

# CAMP DIRECTOR/OPERATOR GUIDELINES

(Last updated: 12/23/2025)

Welcome to camp! As a Camp Director/Operator, you will be entrusted with the care, safety, and well-being of your campers. This responsibility requires you to uphold the highest standards of professionalism, integrity, and ethical behavior. Your actions and decisions directly impact the camp experience and the lives of the participants attending your camp.

As Camp Director/Operator, you alone are responsible for the day-to-day operation of your camp and supervision of your Camp Staff (defined as any person providing service to the camp including but not limited to directors, administrators, coaches, and trainers). In these Camp Director/Operator Guidelines, we identify several recommendations or suggested practices related to various operational aspects of the camp. Keep in mind though: the camp is your camp, so make it your own. Feel free to modify any recommendation or suggested practice to reflect the experience you want your participants to enjoy. We also, in some instances, outline required standards rather than recommended or suggested practices. In those instances, the required standards exist to protect our interest in the US Sports Camps brand and not for the purpose of establishing any control or duty to take control over those matters that are reserved for you.

As a Camp Director/Operator, you understand that you are an independent contractor and not an employee of US Sports Camps, LLC (“USSC” or “US Sports Camps”). If you have any questions regarding any of the requirements or these guidelines, please contact your US Sport Camp liaison.

# Camp Staff Clearance

The Camp Director/Operator's number one priority is the safety of participants and its Camp Staff. To ensure that all Camp Staff are safe to work with youth, USSC makes available to you a camp safety & compliance platform for background checks and training videos. All Camp Staff (including director, volunteers, and trainers) are able to create an account and complete their mandatory Camp Staff forms, background check\*, and abuse prevention training at least two weeks before the start of camp.

**\*Proof of a cleared background check can be submitted through one of the following options, which should be determined based on your state's specific requirements:**

- 1) Complete a JDP National Background Check, which includes a National Criminal Background Check, Nationwide Sex Offender Search, State Criminal Search, and county criminal search.
- 2) Provide proof of another 3<sup>rd</sup> party background check completed and passed within the past 12 months which meets the same criteria as the background check listed above.
- 3) State specific requirements such as:
  - a. (Massachusetts camps only) CORI/SORI background check completed and passed within 12 months of camp. Information on obtaining a CORI can be found at: [www.mass.gov/orgs/departments-of-criminal-justice-information-services](http://www.mass.gov/orgs/departments-of-criminal-justice-information-services)
  - b. (Pennsylvania camps only) In addition to background check, you will need proof of Fingerprint Clearance.
    - i. Find a PA Fingerprint Check Location at: [www.pa.gov/services/dhs/apply-for-an-fbi-criminal-history-background-check](http://www.pa.gov/services/dhs/apply-for-an-fbi-criminal-history-background-check)
  - c. (California camps only) Live scan background check completed:
    - i. If your youth organization needs to become an authorized Live Scan agency: [oag.ca.gov/fingerprints/agencies](http://oag.ca.gov/fingerprints/agencies)
    - ii. Find Live Scan Locations at: [oag.ca.gov/fingerprints/locations](http://oag.ca.gov/fingerprints/locations)
    - iii. Find a Live Scan Location Out of State at: [services.certifixlivescan.com/services](http://services.certifixlivescan.com/services) or [printscan.com/LiveScan/Locations](http://printscan.com/LiveScan/Locations)

# Camp Staff Conduct

Undersigned Camp Operator agrees to enforce faithfully the following guidelines for themselves and their Camp Staff:

