

# **SOUTH CAROLINA VOLLEYBALL CAMPS**

2020

All South Carolina Volleyball Camps approved by the Director of Operations, Event Management, & Sports Camps by Form 13.5.2 are subject to the policies in this manual.

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# INFORMATION FOR CAMPERS

## ***WHO IS ELIGIBLE?***

South Carolina Volleyball Camps are open to any and all entrants, limited by only number, age, grade level, and/or gender. Space is limited for each camp; enrollment is on a first-come, first-serve basis. Early enrollment is strongly encouraged to ensure participation.

## ***HOW TO REGISTER***

1. Online
  - a. Go to [southcarolinavolleyballcamps.com](http://southcarolinavolleyballcamps.com)
  - b. Fill out registration form.
2. Email [mam5@mailbox.sc.edu](mailto:mam5@mailbox.sc.edu) with any questions

## ***CONFIRMATION***

Upon processing each registration, an initial email will be sent to you from RYZER. A follow-up email will be sent 3-5 days before camp. All camp-related correspondence will be sent to the email address provided on the registration form. It is advised that campers and/or parents check their mail/email frequently in the weeks leading up to camp.

## ***PRICING***

1. **Winter Clinics: \$75**
2. **Volley School: half day \$60 Full day \$100**
3. **Positional Clinics: \$75**
4. **Elite Skills \$455**
5. **All Skills Camps \$150 daily or \$400 for all three days**

## ***PAYMENT***

All payments will be processed online. Full payment is required before registration is complete.

## ***DISCOUNTS***

The following discounts apply to all camps or clinics unless otherwise specified:

- South Carolina Volleyball Camps offer half price entry for campers of University of South Carolina staff (Camp Staff, USC Athletic Department Staff, USC Faculty/Staff).
- South Carolina Volleyball Camps offer \$400 entry fee for the All Skills Camp if all 3 sessions are purchased together.

Please contact the Volleyball Office to inquire about discounts that you may be eligible for.

## ***CANCELLATIONS/PRORATION/REFUNDS***

All requests for proration of fees and refunds must be made in writing; verbal cancellations/refund requests will not be honored. South Carolina Volleyball Camps will offer a proration of fees if campers need to leave early due to injury or illness. Campers who have scheduling obligations (i.e. competition, family vacation) that will cause them to miss a portion of camp must notify the camp director no less than 10 business days in advance. Proration requests past that time will result in no refund or reimbursement for time missed. There is a \$30 service fee that is non-refundable for any reason. Refunds will be issued for cancellations up to one week (7 days) prior to the start of camp.

## ***WHAT TO BRING***

- Volleyball Shoes (gym shoes)
- Wear or bring athletic clothes to change into

- Knee pads
- Water bottle
- Medicine, inhaler, EpiPen, etc. you may need during camp
- Optional- snacks, cash

### ***LODGING***

No lodging will be provided. South Carolina Volleyball Camps will not take responsibility for finding lodging or supervision of campers overnight.

### ***MEALS***

Meals are provided to campers as denoted during camps and clinics. For specific dietary needs, parents/guardians are expected to notify camp director prior to check-in. Campers may bring their own food or snack items to camp.

### ***FACILITIES***

The University of South Carolina has some of the finest facilities in the nation. The camps will be conducted on the campus of the University of South Carolina in Columbia, South Carolina. Camp sessions will be held at the Carolina Volleyball Center.

### ***DIRECTIONS TO CAMP***

Check-in will be held at the:

**Carolina Volleyball Center – 1051 Blossom St. Columbia, SC 29201**

### ***AIRPORT TRANSPORTATION***

Campers who need transportation to and from the Columbia Metro Airport will need to make arrangements with the South Carolina Volleyball Camp Staff no later than one week prior to camp. South Carolina Volleyball Camps will make every effort to accommodate each request, but service is not guaranteed.

### ***PARKING***

Parents or guardians are welcome to stay and watch camp in the balcony area of the Carolina Volleyball Center. Parking is limited, and South Carolina Volleyball Camps will not reimburse the cost of a parking ticket.

