health supervisor.

#### Mildly Ill/Injured Campers:

When a camper or staff becomes mildly ill or injured, the following will apply:

1. Review of camper's health form to check for abnormalities.
2. Camper should be under the supervision of the health supervisor away from the group.
3. Camper should be administered his/her medication as prescribed.
4. Camper should be kept hydrated and comfortable.

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## Allergies/Allergic Reactions:

Staff will be aware of those campers with allergies prior to the beginning of camp. Depending upon the nature of the allergy, plans will be made to protect the camper from any situation which will put them at risk. If the allergy is food related, parents/guardian will provide food that is safe for the camper.

If a camper should experience a reaction to a specific allergy, the following will apply:

1. If necessary, the use of an EPI-PEN (with the camper at all times and also one with the Health supervisor) will be administered.
2. If the use of EPI-PEN is used, 911 will also be called.
3. Other types of allergic reactions will require review of the health form to provide valid reaction information and procedure.

## Smoking Policy:

There is NO SMOKING allowed at any time at camp by either campers or staff.

### **3. c. Medication Storage and Distribution:**

All prescribed medications brought by campers will be stored in a secured location.

1. All prescription medication will be stored in their original packaging in a locked storage box. The Director or Camp health supervisor will have exclusive access to this. All unused medication will be returned to parent/guardian at the end of camp.
2. If there is medication that needs to be refrigerated, arrangements will be made prior to the beginning of camp.
3. The distribution of all medications brought by campers will be done by the a designated health supervisor. (If a camper is capable of self-administration of medication such as EPI-PEN, inhaler or insulin, a parent/guardian must fill out a written permission form at registration which will be attached to the health form.)
4. A daily log must be kept on each camper receiving medication.
5. All campers requiring medication must have completed **Authorization to Administer Medication to a Camper** completed by a parent/guardian.
6. Before camp starts, a list of medication and *authorization to administer medication signed by guardian*, will be given to the health care consultant for approval. No medications will be given until written approval is received by the health care consultant.

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## 3. d. Medical Records/Medical Log/Medication:

Every camper shall provide My Mobile Soccer Academy Camp with a health form prior to admittance into camp. This form should contain the following information:

1. Name, address and phone number of camper
2. Record of vaccinations showing compliance with MA law
3. Any health or medical concerns
4. Any medications currently prescribed
5. Specific directions regarding dispensation of medications
6. Name, address and phone numbers of parents. Guardians and emergency contact person.
7. Release signature of parent/guardian.
8. Name, address and phone number of camper's personal physician.
9. Sign off of health form by same physician confirming campers.

**(No camper will be allowed admittance into camp without this form.)**

### Medical Log

A medical log containing any and all medical incidents shall be kept in a secure, private location at all times. The log will document the following:

1. Day, date and time of the incident.
2. Description of the incident.
3. Procedure followed.
4. Which agencies summoned and parents summoned.

### **Medications:**

Direction for when parents are sending prescription or "over-the-counter" (OTC) drugs/medications with their child to camp:

1. **drugs/medications must be in the original container bearing the pharmacy label**, which shows the prescription number, date filled, name of prescribing practitioner, name of medication, direction for use and cautionary statements, and name of patient. (All "OTC" medications must be in the original container containing the original label.)
  2. **Parents must provide a picture of their child and affix it to the outside of the medication container.**
  3. **Fill out a written permission slip authorizing the administration of the drugs/medication to the camper by camp staff/trainer signed and dated by you.**
  4. Include written instructions for the use and administration of the prescription or "OTC" drugs/medications. These need to be legible and understanding.  
**NO REPACKAGING OR PRE-POURING OF MEDS ALLOWED.**
  5. All medications will be stored in a closed container at camp and administered by health supervisor.
  6. Camper may be allowed to self-medicate only if:
    - a. - Prescribed Epi-pen or inhaler
- Blood sugar monitoring and insulin self-injection.

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## **3. e. Medical First Aid Kits:**

### First Aid Equipment and Utilization:

1. First Aid Kits will be located in the school cafeteria during the day when camp is in session and out on the field with the Director and/or counselors.
2. First Aid manuals will be included in First Aid Kits and be considered one of the kit's components.
3. First Aid/CPR is administered primarily by Camp health supervisor. Secondly, by First Aid/CPR certified staff.
4. First Aid Kits will be monitored by the Camp health supervisor. The kit will be checked on a bi-daily basis and restocked when necessary.
5. First Aid Kits will minimally contain the following:
  - a. Non-perfumed soap
  - b. Sterile bandages
  - c. Compresses
  - d. Adhesive tape
  - e. Triangular or rolled bandages
  - f. Scissors
  - g. Mask with 2-way valve

## **3. f. Medical First Aid Kits(more):**

- h. Tweezers
- i. Latex gloves
- j. Blood spill clean-up kit
- k. First Aid Cream/Antibiotic cream

## **3. f. Sun Protection:**

Extra sunscreen will be available for campers and staff to use as needed as well as aloe skin cooler. Staff will be aware of camper's exposure level to the sun and advise the application of sunscreen or time to get out of the sun. Campers will have ample opportunity to cool off in shaded areas.