Inappropriate Physical Interactions	Inappropriate Verbal Interactions
<ul style="list-style-type: none"> <li>• Full-frontal hugs or kissing</li> <li>• Showing affection in isolated areas or while one-on-one</li> <li>• Tickling, Wrestling or Piggyback rides</li> <li>• Allowing a participant to cling to an employee’s leg</li> <li>• Participant sitting on an employee’s lap</li> <li>• Any type of massage given by or to a participant outside of accepted and documented medical treatment</li> <li>• Any form of affection that is unwanted by the participant or the employee</li> <li>• Touching bottom, chest, or genital areas that is outside authorized and documented personal care assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Name-calling</li> <li>• Discussing sexual encounters or in any way involving participants in the personal problems or issues of employees</li> <li>• Secrets</li> <li>• Cursing</li> <li>• Off-color or sexual jokes</li> <li>• Shaming, belittling</li> <li>• Oversharing personal history</li> <li>• Derogatory remarks</li> <li>• Harsh language that may frighten, threaten, or humiliate participants</li> <li>• Derogatory remarks about the participants or his/her family</li> <li>• Compliments relating to physique or body development</li> </ul>

- Camp Staff will have a **zero tolerance** for abuse and will not tolerate the mistreatment or abuse of Camp Staff or participants in its programs.
- Camp Staff will educate camp participants to think "Safety First".
- Camp Staff are prohibited from speaking to participants in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Camp Staff must not initiate any sexually oriented conversations with participants. Camp Staff are not permitted to discuss their own sexual activities with participants.
- No corporal punishment of participants is allowed. No physical, verbal or mental abuse of participants as outlined above. For Camp Staff and participants, there is a zero-tolerance policy relative to drugs, alcohol, cannabis, and tobacco consumption during camp.

## Overnight Camps Only:

- “Rule of Three”: There should always be a minimum of two Camp Staff members present when supervising participants and conducting dorm bed checks. There should never be a one-on-one situation between Camp Staff and participants in a secluded location.
- Participants and Camp Staff members are not allowed in the dorm of a different sex (except in the case of emergency).
- Participants are forbidden to leave the dorm after lights are out.

# Program Guidelines

As an Operator of a program that is part of the US SPORTS platform, it is expected your program will create an environment for safe, positive, and fun development of participants' skills.

- Your Program will conduct a Camp Staff training.
- Your Program will provide a safe environment for participants.
- Your Program will assess the safety of playing surfaces and equipment in advance of practice and competition and will make first aid supplies readily available.
- Your Program will provide an appropriate number of Camp Staff, security, and medical personnel.
- Camp Staff will be screened, and any person having unsupervised access to minors will have submitted to and passed a criminal background check.
- Your 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.
- Your 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).

## Camp will provide a positive and enjoyable sports experience

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

## Camp shall comply with all rules and regulations

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

## Service Animals

For the safety and comfort of all participants, pets should not be allowed at camp. A camp is required by law to modify its policies to permit a camper or Camp Staff with a disability to bring a service animal to camp. A service animal must be directly related to the disability.

## Participation Standards

As a camper, you're joining a community built on Fun, Respect, Responsibility, and Sportsmanship. These Participation Standards are designed to help all camps provide a safe, positive, and inclusive environment for everyone. Each independently operated camp is responsible for implementing standards and may set additional rules or procedures specific to their location.

### PARTICIPATION & ATTENDANCE

- Campers are expected to participate fully and stay with their assigned group.
- If you feel sick, injured, or uncomfortable or have concerns about groupings or activities, please speak with a staff member right away.
- Leaving camp early requires permission from the Camp Director.
- Refunds are not issued for missed participation, including illness or injury.

### BEHAVIOR & CONDUCT

- Treat everyone (campers, staff, and facility personnel) with kindness and respect.
- Bullying, harassment (including racist, discriminatory, or sexual), teasing, threats, violence, theft, or abuse of any kind will not be tolerated.

### TECHNOLOGY & DEVICES

- To promote focus and engagement, cell phones and personal devices should be used only during approved times or in designated areas.
- Any digital content must be age-appropriate and align with camp values. Inappropriate content (violent, sexual, discriminatory, or illegal) is strictly prohibited.
- One-on-one communication between campers and camp staff is not permitted (e.g., phone, text, email, or social media).

### PROPERTY & SAFETY

- Leave valuables at home. The Camp Director, USSC, Nike USA, Inc., and host facilities are not responsible for lost or stolen items.
- Respect all camp and host property. Damage, vandalism, or misuse will result in charges to the camper's family.
- Possession or use of tobacco, cannabis, alcohol, drugs, weapons, fireworks, or flammables is strictly forbidden. Bags, rooms, and common areas may be inspected at any time.

