



# CIT Training

## Pre Camp Training Slides

# Sustainability!

- Campus Recreation's goal is to be zero waste by 2020!
- Many Camp items can be recycled or composted.
  - Recycle: Sunscreen containers
  - Compost: Water cups, paper towels
- Waste, recycle, and compost bins around facility
- Tons of other sustainable stuff:



**Bundling Your Plastic Bags**  
*The four step process*



# Congratulations!

- We are really excited to have you all with us this summer!
- This orientation is a time for you to become comfortable with your new positions.
- Please always have in mind that you are representing SCU and want to represent the school well so participants have a great time and want to return.
- Your number one priority is camper safety. Use that as a guide for every action you take during camp.



# Camp Goals

- Provide campers with a fun and positive sports experience that will be a quality contribution to the camper as a whole.
- Be positive role models displaying the utmost of maturity, sincerity, caring and nurturing.
- Ensure the complete safety of every camper.



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# CIT's:

## Counselors in Training

- Assist with running sport/drills & demonstrating
- Assist with campers not wanting to play-motivating
- Assist with/play games
- Make sure to have FUN!
- You are leaders and role models for the younger campers!



# A Typical Day at Camp

- Early staff arrives
- The campers play with basketballs in the gym until 9 am
- Campers stretch with their home teams, attendance
- Rotations 1-3
- Lunch and free time
- Rotations 4-6
- Fun activity (dodgeball, ice cream distribution, other camp games)
- Campers play with basketballs until parents arrive
- Staff scheduled for Extended Care works/arrives at 4 pm and takes Extended Care campers to the lobby/conference room. Campers can eat snacks, play board games, watch DVD's.



# Staff Schedule Policies

## Work Schedule

- The normal C.I.T. hours: 8:45am to 4:00pm.
- C.I.T.'s must check in at the Camp Office
  - Drop off personal gear (backpack, cell phone) in Camp Office
  - Pick up C.I.T. Lanyard
- Before leaving C.I.T.'s must notify the Camp Coordinator or Assistant Coordinator before leaving
  - Report briefly on how your day went
  - Drop off Lanyard in Camp Office
  - Pick up personal gear
- C.I.T.'s may leave without a parent to sign them out, but written permission must be submitted by a parent



# Lunch

- Everyone is required to attend lunch (campers, C.I.T.'s and staff).
- C.I.T.'s – Spread out and sit with campers. No more than two (2) C.I.T.'s and Coaches per table.
- Please be proactive and helpful to ensure our campers arrive on time to Benson for all meals.
  - **C.I.T. and Coach RESPONSIBILITIES: enforce rules, assist campers, make sure campers are eating, clean spaces/tables, spread out in lunch room, etc.**
  - **QUALITY of the food (complaints to the Camp Coordinator, don't make situation worse)**
  - **DISMISSING the campers: clean up, take attendance, know where to send campers**
  - **Did you know Sustainability is a focus at SCU – most items in Benson are compostable or recyclable – not trash**



# Campers



- 6 to 12 years of age
- Our campers are diverse in culture, ethnicity, education, and background and we need to be sensitive to that.
- Many of our campers' parents are SCU alumni, faculty/staff, or worked camp themselves during college.