### ***CHILD SAFETY & PROTECTION***

The University of South Carolina is committed to ensuring a safe environment that provides protection of all children and teens participating in camps. All members of the staff (including coaches, mentors, managers, trainers and administrators) will have passed a thorough criminal background check before being allowed to participate in camp in any capacity. In addition, all staff members will have been properly trained to handle any and all emergency situations. ***Should a camper suspect any illegal or inappropriate behavior from another camper or staff member, it is asked that they immediately report the activity to the lead camp coach.***

### ***MEDICATIONS/SPORTS MEDICINE***

The Parent Consent and Medical Waiver Form is **REQUIRED** for all campers prior to participation in camp. Mendoza Volleyball Camps LLC reserves the right to deny any camper with pre-existing medical and/or physical history.

Any special considerations for campers should be included on the medical form, or communicated directly to Megan Mendoza (mam5@mailbox.sc.edu)

*If a camper brings any medication (prescription or over-the-counter) to camp, a parent or guardian must inform the athletic trainers at check-in. Each camper's situation will be considered on a case-by-case basis.*

*Note: A certified athletic trainer will be present at all sessions and in the dorms for overnight camps to help monitor all medications and provide medical treatment if needed. All campers will need direct permission from parents/guardians before the athletic trainer can administer any medication. All athletic trainers are CPR/AED certified.*

## **EXPECTATIONS FOR CAMPERS**

### **EXPECTATIONS FOR CAMPER BEHAVIOR**

- Follow all instructions of camp staff. Immediately consult your camp coach if you are uncertain about any of their instructions.
- Label all personal belongings, especially equipment. The University of South Carolina is not responsible for any lost or stolen items.
- Notify camp personnel as soon as any problem arises, whether it is big or small.
- Campers should not leave the gym or dorm without a member of the camp staff. If a camper leaves the dorm for any reason, they will be immediately dismissed from camp. Visitors are strictly prohibited from entering a dorm room. Campers are expected to be in their own room at the time designated as “LIGHTS OUT”

### **BEHAVIORS NOT PERMITTED**

- The use of profanity or inappropriate language, whether it be verbal or written.
- Leaving the camp area as designated by the camp director. Campers are not permitted to freely walk around campus or any surrounding area
- Inappropriate use of a cell phone or cell phone camera during camp.
- Damaging or stealing University or other campers’ property. Camp fees do not cover lost or stolen items.
- Harassment, bullying or intimidating other campers is strictly forbidden.
- The use of a vehicle. If a camper drives to camp, they may be required to give their keys to the camp director at check-in. The keys will be only be reissued at the conclusion of camp or if there is a family emergency.

### **DISMISSAL POLICY**

There will be no refund for any camper dismissed from camp. Grounds for dismissal include, but are not limited to:

- Vandalism
- Leaving a facility unsupervised
- The use of alcohol, tobacco, or drugs
- Harassment, bullying, or intimidating other campers
- Not following verbal rules or instruction.

## **EMPLOYEES**

### **APPLICATION**

Any person who desires to be employed at a camp must first complete an employment application provided by the Camp Director. Upon submission and acceptance, a background check, along with other employment requirements will be completed. For certain camps, this application may request information about the prospective camp staff member’s relationships with prospects. This information will also be used to determine the person’s eligibility for employment.

### ***BACKGROUND CHECK***

All camp employees must have a seven year background check conducted by the camp's approved organization of choice. Reasonable exceptions may apply. Pursuant to University policy, any applicant who fails to disclose a criminal conviction on the employment application will not be hired.

### ***DISQUALIFYING OFFENSES***

- Any felony
- Burglary
- Child abuse/neglect
- Domestic Violence
- Drug Sale or Possession
- Two or more DUI's in the past ten years
- Property damage
- Prostitution/Sex charges

The Camp Director will decide which charges outside this list which may result in disqualification.

