



## Parent & Guardian Handbook 2023

### **Bronco Kids All Sports Camp**

Malley Center, Bldg 715

500 El Camino Real

Santa Clara, CA 95053

### **Bronco Kids All Sports Camp**

BKASC Office (408) 551-3038

Malley Center (408) 554-4068

Camp Fax (408) 551-7180

[www.scu.edu/recreation/camp](http://www.scu.edu/recreation/camp)

Tax ID #: 94-115661

### **Camp Coordinator Contact**

Avery Munn

[camp@scu.edu](mailto:camp@scu.edu)

### **Assistant Director for IMs & Camp Contact**

Austin Hunt

(408) 551-7183 Office

[ahunt2@scu.edu](mailto:ahunt2@scu.edu)

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## Thank You!

Thank you for registering for the Bronco Kids All Sports Camp at Santa Clara University. We hope that this will be a memorable and exciting experience for you. The information in this packet is EXTREMELY IMPORTANT, so please read it carefully and thoroughly.

## Important Camp Information

### Assistant Director of Intramurals and Camp

Austin Hunt

(408) 551-7183 Office

The Assistant Director is available 8 a.m. - 4 p.m. during the summer camp sessions. Questions can also be emailed to [camp@scu.edu](mailto:camp@scu.edu).

### Camp Coordinator

Avery Munn

(408) 551-3038 Office

The Camp Coordinator will be checking messages at this number throughout the day during camp. Questions can also be emailed to [camp@scu.edu](mailto:camp@scu.edu).

### 2023 Day Camp Sessions *(all dates are subject to change due to COVID-19)*

SESSION 1: June 19 – June 23

SESSION 2: June 26 - June 30

SESSION 3: July 10 - July 14

SESSION 4: July 17 - July 21

SESSION 5: July 24 – July 28

SESSION 6: July 31- August 4

Cost: \$425/session

## Vaccination Requirements

Due to the uncertainty surrounding Covid-19 and its variants, as well as the age ranges of our campers fitting to the vaccine age ranges, we will be following the university's requirement to have all of those involved fully vaccinated in order to attend camp. Fully vaccinated is defined as 2 weeks from the date of the 2nd dose administered. This is the case for both campers as well as our CITs.

## Registration, Drop Off, Pick Up

### Camper Registration

All registration is now completed on a single registration and payment platform, Sports Engine. Parents/Guardians will create a Sports Engine account and will register their children under their account. See the Registration Guide for more information.

### CIT Registration

All registration is now completed on a single registration and payment platform, Sports Engine. Parents/Guardians will create a Sports Engine account and will register their children under their account. See the Registration Guide for more information.

### Monday Morning Check In

Check in occurs from 8 a.m. - 9 a.m. on the first day of each camp session: June 19, June 26, July 10, July 17, July 24, July 31.

Check In will be located outside in front of the Pat Malley Fitness and Recreation Center. In case of rain, registration will be inside in the lobby.

### Drop Off

Campers can be dropped off each day thereafter between 8 a.m. and 9 a.m. in the gymnasium at the Malley Center. Campers will be supervised during that entire hour but camp instruction will not begin until 9 a.m. We really appreciate your campers arriving on time!

### Pick Up

All campers are to be picked up at 4 p.m. daily. Parents who pick up their camper after 4:10pm will be charged \$21.00 (the cost for one day of extended care). Campers that are registered for extended care are to be picked up no later than 6 p.m. daily. Parents who pick up their extended care camper after 6:10 p.m. will be charged an additional fee of \$10.

Camp ends at 4 p.m. on Friday. There is NO EXTENDED CARE on Fridays. All campers must be picked up by 4 p.m. on the last day.

For camper pick up, all campers must be picked up by approved persons and cannot be released from camp on their own. All approved pick up persons are required to show photo identification and sign for their camper(s). We enforce this rule to ensure camper safety and to follow University policy. Our online registration system allows for parents/guardians to list people authorized to pick up their camper. Children will not be released to unauthorized persons without written, or in extreme cases, verbal notification.