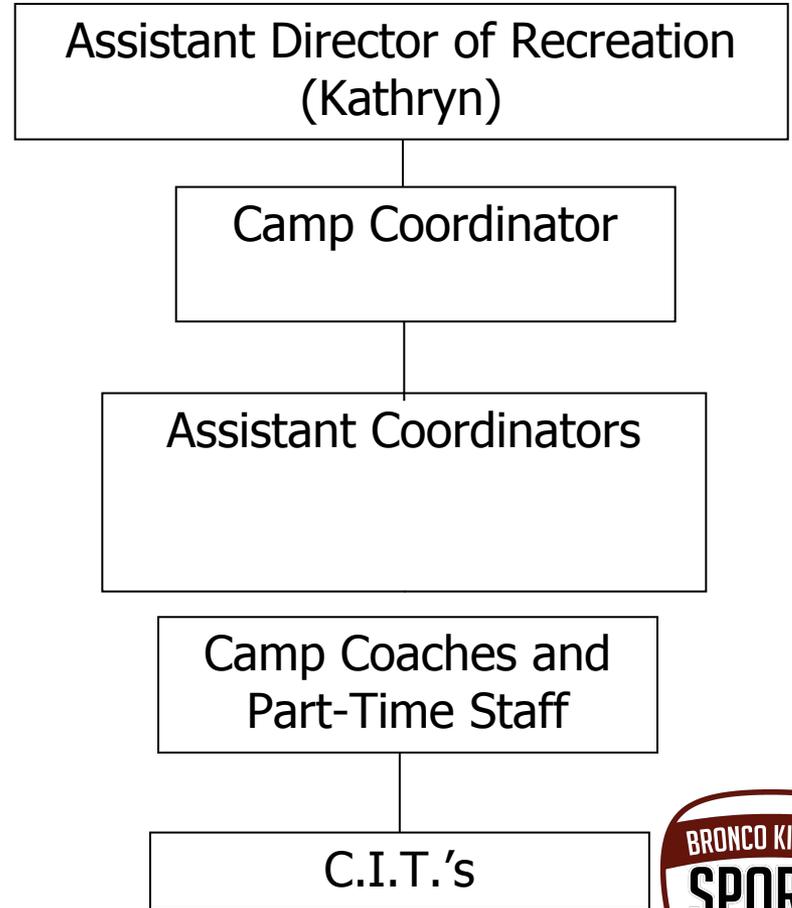
# Important Numbers

- Cell phones are not allowed at camp for campers, so they aren't allowed at camp for the Coaches or C.I.T.'s either (setting a good example).
- We will provide Coaches with walkie-talkies for communicating during camp.
- Even though cell phones are not permitted, you should all still have some of these important numbers in your phone:
  - Kathryn Office (408) 554-5480
  - Camp Office (408) 551-3038,
  - Malley Center Front Desk (408) 554-4068
  - Campus Safety (408) 554-4444 (emergency) or (408-554-4441 (non-emergency)
  - 911 From Cell Phones (408) 296-1515
- **ADD THEM NOW**



# Organizational Chart

- All camp staff members ultimately report to the Assistant Director of Recreation, but during our eight weeks of camp, the C.I.T.'s will primarily work with and report to their Coach followed by the Camp Coordinator and Assistant Coordinator.



# Staff Performance Policies

## Dress Code

- Each C.I.T. will receive three staff t-shirts and lanyard. The uniform identifies you as a staff member to the participants, parents, and general public.
- Staff must wear staff t-shirt on Mondays, Wednesdays, and Fridays of each camp session.
- Comfortable closed-toe shoes should be worn each day
  - No flip flops or sandals.
- Tops should fall at least to fingertip length so that midriffs are not visible.
- No strapless tops.
- NO clothing endorsing other universities, alcoholic/tobacco products, violence, political or religious affiliations, profanity or questionable language and slogans.



# Staff Performance Policies

## Radio Policies and Procedures

- Walkie-talkies allow Coaches to communicate with one another quickly and effectively.
- C.I.T.'s are not to use the walkie talkies
  - Take the radios to all locations.
  - Each group will have a radio.
  - Radios are set to channel 16.
  - Used for communications such as emergencies, policies, and rotations.
    - Not** for general discussion between staff members.
  - Follow proper etiquette at all times.
  - Never let campers take your walkie-talkie or use it



# Staff Performance Policies

## Parental Interaction

- Parents may want to meet you, complain, or ask questions.
  - **Never get into an argument with a parent.** Keep a smile and keep your composure.
  - Refer the parent to your Coach or Camp Coordinator immediately to discuss any issues or concerns.



# Unwritten Rules, Now Written

- **No animals are allowed in camp** without the permission of the camp staff.
- **The vending machines are off limits to the campers, C.I.T.'s and staff except during extended care.** If the campers aren't allowed to do it, we can't either.
- **Coaches and C.I.T.'s should not engage in any other activity other than interacting with the campers.**
- **For safety reasons, it is important for all unidentified visitors to state the reason for their visit.**
  - If you become suspicious contact your supervisor immediately.
  - Visitors are not allowed in Benson.
  - If a visitor is spotted with one of our campers, they will need to be escorted out of Benson (this is a Conference Services policy).



# Unwritten Rules, Now Written

- **No camper should EVER be allowed to go to the bathroom alone.** There must always be at least two campers and a **Coach** of the same gender to accompany them. A CIT can't be used for bathroom breaks- a CIT can't be alone with campers without a Coach present.
- **Watch your language and topics of conversation.** Be polite but correct campers when their own topics and language use becomes questionable.
- **Be friendly and courteous to both campers and their parents.**
  - Do all you can to assist them.
  - Be attentive to the needs of parents before and after camp has begun but don't allow them to interfere with direct operations.
- **Language usage** should be appropriate for the ages you are working with and should be inclusive and respectful of a diverse work environment. "Gay" and "retarded" are things that I never want to hear from a camper or a staff member as well as any and all swear words.



# Unwritten Rules, Now Written

**CITs may not hold hands with campers, give campers piggy back rides, or have other similar contact with campers.**

What if the CIT doesn't mind this contact and it is instigated by the camper?

***Doesn't matter. CITs and campers should not be touching each other, ever!!!***



# Violations of Policies

- **We do not anticipate having any issues but:**
- **Verbal Warnings** (not in uniform, personal phone calls/texts)
  - If violated again, it is grounds for dismissal.
- **Written Warnings** (over 5 minutes late, inappropriate language)
- **Letter of Dismissal** (improper treatment of camper, insubordination)
- C.I.T.'s can and will be dismissed if necessary



# General Information

## Campers

- As C.I.T.'s you will be assisting the Coaches. Please remember:
- Discretion and appropriate behavior
  - You may encounter the child who brings up questionable material
    - Suggest that this is inappropriate material for the setting
    - It would be best to approach their parents about the topic
- Please remind campers of the following:
  - Be on your best behavior and use good manners.
  - Under no circumstances should campers interact with strangers.
  - Everyone should stay together as a group when moving from one facility to another.
  - Wash your hands after using restroom and before meals! 😊



# Camper Safety Issues

- General Safety Red Flags
  - Our obligation is to provide a safe environment for all campers.
  - Any problems or hazards should be reported to your Coach immediately.
- Preventative Safety
  - Our camp staff needs to always be on the lookout for potential safety issues.