### OVERNIGHT CAMP GUIDELINES

- Campers must remain in their assigned dorms after lights out; any changes or exceptions are determined by the Camp Director.
- Do not enter another camper's room without permission. Boys are not allowed in girls' rooms and vice versa.
- Quiet hours, curfew, and visitation rules are strictly enforced.
- After lights out, devices must be turned off.
- Respect your roommates, their space, and their belongings.

### REPORTING & ACCOUNTABILITY

If you witness inappropriate behavior or policy violations by campers or staff, please report it immediately:

- 1-800-645-3226
- reports@ussportscamps.com
- USSC Child Abuse Report

#### CONSEQUENCES & EXPULSION

Campers who violate these rules, require 1:1 supervision, or pose a safety risk may be dismissed from camp. Immediate expulsion may result from:

- Acts or threats of violence
- Possession or use of weapons, drugs, alcohol, nicotine or tobacco
- Theft, vandalism, or harassment
- Sexual misconduct, hazing, or racist language or behavior

Parents/guardians must pick up expelled campers immediately. No refunds or credits will be issued.

#### Emergency Response Training

The following is a list of required emergency response Camp Staff training. Develop your action plans for the following scenarios and review them with your Staff before camp.

- |  |  |
|--|--|
| • Serious participant or counselor injury              | • Severe weather including lightning           |
| • Evacuation and assembly point in the event of a fire | • High wind/tornado                            |
| • Concerned parent                                     | • Earthquake                                   |
| • Participant mental health issue                      | • Active shooter, participant unveils a weapon |
| • Alcohol or drug consumption                          | • Catastrophic injury                          |
| • Missing participant                                  | • Responding to allegations of abuse           |

#### Transportation of Participants

In most circumstances, participants are to be transported only using commercial companies which provide their own drivers, vehicles, and automobile insurance.

In the rare event a Camp Director/Operator chooses to transport participants for the purpose of camp logistics, they should follow these guidelines:

- One-to-one transportation of a staff member and camp participant is strictly prohibited (Rule of Three)
- All drivers must have a satisfactory driving history which is systematically reviewed by Camp Director/Operator (i.e., review of a motor vehicle report annually)
- Camp Director/Operator must purchase business automobile liability insurance with limits of at least \$1,000,000
- 12-passenger and 15-passenger vans are strictly prohibited

#### Camp Activities with Third Party Vendors

Camp Directors and Camp Staff must be in a supervisory role over the conduct of the participants and not lead the activities. For example, if the participants are doing a zip line, the zip line company's staff must organize and run the activity. Same goes for amusement parks, water parks, fun centers, etc. It is

recommended that programs provide: (1) a clear opportunity for the camper and parents/ guardians to opt out; (2) a signed activity waiver; and (3) advance communication to families regarding the activity.

# Child Abuse and Other Misconduct

In addition to the training provided through Abuse Prevention Systems, below are some additional guidelines and best practices for keeping youth safe from abuse and misconduct.

## Types of Misconduct and Examples:

### 1) Sexual Misconduct, including Child Sexual Abuse

Sexual misconduct is defined as:

- Any sexual interaction, whether non-touching or touching, that is forced or perpetrated in an exploitative, harassing, aggressive, or threatening manner.
- Any sexual interaction between a participant and an individual with direct, indirect, or evaluative authority. Such relationships usually involve power imbalance; disparity in age, development, size, or intellectual capabilities; the existence of an aggressor; and are likely to impair judgment or be exploitative.
- Any conduct or acts defined under state or federal law as sexual abuse or misconduct.

Sexual misconduct can be between adults, between adults and minors, or between minors. Minors do not have the legal capacity to consent to sexual activity with an adult, and as a result, any sexual interaction between a minor and adult is strictly prohibited.