## Directions

### From U.S. Highway 101

Take the De La Cruz Blvd/Santa Clara exit. Follow De La Cruz Blvd towards El Camino Real (stay in the right lane). When De La Cruz Blvd splits, follow the right split to the overpass. Turn right on Lafayette St, staying in the right turn lane. Turn right at El Camino Real. The main university entrance will be on the right-hand side. Drive past that entrance and turn right at Accolti Way. The Leavey Center Lot will be to your right at the first stop sign.

**From Interstate 880**

Take the Alameda exit. Travel north on The Alameda. The Alameda will turn into El Camino Real. Turn left onto Accolti Way. The Leavey Center Lot will be to your right at the first stop sign.

**From Interstate 280**

Merge onto Interstate 880 north towards Oakland and then follow the directions above.

**Parking**

Parking will be allowed ONLY in the Leavey Center Lot or along Accolti Way (this does not include the Cowell parking lot). Parking permits WILL be given at the registration table on the first day of camp. The parking permit must be visible and placed on the vehicle dash or be hung from the rear view mirror. The pass is valid for anytime you need to pick up or drop off your child(ren).

For a more detailed map of the university campus please visit this website: <http://www.scu.edu/map/>  
(Mozilla Firefox is the best browser for the map)

Campus Recreation will not be responsible for any tickets issued due to parking in the wrong location.



## **Camper Guidelines**

First and foremost, have fun! You may be coming to camp with friends you already know or you may not know anyone at camp. Either way, camp is a great opportunity to meet new people! We ask that our campers be respectful of each other, our staff, and our facilities at all times. Campers will be assigned to teams and at no time are campers allowed to leave their team. Campers must always be with a counselor, even when at lunch, in the restroom, etc.

Disruptive or dangerous behavior by participants, as determined at the sole discretion of the camp staff, will not be allowed. We don't anticipate needing to do so but campers may be dismissed from the camp if problems cannot be corrected or behavior imposes a risk to other participants.

Drugs, alcohol, and cigarettes are strictly forbidden and constitute grounds for immediate dismissal from camp without refund or credit.

## Camp Information

### Equipment

Campers should bring the following (all else is provided):

- Baseball/softball glove (if desired)
- Cleats (if desired)
- Swimsuit and towel (on designated swimming days)
- A water bottle to refill during water breaks

### Cell Phones and Other Electronics

Campers are NOT allowed to bring cell phones to camp. Phones are available for campers to use if needed. Campers should also not bring extra or unnecessary items to camp (money, personal game devices, iPads, Pokemon cards, etc.) due to the potential for these items to be lost or damaged.

### Lost & Found

A Lost and Found for camp items will be kept at the Pat Malley Fitness & Recreation Center until August 31, 2023. Please see the camp staff if you are missing an item. On August 31, we will donate items in the lost and found to local organizations.

### Photographs

We will take team photos on the third day of camp. On the last day of camp, we will provide each camper with one copy of their team photo.

During the awards ceremony, we take photos of the various individual and team award winners. We post all of these camp photos (including the team photos) online. The link to that website will be emailed out to all parents and guardians on the Monday after camp ends and you will be able to download any photos you would like. This album is private and the link will be live for one year until the next summer camp sessions start.

### Absences

If your camper will be absent from camp, needs to leave early, or will be dropped off late, please leave us a message at 408-551-3038 by 8:30 a.m. or send an email to [camp@scu.edu](mailto:camp@scu.edu).

### Teammates

If your camper has a friend of similar age coming to camp, we will do our best to place them on the same team (however, this is not guaranteed). Email your teammate requests to [camp@scu.edu](mailto:camp@scu.edu) no later than 2 weeks before camp.