### ***EMPLOYMENT CLEARANCE***

Upon receipt and review of the background check results, the Sports Camp Administrator will determine which staff are cleared for camp employment. Camp directors will be notified by email when prospective staff have been cleared for employment.

### ***CAMP EMPLOYEE COMPENSATION***

The Camp Director will maintain detailed records of employee payment. These records include a list of all employees, how much each employee was paid, the method of payment for each employee (i.e. Check, Cash), and the date or dates of payment disbursement. These records shall be signed by the employee upon receiving payment, as well as the Camp Director.

## EXPECTATIONS FOR STAFF

Each year, the University of South Carolina welcomes thousands of campers from all over the southeast. As a member of our camp staff, you are crucial to the camp's overall success. It is your role that serves as the most important component of what we are building at the University of South Carolina. Your efforts, diligence, and enthusiasm will greatly influence whether or not a camper has a safe, beneficial and enjoyable camp experience.

Briefly stated, your responsibilities as a camp staff member include, but are not limited to:

- Ensuring the safety of each camper
- Following the direction of the camp director and carrying out the camp's supervision and instruction plan
- Creating an opportunity for each camper to have a lasting experience by providing instruction that is appropriate for each camper's age and ability, and encouragement that enables each camper to gain the confidence needed to learn new skills
- Serving as an appropriate role model for all campers in your care at all times

The USC coach heading your camp will discuss your responsibilities and assign you specific duties during the pre-camp staff meeting.

### ***ENSURING CAMPER SAFETY***

Camper safety is a paramount goal of all South Carolina Volleyball Camps. In order to promote a safe environment for our campers, camp staff members should:

- Always think "Safety First." If an activity appears dangerous, stop it right away.
- Read the camp's ***Emergency Action Procedures*** and make sure you know what to do if an emergency occurs.
- Read the ***Camper Rules and Expectations*** and review them with your assigned group of campers.
- Monitor camper behavior to ensure that all campers are following the ***Camper Rules and Expectations***.
- Wear your uniform staff shirt when you are on duty.
- Maintain a watchful eye for any person who is in a designated camp area, but is not a camper or other camp staff member. If you suspect any illegal or inappropriate activity at any time, report the activity to the Camp Director ***IMMEDIATELY***.
- Never be alone with a camper behind closed doors. If you need to speak privately to a camper, bring another camp staff member along. Report all details of the meeting to the camp director immediately following the meeting.
- Take attendance as required by the head camp coach. You are responsible for everyone in your assigned group.
- When escorting campers by foot from one site to the next, make sure the campers stay on the sidewalk and only cross the street as a group at designated crosswalks.
- Immediately report all injuries to athletic training staff members and the head camp coach. Never assume any injury is a small or minor injury.
- Persistently monitor campers' hydration and mandate frequent water breaks.
- While you are working, only use a cell phone for camp-related business. Unnecessary cell phone use is a distraction to other staff members and campers. However, it is expected that all camp members have their cell phones available at all times.

### ***FOLLOWING THE CAMP DIRECTOR'S INSTRUCTIONS***

The Camp Director of each camp is responsible for overseeing the operation of the camp, ensuring camper safety, and supervising all camp staff. Camp staff should:

- Follow the instructions of the camp director, and, if necessary, ask for clarification of any instructions which are not clear.
- Attend all scheduled camp activities to which you are assigned.
- Be on time.
- Promptly report any issues or problems to the camp director.

### ***CREATING A LASTING EXPERIENCE***

Creating a lasting experience for our campers is an important goal of all South Carolina Volleyball Camps. Since camp staff has frequent and daily contact with campers, they play an important role in reaching this goal. Camp staff should:

- Look for campers who may be having difficulty integrating into camp. Campers who attend camp on their own may need help meeting other campers, particularly at the beginning of camp.
- Start each instruction session with an explanation of the session's goal.
- Remember that not all campers learn in the same way or at the same pace.
- Offer feedback and look for teachable moments. Remember to be vocal with praise and discreet with constructive criticism.
- If a drill or activity does not work, ask the camp director if you should change it.