## **3. g. Insect Repellent and tick checks:**

An email will be sent before camp to remind parents that all campers must apply insect repellent before camp if their health allows it. Please ask campers to self-check for ticks after every outdoor session.

## **3. h. Injury Reports:**

Serious accidents, regardless of whether it involves a camper or staff member, where an injury occurs, shall be reported to the Camp Director.

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## 3. i. Communicable Disease Reporting:

Each and every case where a communicable disease or ailment is determined by the Camp health consultant will be reported to both the Town of Hadley Board of Health and the Commonwealth of Massachusetts Department of Public Health. During any interim time prior to reporting, each individual will be strictly isolated from others involved in the camp.

### Isolation Policy:

If a situation arises where the possibility of a contagious disease is prevalent, the Camp health supervisor will do the following:

1. Isolate the camper away from others and keep him/her comfortable.
2. Contact local health care provider for recommendations and prescription.
3. Notify parents/guardian of camper.
4. File report to Hadley Board of Health any and all outbreaks with contagious potential.
5. Report to Massachusetts Department of Public Health where applicable.

## 3. j. Emergency Medical Care Facility:

In the case of serious injury or illness, 911 will be called and the staff or camper will be transported to the nearest medical care facility (Cooley-Dickinson Hospital). Parents/guardian will be notified immediately.

## 3. k. Potable Water:

Fresh potable water will be readily available to all campers and staff at all times. Coolers will be cleaned daily and ice will be provided with each re-filling.

## SAFETY

### 4. a. On- field Safety:

The majority of time spent at camp will be spent on the field and strict procedures will be followed regarding safety. The main concerns are:

1. Being struck by a ball
2. Falling
3. Fatigue or over work.

To address these issues, campers will be asked not to randomly kick the soccer balls while campers are standing in a group or waiting their turn during a drill. Balls will be picked up before beginning new drills. Campers will be reminded to always be aware of their surroundings, keep a safe distance from others as much as possible and drills/play will be stopped if any rough play occurs. Campers will be told that when they are tired, thirsty, overheated or exhausted, to rest in the shade. They will be reminded to drink plenty of water prior to and during exercise. Drills and exercise should be keyed towards the prevailing heat and weather conditions.



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## 4. b. General Safety:

General safety practice will prevail at camp. Campers and staff will remain on the grounds at **all times** during camp hours. Campers will avoid contact with strangers, avoid horseplay, never approach animals and be aware of bee's nests. All "unrecognized person" at the camp will be asked for identification by the Camp director or assistant Director and ask to leave the premises if this individual is not directly associated with the camp. One of the directors will call local police if the "unrecognized person" refuses to leave the premises.

## 4. c. Disaster/Evacuation Plan:

### Emergency Evacuation Plans:

If it becomes necessary to evacuate campers from the grounds or building as a result of an emergency, the following should apply:

1. An emergency drill will be executed on the first day of a new camp week. The drill will be monitored by the camp Director and evaluated by the same. In the event that the procedure is not followed, the drill will be repeated until executed smoothly.
2. Counselors should retrieve their list of campers and proceed to their assign locations, making sure that everyone is present when they reach their destination.
3. Counselors will report to Director if group is complete or if anyone is missing. Director will use discretion about what to do next. All will wait for emergency services to arrive.

### 1. Fire:

In the event of a fire in the building, campers or staff should pull the fire alarm and proceed to emergency exits. Campers and staff will move away from the building to a safety area. Staff will check attendance list and immediately report any missing campers to Director.

### 2. Natural Disaster:

During the occurrence of a natural disaster such as severe weather (hurricane, tornado, thunderstorm, etc), the following procedure must be followed: All campers and staff are to be brought indoors to the closest possible point of shelter. Staff should keep campers calm and comfortable as well as take attendance of campers. If possible, staff should call 911 to report their location.

### 3. Medical Emergency:

When a medical emergency exists, First Aid should be immediately administered by the Camp health supervisor or other certified staff. An individual should be sent to call 911 at the closest telephone. Caller should provide exact location, accurate description of emergency and what has been done so far.

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## 4. Lost Camper:

In the event that a camper is lost, the following procedures should be observed:

- a. Call local police
- b. Call parents/legal guardian

## 4. d. **Emergency Procedures:**

In the event of an emergency, the following procedures will be followed:

General First Aid should be administered by camp health supervisor. In the event, the health supervisor is unavailable, First Aid/CPR, made be administered by certified counselor.