Types of sexual misconduct include:

- Sexual assault
- Sexual harassment
- Sexual abuse
- Any other equal intimacies that exploit a minor

Touching offenses include:

- Fondling a participant's breasts or buttocks;
- Providing a sports-related reward (ex: playing time, position, lessons, award, praise) in exchange for sexual favors;
- Sexual penetration and sexual touching;
- Genital contact whether or not either party is clothed;
- Any intimacies or sexual relations between a Camp Staff member and participant when the Camp Staff member is in a position of authority, trust, control, or evaluative decision making over the participant.

The following are not defenses under any circumstances to an allegation of sexual misconduct: the consent of a minor, mistaking the age of a participant, or that the interaction did not occur during a sanctioned event of the organization.

Peer-to-Peer Child Sexual Misconduct:

Whether or not sexual interaction between children constitutes child sexual abuse turns on the existence of an aggressor, the age difference between the children, and/or whether there is an

imbalance in power and/or intellectual capabilities. Allegations or suspicions of peer-to-peer child sexual abuse must be reported to authorities.

Grooming:

Grooming is an intentional strategy that sexual predators use to set up and prepare victims, parents, and Staff to gain a position of trust and lower their defenses, which assists in the perpetration of misconduct. Camp Staff should bring any allegations or suspicions of grooming behavior to the Camp Director/Operator.

## 2) Physical Misconduct

Physical misconduct includes:

- Intentional physical contact or threat of such that causes or has the potential to cause personal injury or bodily harm to the participant.
- Any act or conduct described as physical abuse under state or federal law, such as assault, child neglect, and child abuse.

Examples of prohibited physical misconduct:

*Contact offenses:*

- Punching, beating, biting, striking, choking, or slapping a person
- Intentionally hitting a person with objects or sporting equipment
- Providing alcohol to a participant who is under the legal drinking age
- Providing non-prescription or illegal drugs to any participant
- Encouraging or permitting an athlete participant to return to play after an injury (e.g., concussion) or sickness prematurely or without clearance from a medical professional
- Prescribing diet or other weight control methods for humiliation purposes and without regard for the health of the participant (e.g., public weigh-ins or caliper tests)

*Non-contact offenses:*

- Isolating a participant in a confined space (e.g., locking a participant in a room)
- Forcing a participant to assume a painful stance or position for no athletic purpose (e.g., requiring the participant to kneel on a hard surface)
- Withholding, recommending against, or denying adequate hydration, nutrition, medical attention, or sleep

Physical misconduct does not include physical contact that is a professionally accepted coaching method for teaching skill enhancement, physical conditioning, team building or appropriate discipline.

## 3) Emotional Misconduct

Emotional misconduct involves a pattern of intentional, noncontact behavior that causes or has the potential to cause psychological or emotional harm to a participant. Physical acts, verbal acts, or acts that deny support or attention are included in these behaviors.

Examples of prohibited emotional misconduct:

- **Verbal Acts:** A pattern of verbal behaviors that personally attack a participant (e.g., calling them disgusting, worthless, or fat) or repeatedly screaming at participants in a way that does not serve a legitimate motivational or training purpose.

- **Physical Acts:** A pattern of physically aggressive behaviors, such as throwing or punching sports equipment or other objects in the presence of participants.
- **Acts that Deny Support or Attention:** A pattern of ignoring or excluding a participant during practice or team discussions for an extended period of time.

#### 4) Bullying

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Campers who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying can occur through verbal, written or electronic communications or by means of a physical gesture or act.

Examples of prohibited bullying behavior:

- **Physical:** Hitting, pushing, punching, beating, biting, striking, kicking, choking, spitting, or slapping; throwing objects such as sports equipment at another participant.
- **Verbal:** Teasing, ridiculing, taunting, name-calling, or intimidating, or threatening to cause someone harm.
- **Social, including Cyberbullying:** Using electronic communication, social media or similar to harass, frighten, intimidate, or humiliate someone; using rumors or false statements about someone to diminish that person's reputation; socially excluding someone and asking others to do the same.
- **Sexual:** Teasing, ridiculing, or taunting based on gender or sexual orientation (real or implied), gender traits or behavior (e.g., taunting someone for being too effeminate or too masculine), or teasing someone about their looks or behavior as it relates to sexual attractiveness.