### Sample Daily Schedule

- 8-9 a.m. - Drop off
- 9-9:30 a.m. - Roll call/Camp stretch/Camp trivia
- 9:40-11:40 a.m. - Rotations through 3 sports
- Noon-1 p.m. - Lunch on campus at the Benson Center
- 1:15-3:25 p.m. - Rotations through 3 more sports
- 3:30-4 p.m. - Team relays/All camp dodgeball
- 4 p.m. - Camp ends for regular campers



4-6 p.m. - Extended care  
(snacks, movie, board games, no sport instruction)

### **LUNCH**

Our camp eats at the Benson Center along with many other camps. Our campers need to remember a few rules:

- 1) No running in the lunchroom at any time,
- 2) Do not take more than you can eat (you can always go back for seconds if you are still hungry)
- 3) No yelling or rough-housing
- 4) No playing with your food
- 5) Campers must clean up after themselves including their table area as well as putting dishes in their proper places.

### **Extended Care**

Campers registered for extended care will receive snacks and supervision between 4 and 6 p.m. Monday through Thursday. During extended care, campers will be located in the Malley lobby and no sport instruction is provided. Extended care campers have the option to play board games, table tennis, and eat snacks while a movie is playing on the lobby TV.

Campers must be picked up by 6 p.m.

Parents who pick up their camper after 6:10 p.m. will be charged an additional fee of \$10.00. Camp ends at 4 p.m. on Friday. There is NO EXTENDED CARE on Fridays. All campers must be picked up by 4 p.m. on the last day.

### **Awards Ceremony**

On Friday, all parents are invited to attend the awards ceremony in the Pat Malley Fitness and Recreation Center. The ceremony will start at 3:30 p.m. and should end by 4:00 p.m.

### **Daily Sport Schedule**

*All schedules are tentative*

Monday – Volleyball, Ultimate Frisbee, Kickball, Softball/Baseball, Basketball, Soccer

Tuesday – Aerobics, Badminton, Flag Football, Dodgeball, Ultimate Frisbee, Softball

Wednesday – Volleyball, Flag Football, Capture the Flag, Ultimate Frisbee, Basketball, Soccer

Thursday – Badminton, Swim, Obstacle Course, Kickball, Flag Football, Indoor Soccer

Friday – Olympics (Volleyball, Softball, Basketball, Soccer, and the Obstacle Course)

The camp schedule allows for three sporting activity sessions in the morning, followed by lunch and a short movie break, and three sporting activities in the afternoon.

### **Movies**

During extended care, campers will be in the lobby of the Pat Malley Fitness Center where they can play ping pong, board games, color, etc. There will be a movie playing on the lobby TV for them to be able to sit and watch as well.

All movies are pre-approved by the Assistant Director of Recreation. Movies watched are rated G or PG only. Below you will find our movie library. Please contact the camp office at 408-551-3038 if there are any movies below you would prefer not to be viewed while your son or

daughter attends camp.

**G Rated Movies:**

Air Bud Special Edition, Cars, Curious George, Everyone's Hero, Monsters, Inc., Mr. Magorium's Wonder Emporium, and WALL-E.

**PG Rated Movies:**

Daddy Day Care, Happy Feet, Ice Age The Melt Down, Heavyweights, The Incredibles, Lilo & Stitch, Matilda, Monsters vs. Aliens, Nanny McPhee Returns, Night at the Museum, Open Season, Rookie of the Year, The Sandlot, The Sandlot 2, and The Sandlot Heading Home.

**Theme Days**

On Tuesdays of each camp session, we encourage every camper to wear a shirt featuring your favorite sports team!

On Thursdays of each camp session, we encourage every camper to wear an SCU Bronco shirt or SCU colors (burgundy and white)!

**Camp Store & Bronco Bucks**

We now offer a camp store to encourage campers to go above and beyond in good behavior, sportsmanship, and sustainability. When campers go out of their way to do something nice for their teammates, Coaches or CIT's, or help with clean up at lunch they may be awarded Bronco Bucks. On Thursday's after lunch campers will have the opportunity to turn in their Bronco Bucks for a small prize.

**Bronco Kids Club**

Provided for free with your camp registration is a membership to the Bronco Kids Club for 2023- 2024. The Bronco Kids Club is the official club for young Santa Clara fans! Benefits of club membership include: a club t-shirt and membership card, club newsletters, free and discounted tickets, free clinics and autograph sessions, and more!