1. Call 911
2. Call Hadley Police Department at 413-584-0883
3. Bring copy of campers health form to hospital
4. In the event of a non-emergency injury or illness, parent/emergency contact will be notified. Transportation may be provided to Cooley-Dickinson Hospital by a staff member if parent gives permission.
5. Where possible, call the appropriate medical center prior to arrival.
6. Parent/guardian/emergency contact should be contacted upon arrival to hospital by the camp Director.
7. In the event that the parent/guardian is still unreachable, contact local police department of camper's registration address.
8. Remain in touch with the parent/guardian through any procedures and provide camp staff member to wait at hospital.
9. Within 24 hours of the incident, file an accident/injury report to the Commonwealth of Massachusetts Department of Public Health, U.S. Sports Camps and Town of Hadley.

## 4. e. **Emergency Communication System:**

All staff will have access to a cell phone while with the campers. If an emergency occurs, the standard emergency procedures regarding communication will be used.

## 4. f. **Contingency Plan**

**For campers who are registered and fail to arrive in the morning:**

1. Attend records and/or roll call will be double checked
2. Parent/guardian or emergency contact will be notified
3. If parent/guardian states that the said camper was dropped off, then "lost camper" policy procedures will go into effect.

**For campers who are registered and missing from the point of pick-up at the end of the day:**

1. Attend records and/or roll call will be double checked
2. Check with Director to see if camper was picked up early by parents
3. Fields, pick-up area, bathrooms and any other location will be checked

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4. If camper is not found, then “lost camper” policy procedures will go into effect

### **If a child who is NOT registered arrives at camp:**

1. Check with parents if they are still on site
2. Find out if they arrived with another camper (obtain contact information from form)
3. Contact that child’s parent/guardian that child is unable to participate and child will wait with staff until parent/guardian arrives.

### **If a child with food allergies forgets his/her lunch:**

1. Parent/guardian will be notified
2. If lunch is not brought by lunch time, staff will purchase a safe lunch and parent will reimburse.

### **4. g. Requirements for Tents**

1. use of temporary, transportable tents clearly identified by the manufacturer as constructed of fire resistant material in the case of extreme heat or heavy rain/thunderstorms will be available around the camp site to give campers the opportunities to cool off and take break from the Sun.
- 2.

## **CHILD ABUSE/NEGLECT**

### **5. a. Discipline Policy:**

When it becomes necessary to apply discipline to a situation regarding a camper, the following procedure will be followed:

1. Redirect behavior to a positive activity.
2. Review the rules of the activity to the camper.
3. Notify the Camp Director for unusual discipline problems and Director will notify the parent/guardian.
4. As a last resort, camper will be removed from activity and in extreme cases, will need to be removed from camp. Parent/guardian must pick camper up
5. Corporal punishment including spanking is **prohibited**.
6. No camper shall be subjected to cruel or severe punishment, humiliation or verbal abuse.
7. No camper will ever be denied food or water.
8. No child shall be punished for soiling, wetting or not using the toilet.

### **5. b. Child Abuse**

All campers attending My Mobile Soccer Academy Camp shall be protected from child abuse and neglect. Any suspected cases of abuse or neglect that has occurred while a child is in attendance at camp will be reported to the Camp Director. The Camp Director will immediately report the same to the Massachusetts Department of Children and Families (DCF).

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## **5. c. Child Abuse Reporting**

All suspected cases of child abuse or neglect will be reported to the Camp Director by any staff member in the form of a written note filled with factual observations and information. The report should be dated and signed and true to the best of the staff member's knowledge. During the time that an investigation is taking place, the alleged abuser will have no direct contact with any campers.

The Camp Director will report all suspected cases to DCF and call parents immediately.

## **5. d. Child Release**

In the event that a child is to be released from camp prior to camp closing, the Camp Director must be informed. This should be done in written form unless the Director knows personally the parent or guardian. In the event that a parent requests an emergency contact pick up their child, the individual must provide a valid identification (driver's license) that matches the informed name of individual.

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## Parent Permission EPI-Pen Form

Days Attending Camp: **August 5<sup>th</sup> - 9<sup>th</sup>, 2019**

Camper Name \_\_\_\_\_

Date: \_\_\_\_\_

Medical Issue: \_\_\_\_\_  
\_\_\_\_\_

### EPI-PEN

I hereby give approval to the on camp site Health Supervisor **George Mitrolka** of My Mobile Soccer Academy Camp to use the prescribed Epi-pen if necessary while my child is in attendance at camp. **Judith McGrath**, a trained assistant, is a back-up if George Mitrolka is not available

I hereby give approval to my child to self-administer and carry with him/her an Epi-pen at all times while at camp.

### INHALER

I hereby give approval to my child to self-administer and carry with him/her an INHALER at all times while at camp.

Other \_\_\_\_\_

### INSULIN

I hereby give approval to my child to monitor his/her own blood sugar level, or, when necessary, provide an injection of insulin while in attendance at camp.

Signed \_\_\_\_\_ Parent/Guardian

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## Medical Log

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Name of Camper \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Description of Incident: \_\_\_\_\_

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Procedure Followed: \_\_\_\_\_

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Persons Notified: (please check)

Camp Director

Parent/Guardian

Police

Ambulance

Reported by (print): \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_