It is often not the Camp Staff, but other participants who perpetrate bullying. However, a Camp Staff member who knows or should have known of bullying behavior should address the behavior.

Bullying can also happen between Camp Staff or by a Camp Director/Operator to Camp Staff.

#### 5) Harassment

Harassment is a pattern of physical or nonphysical behaviors that cause annoyance, fear or humiliation; degrade or offend; reflect a discriminatory bias; or create a hostile environment for the purpose of creating superiority, dominance, or power over an individual participant or participants based on gender, gender identity, gender expression, sexual orientation, ethnicity, race, culture, national origin, race, or physical or mental disability. It also includes any conduct or acts defined as harassment under state or federal law.

Examples of prohibited harassment:

Name-calling, taunts, threats, belittling, stalking, unwelcome advances and requests for sexual acts, as well as undue threats to perform or succeed.

Sexual harassment is conduct towards a participant that includes sexual advances, requests for sexual favors, or other verbal or physical behaviors of a sexual nature and is sufficiently severe, persistent or pervasive and objectively offensive that it negatively affects an individual's performance.

## 6) Hazing

Hazing includes any behavior which is physically harmful, humiliating, intimidating, or offensive. Hazing typically is an initiation activity that is a precondition for being socially accepted or joining a team. It also includes any act that is described as hazing under federal or state law.

Examples of hazing include:

- Using force or peer pressure to require the consumption of alcoholic beverages or illegal drugs
- Restraining a person through tying or taping
- Requiring simulations of acts of a sexual nature.
- Depriving one of sleep
- Withholding water and/or food
- Requiring public actions that are illegal, embarrassing, or socially unacceptable (e.g., public nudity)
- Paddling, branding, beating or other forms of physical assault
- Requiring excessive training

Hazing occurs even when the participant agrees to cooperate.

# Reporting Abuse and Misconduct

States have laws addressing the mandatory reporting of certain unlawful conduct involving minors. The Camp Director/Operator is responsible for being familiar with and ensuring compliance with such laws that apply to them, their camp, and their Camp Staff. To the extent such laws conflict with anything in these Guidelines, the law takes precedence. Camp Directors/Operators should consult with an attorney on currently applicable local, state, and federal law.

## 1) Reporting Child Sexual and Child Physical Abuse

Any Camp Staff who has a reasonable suspicion of child sexual abuse or child physical abuse, must:

- Immediately notify the law enforcement authorities and child services as required by applicable local, state, and federal law.
- Complete a US Sports Camps Report at: [www.ussportscamps.com/report-abuse](http://www.ussportscamps.com/report-abuse)

**Note:** Camp Director/Operator should notify their US Sports Camps Manager immediately after the above steps have been taken. Please refer to the USSC Crisis Management Activation Matrix included in the Director Portal Resources to determine the proper protocols to follow.

State or local laws have different reporting requirements, including mandatory reporting of different types of conduct and shorter timelines for reporting. Staff are responsible for complying with the most restrictive requirements applicable to them. Failure to report may be a criminal violation under state and federal law.

Those making such reports may have civil and criminal immunity under certain circumstances. Participants and parents are also encouraged to report any reasonable suspicions of child sexual and child physical abuse to the Camp Director/Operator.

Resources for assistance with state and federal reporting requirements:

- Child Welfare Information Gateway: [www.childwelfare.gov](http://www.childwelfare.gov)
- State Statute Search: [www.childwelfare.gov/resources/states-territories-tribes/](http://www.childwelfare.gov/resources/states-territories-tribes/)

## 2) After Reporting to Law Enforcement

After a report of reasonable suspicion of misconduct to law enforcement has been made, whether for reasons of child sexual abuse, child physical abuse, or other illegal reportable misconduct, the Camp Director/Operator should take the following actions:

Do not engage in any internal investigations or attempt to investigate the credibility of any such allegation. An independent investigation may interfere with the investigation of law enforcement. Cooperate with law enforcement if they are conducting an investigation. However, the Camp Director/Operator may ask a few clarifying questions of the complainant or minor(s) involved to adequately report the suspicion to law enforcement.