You may collect your club t-shirt and initial membership package at the first athletics game you attend starting in August. Once at the event, proceed to the Kids Corner inside the gates to collect your t-shirt and membership package.

Campers that attend multiple sessions of our camp will only receive one free membership into the Bronco Kids Club.

## Counselor in Training (CIT) Program

### What is a Counselor in Training?

Counselors in Training (CITs) are typically former campers between the ages of 13-17 who would like the opportunity to still be a part of the Bronco Kids All Sports Camp in a leadership role. These young adults will acquire invaluable new leadership and mentoring skills that will assist them in future endeavors.

### What Duties Will CITs Be Responsible For?

- Ensuring a safe, positive, and fun environment for all campers
- Attending and participating in a pre-camp staff training (Tentatively - Thursday, June 18 in the Malley Conference Room)
- Assisting with setting up fields and courts for scheduled sports
- Leading various drills for different sports

### What is the Time Commitment for CITs?

We ask that the selected CIT's commit to a minimum of one week of service (40 hours). We also ask that CITs be available for the pre-camp staff training.

### CIT Registration Process

All CIT's will be required to pay \$130 for each session planned to attend.

### CIT Important Information

CIT's are to show up at 8:30 a.m. on the Monday of camp and show up at 8:45 a.m. Tuesday through Friday. CIT's will leave their personal items in the Camp Office during the day. CIT's will be assigned to Coaches to assist them with the campers and activities throughout the week. Lunch is provided every day, so you do not need to bring lunch. CIT's are encouraged to bring their swimsuits on swim days to join in the swim activities, but this is not mandatory.

### CIT Parking and Checkout Procedures

CIT's may drive themselves to and from camp, but we do not provide parking passes. CIT's will be required to purchase a parking pass or park off campus. There is parking available across from the SCU Baseball stadium with no time limit restrictions. CIT's are required to be signed out by approved persons or can be released from camp on their own as long as a parent submits a request in writing. All approved pick up persons are required to show photo identification and sign for their camper(s). We enforce this rule to ensure CIT safety and to follow University policy. One of our required forms has space for parents/guardians to list people authorized to pick up their camper. CIT's will not be released to unauthorized persons without written, or in extreme cases, verbal notification.

## Staff

Bronco Kids All Sports Camp is administered by Santa Clara University's Campus Recreation Department. Our camp is staffed by current Santa Clara University students, many of which play for our intercollegiate or club sport teams.

All of our staff members have past experience playing one or more of our offered sports and also have past work or volunteer experience with children.

### Certifications

Each member of our camp staff is certified in American Red Cross Child CPR, AED and First Aid. The Pat Malley Fitness and Recreation Center staff members are also certified in Adult CPR, AED, and First Aid. The lifeguards at the Sullivan Aquatic Center are all certified by the American Red Cross or Ellis and Associates.

### Injuries/Illnesses

The Camp Coordinator will contact parents/guardians in the event a camper is injured or ill at camp.

We will not call for minor issues such as:

- Small blisters, cuts, or scrapes
- Minor behavioral issues
- Minor homesickness

We will call for issues such as:

- Injuries or illness that require a camper to stop participation
- Injuries (even if minor) to the head/face area
- Emergencies
- Significant behavior issues
- Significant homesickness

## Emergency Procedures

This outlines the procedures which will take effect should an emergency occur while your child is at camp. It is important that you discuss this with your child.

An emergency is defined as a situation where it is either unsafe or not possible to send campers home from camp or hard for a parent to pick up a camper from camp; such as earthquake, falling aircraft, explosion or severe power failure.