# Camper Safety Issues

## General Safety Red Flags

- **Transport:**
  - Campers should remain with Coaches and C.I.T.'s at all times including moving from facility to facility, changing in the locker rooms, using the restroom, etc.
- **Pool:**
  - You must also be on the lookout for running, rough play, etc.
  - If there are issues with lifeguards, report to Assistant Director.
  - Mandatory swim test on the first day.
- **Land sports:**
  - Take frequent water breaks. On hot days, every 15 minutes to prevent dehydration.
  - Make sure campers are wearing sunscreen and assist them with reapplying (same gender only, and only if we have the okay to apply).
  - Campers should wear proper clothing, particularly gym shoes, and protective gear.
  - Watch for twisted ankles, bumped heads, scrapes, etc.
  - Moving tennis rackets, bats, etc are dangerous - keep campers separated at a safe distance.



# Camper Behavior and Discipline

- Good sportsmanship and team play must be stressed at all times.
- Rude or abusive language will not be tolerated.
- The behavior of one child should never interfere with the enjoyment of the rest of the campers or staff.
- Inappropriate language by camp staff and campers will not be tolerated. Anyone caught using inappropriate language will be subject to disciplinary action.
- There will be times when a child may need to be disciplined. Report the situation to the Coach and allow them to handle the situation.



# Tips for Working with Children

- Active listening
- Encouraging conversation
- Be firm but friendly
- Get their attention before giving directions
- Give them a chance for responsibility
- Respect them and treat them as individuals
- Learn their names
- You are disappointed with their behavior, not them as a person
- Figure out their motivation



# Injuries and Emergencies

## Minor First Aid

- Coaches are certified in American Red Cross certified in Child CPR and First Aid.
- Coaches will always have a fanny pack with medical supplies on hand.
- Notify a Coach immediately whenever blood or other fluid is present.
- If too busy or you need assistance, a Coach should radio the Assistant Coordinator who can come and assist with the injury.
- If there is any question about the degree of severity of an injury or illness, 911 should be called.



# Injuries and Emergencies

## Non-Medical Emergencies

- If a camper appears to be missing:
  - Determine that a child is really missing.
  - Notify the Camp Coordinator and arrange for the search to continue.
  - Have all the details and be prepared to give as much as the following information as possible:
    - Location
    - Name/age/group of the missing camper
    - Background information on the event including details of how the camper disappeared
    - Their known movements and actions while still with the group.



# Injuries and Emergencies

## Ill Campers

- Campers may come to camp not feeling well or feel ill during the course of the day
  - Nausea, upset stomach, headache, fatigue, fever, or sore throat.
  - We take all symptoms of illness seriously.**
- Coaches should contact the Assistant Coordinator so that she may evaluate the situation.
- Coaches should continue to monitor the ill child.
- If necessary, the office will contact the child's parent or emergency contacts in order to pick the child up early.



# Disaster Procedures

## Fire/Smoke

- Evacuate immediate fire area and building.
- Prohibit use of elevators and do not open warm doors.
- If there is a clear path, escort your group out of the building and assemble outside near the bike racks in front of the Malley Center or Cowell grass area.
- Make sure all campers in your group are present.
- When relocated outside with all children accounted for, report back to the Assistant Director of Recreation and wait for further instructions.



# Disaster Procedures

## Power Failure

- Evacuate all activity areas and move to a naturally lit area within the facility.
- The pool must also be cleared.
- Please use caution when evacuating.
- Report the incident to your supervisor.
- Supervisors will contact Facilities to report the problem.



# Disaster Procedures

## Earthquakes

- During the shaking:
  - If indoors, take cover under a desk or table or brace yourself in a doorway or hallway. Stay away from windows.
  - If outdoors, move to an open area away from overhead hazards (power lines, falling brick, glass, or trees).
- After the shaking stops:
  - Set a good example by acting calmly.
  - Check for injuries.
- If indoors, check to see if you smell smoke or gas. If you don't, stay put for awhile longer. There could be a significant aftershock, and it would be safer to remain inside.
- If you do smell smoke or gas, leave the building. If there is a clear path, escort your group out of the building and assemble outside. Make sure all members of your group are present.
- Move to an open area away from overhead hazards (power lines, falling brick, glass, or trees).
- When relocated outside with all children accounted for, report back to your supervisor and wait for further instructions.



# Any questions?

- We are glad you are with us to make our camp successful
- Any questions during camp ask your Coach, the Camp Coordinator, or Assistant Camp Coordinator. Or email [camp@scu.edu](mailto:camp@scu.edu)