To the extent permitted by law and appropriate, the Camp Director/Operator and US Sports Camps should protect the names and confidentiality of the complainant (if requested), the accused, and the victims.

If the suspected or accused is one of your Camp Staff, immediately remove any accused Camp Staff. Consult with legal counsel.

After consulting with legal counsel, the Camp Director/Operator may decide at their discretion to inform other Camp Staff members, parents, and participants of any child sexual abuse or child physical abuse allegations that law enforcement is actively investigating, in an effort to find out if there may be other cases of child abuse that should also be reported to law enforcement.

Once the investigation by law enforcement has concluded, the Camp Director/Operator may reconvene to determine whether or not the accused can be reinstated or reassigned and whether further internal investigation is necessary before such a decision can be made. Even if the investigation is inconclusive, the Camp Director/Operator may use its discretion in deciding on reinstatement or reassignment.

### 3) Reporting Other Misconduct, including Emotional, Bullying, Harassment, Hazing, or Grooming Behavior

The Camp Director/Operator should establish an environment where any Camp Staff member, participant, or parent who has a reasonable suspicion of emotional misconduct, bullying, harassment, hazing, or grooming behavior can report such misconduct to the Camp Director/Operator. Applicable law may also require such conduct to be reported to law enforcement or other child protection authorities.

If you make a report to law enforcement, please also make a report to US Sports Camps using this link: [www.ussportscamps.com/report-abuse](http://www.ussportscamps.com/report-abuse)

### 4) Whistleblower Protection and Bad Faith Allegation

Whistleblowers who report misconduct suspicions in good faith should be protected against any retaliation, punishment, and other harm regardless of the outcome of any investigation. To allow otherwise would defeat the purpose of the child abuse and misconduct risk management plan.

Likewise, complainants who act in bad faith in making malicious or frivolous allegations are subject to civil and criminal actions.

### 5) Willfully Tolerating Misconduct

Camp Staff members who know of prohibited misconduct should take appropriate action to intervene to protect participants or other Camp Staff members and not willfully tolerate misconduct.

# Social Media and Electronic Communications

Electronic communications and social media interactions between Camp Director/Operator and participants and their parents/guardians may be necessary with regard to official Camp activities directly related to the sport/camp program schedules, and administrative issues. Furthermore, social media touting the positive aspects of competition and club (camp) promotion should be encouraged. However, the potential for misconduct exists including sexual abuse, emotional abuse, bullying, harassment, and hazing.

**Any communication or fraternization between Camp Staff members and participants is strongly discouraged. Camp Staff should not be allowed to contact participants directly before, during, or after camp, including, but not limited to, communication via text, phone, email, or any form of social media, unless a rare exception is approved by the Camp Director/Operator and a parent is copied on such communications.**

## 1) Social Media, including, Facebook, TikTok, X, Instagram, Snapchat, etc.

US Sports Camps has an official social media account which may connect with other Camp Staff, participants, and parents/guardians for the purpose of official organization communications about activities, motivation, team building, and answering posts from participants and parents/guardians.

**Camp Staff and minor participants must never connect on social media.**

## 2) Email, Texts, and Instant Messaging

It is strongly discouraged to allow Camp Staff to have communications with minor camp participants, however, if a rare exception is approved by the Camp Director/Operator, a Camp Staff member and minor participant may communicate via email, text, or instant message **only when** communication is about official organization activities\* AND the parent/guardian of the minor participant is copied on all such communications sent by a Camp Staff member.

\*Official organization communications may include activities related to academic and athletic prospecting questions, athletic schedule, highlight video, or a camp related question.

## 3) Digital Photos and Videos

Organizations frequently publish photos and videos of activities on their website and social media accounts and transmit via email to various media outlets. Before publishing a photo or video of any participant, the organization should obtain an image release agreement signed by the parent/guardian. Also, all photos and videos should be taken in public view and should be appropriate and in the best interest of the participant and the organization.