- 1) Camp coaches will remain with all campers until they are picked up or in a safe place with appropriate university staff.
- 2) Campers will remain in their camp group, under the direction of their camp coaches, until the emergency situation no longer exists and it is safe to send campers home or to another safe place to resume camp activities.
- 3) Campers will not be released until it is safe to do so.
- 4) Camp coaches are responsible for accounting for their group of campers.
- 5) During an emergency of this nature the Pat Malley Fitness and Recreation Center will be used for other purposes by the Emergency Operation Center (EOC). All campers will be assembled on Bellomy Field. We will put up pop up tents for shade and await camper pick up from that location.
- 6) The assistance of Emergency Personnel will be sought immediately as needed.
- 7) Campers will not be allowed to call on the university telephones. Lines will be kept open for emergency use only.
- 8) Camp staff will send an e-mail (if able) to all emergency contacts in the current session and a text message notifying parents/emergency contacts of the emergency.
- 9) Campers will only be released to those that are on the Authorized Pick Up list, except when in the judgment of camp staff the best interest of the child will be served by doing otherwise.
- 10) SCU has a campus wide emergency plan that if the above emergency is not completed within four hours we will begin plans with the university on where the campers should be located. We will contact the EOC and begin setting up for a long term shelter of campers. At this time we will update those campers' emergency contacts that are still at camp of the updated status of the emergency and/or pick up location.

## Cancellation Policy

We hope you will not need to cancel, but if you must, please do so as soon as possible so that we can notify campers on the waiting list that a spot has opened for them. In the unlikely event that SCU Campus Recreation must cancel your session of Bronco Kids All Sports Camp, we will refund your camp registration fees.

### Camper Refunds

- Refund requests for Campers submitted prior to or on **June 1, 2023** will result in a full refund minus a **\$85 per session** cancellation fee.
- Refund requests for Campers submitted after **June 1, 2023** will result in a full refund minus a **\$175 per session** cancellation fee.
- Cancellations via phone will not be accepted. Refund requests should be sent to [camp@scu.edu](mailto:camp@scu.edu).
- No refunds will be issued upon expulsion or voluntary withdrawal from camp.
- Ill or injured campers will receive a prorated refund minus a \$85 processing fee upon request only.
- All refund requests due to illness or injury must be submitted via email to [camp@scu.edu](mailto:camp@scu.edu) before the first day of your camp session (unless injury occurs during the week of camp, in which it's due before the last day of that camp session).

### CIT Refunds

- Refund requests for Counselors-in-Training submitted three weeks prior to the session registered will result in a \$75 cancellation fee per session.
- Cancellations via phone will not be accepted. Refund requests should be sent to [camp@scu.edu](mailto:camp@scu.edu).
- No refunds will be issued with less than three weeks prior to the session registered.
- No refunds will be issued upon expulsion or voluntary withdrawal from camp.
- All refund requests due to illness or injury must be submitted via email to [camp@scu.edu](mailto:camp@scu.edu) before the first day of your camp session (unless injury occurs during the week of camp, in which it's due before the last day of that camp session).

### COVID-19 University Canceled Session Refunds

Should Santa Clara University Administration decide to cancel on-campus programs at anytime, all those who have already registered for a Session will be asked to move to a different session, postpone registration to summer 2024, or to request a refund.

COVID-19 University Canceled Session Refund Options include:

- Transferring to a different Session that is still available
- Postponement of registration from summer 2023 to summer 2024 (no additional fees to attend summer 2024 should camp rates increase)
- A full refund for those who wish to cancel registrations. (Due to COVID-19 we have removed all fees traditionally charged for a canceled registration. Our goal is to offer our support to accommodate your family's needs. For those who were refunded minus software fees, an additional refund will follow to return ALL fees paid)
- Any requests via phone will not be accepted. All requests should be sent to [camp@scu.edu](mailto:camp@scu.edu)

## Facilities

Camp is held on the Santa Clara University campus in the facilities indicated below:

~45,000 square foot Pat Malley Fitness and Recreation Center:

~Olympic-sized Sullivan Aquatic Center:

~The 4.7 acre Bellomy Field:

For more information about these facilities and our facility policies please visit our website at:

<http://scu.edu/recreation/facilities/>

## Questions

Should you have any additional questions after reading through this packet, please contact us at [camp@scu.edu](mailto:camp@scu.edu). If you'd prefer to speak with someone, please call the Camp Director at 408-551-3038 or Assistant Director for Intramurals and Camp between 8:30 a.m. – 5 p.m. (PST) at 408-551-7183.