Camp Staff should immediately honor any request from parent/guardian to discontinue all digital communications or imagery with a minor participant without any repercussions.

# Locker Rooms and Changing Areas

Participants are particularly vulnerable to misconduct including bullying, harassment, and hazing in locker rooms/changing areas due to various stages of undress and less direct supervision.

Camp Staff guidelines include:

- Camp Staff should always be located just outside of the room to be on call if a problem arises and should make periodic sweeps inside. The sweeps should be conducted by Camp Staff who are the same sex as the minor participants.
- Camp Staff should stand within earshot of locker room when in use by minor participants.
- Encourage minor participants with a strict time limit of how long they can be in the locker room to limit opportunity for inappropriate interactions and activities.
- Discourage the use of locker rooms by minor participants of different ages at the same time.
- Prohibit the use of locker room horseplay such as towel snapping.
- Prohibit parents/guardians from entering unless it is absolutely necessary. In such cases, the parent/guardian should inform Camp Staff in advance and should be the same sex as the minor participants.
- Prohibit the use of all recording devices including smartphones.
- Comply with all misconduct rules.
- If a minor participant enters a bathroom/locker/changing area, Camp Staff should be aware and check to that such minor participant returns within a reasonable time.

In the special case of co-ed locker rooms, male and female athletes should use separate changing areas. When separate areas are not available, the male and female participants should take turns using the areas.

# Gender Diversity and Inclusion

The Camp Operator/Director establishes an environment that promotes Gender Diversity and Inclusion and that everyone attending its camps deserves to feel safe and respected. In furtherance of this belief, where applicable law and host facility policy allows, the Directors and Camp Staff are asked to follow the guidelines listed below:

- Refer to campers by their desired names and pronouns.
- Apply gender-neutral dress codes, where applicable.
- Offer the option for private changing spaces and shower schedules where possible.
- Permit and encourage campers to use the restroom and/or locker room that aligns with their gender identity or expression.
- Prohibit public nudity at any camp or facility.
- Allow campers to play and practice with the team that aligns with their gender identity or expression.
- Allow campers to choose the housing option that aligns with their gender identity or expression at overnight camps, where applicable law and host facility policy allows.
- Respect the privacy of campers by declining to comment or share information about the gender identity or expression of any camper.

# Concussions

## Safety Protocols for Recognizing & Reporting Concussions

Camp Director/Operator should train their Camp Staff in the below guidelines and best practices about the signs and symptoms of mild traumatic brain injuries, otherwise known as concussions.

### What is a concussion?

A concussion is the most common type of brain injury. It is the result of a direct blow to the head or body causing the head and brain to move quickly back and forth. This injury typically results in impairment of neurological function. The brain ceases to function normally and may result in the signs and symptoms listed below. A concussion can affect one's ability to perform everyday activities and affect reaction time, balance, sleep, and classroom performance. You cannot see a concussion. You might notice some of the symptoms right away, or symptoms can show up hours or days after the injury.

### Symptoms of a concussion:

It is important to understand the signs and symptoms listed below are common for a concussion. A person with a concussion may exhibit some or all the symptoms listed below:

- Headache
- Continued Blurred or Double Vision
- Neck Pain
- Altered Emotions/Inappropriate Behavior
- Nausea
- Ringing in the ears
- Vomiting
- Feeling slowed down
- Loss of appetite
- Feeling in a "fog"
- Balance Problems/Dizziness
- Difficulty concentrating or remembering
- Drowsiness/Fatigue
- Confusion/Disorientation/Irritability
- Difficulty Sleeping
- Incoherent/Slurred Speech
- Nervousness/Anxiety
- Loss of Consciousness
- Sensitivity to light/noise

These signs and symptoms following a witnessed or suspected blow to the head or body are indicative of probable concussion. Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the contest or practice and shall not return to play until cleared by an appropriate health care professional.

**Camp Director/Operator must document any suspected incidences of head trauma and notify parent/guardian of participant.**

**I have read, understand, and voluntarily agree to the above Director/Operator Guidelines.**

**Camp Director/Operator Signature: \_\_\_\_\_**

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