### ***SERVING AS A ROLE MODEL***

The University of South Carolina's proud athletic tradition is built on the accomplishments and character of its coaches, student-athletes, and staff. It is crucial that you understand that you are held to a higher standard when you wear the South Carolina logo and our campers view all of us as role models. Camp staff should:

- Be positive and patient with all campers through words and body language, not just the most talented ones.
- Never use alcohol or drugs at any time while working at a camp.
- Never use obscene or inappropriate language at any time when working at a camp. Be mindful to immediately stop a camper's use of obscene or inappropriate language as well.
- Do not bring outside guests to any camp site until the camp has been dismissed

# Internal Guidelines

## **DISCOUNTS**

The Camp Director has the discretion to establish discounts for registration fees for a camp provided that any such discount is (1) properly publicized, (2) available to any registrant who satisfies the discount criteria and (3) offered without regard to athletic ability.

- Discounts available to Department staff - Children of institutional or Department staff members may receive free or reduced admission to a camp or clinic regardless of whether the staff member's *child* is a high-school, preparatory-school or two-year college athletics award winner.
- Discounts for other relatives – A camp may also provide free or reduced admission to its camps or clinics to *another relative* of Department staff members provided that (a) the relative is **not a prospective student-athlete** and (2) the same opportunity is available to all Department staff members.
- Discounts available to other Camp Staff – A camp may provide free or reduced admission to its camp or clinic to the *child* of a person who is an instructor (or other camp staff member) in the camp or clinic, provided that the opportunity is available to children of all staff instructing in the camp or clinic.

## **PRO-RATED FEES**

The Camp Director has the discretion to establish a pro-rated registration fee provided that such pro-rated fees are (1) on file in with Office of Compliance Services (OCS) and the Assistant Director of Event Operations prior to the rate being publicized or offered; (2) available to any registrant who requests it; and (3) offered without regard to athletic ability.

## **REFUNDS**

Each camp brochure and webpage should include the camp's refund policy. In the absence of a written refund policy, the camp fee will be considered fully refundable upon request of the registrant.

## **ADVERTISING (WEB AND PRINT)**

Camp directors should obtain the approval of the Director of Operations, Event Management, & Sports Camps prior to the purchase, production or placement of any camp advertising; including, but not limited to web-based print, social media, printed brochures or any other form.

## **TRANSPORTATION FROM AIRPORT**

Can be part of the camp registration fee or charged as a separate fee. If the camp director elects to charge a separate fee for this transportation, this fee will be charged and collected at the time of the camper's registration, and/or prior to airport, bus, or train pick-up.

## **NON-INSTITUTIONAL CAMPS**

Coaches and other Department staff must obtain the prior written approval of the Office of Compliance Services in order to work at a non-institutional camp, whether held on or off the University of South Carolina campus.

## **COMPLIANCE**

The presence of prospective student-athletes at our camps (and their interaction with our coaches, student-athletes and Department staff while at our camps) presents unique NCAA compliance risks.

Although camp directors are ultimately responsible for their camps' compliance with NCAA bylaws, camp directors should regularly consult with the Office of Compliance Services as potential compliance issues present themselves.

## **BACKGROUND CHECK**

All camp employees must have a seven year background check conducted by the camp's approved organization of choice. Reasonable exceptions may apply. Background checks are due to the Director of Operations, Event Management, & Sports Camps ten (10) business days prior to the first day of camp.

Failure to complete background checks for camp employees prior to hire date will subject the camp to the following penalties:

- 1<sup>st</sup> Offense – *Financial Penalty 1, as determined by Athletics Administration;*
- 2<sup>nd</sup> Offense – *Financial Penalty 2, as determined by Athletics Administration;*
- 3<sup>rd</sup> Offense – *Suspension of camps and clinics for a TIME PERIOD, as determined by Athletics Administration.*

Pursuant to University policy, any applicant who fails to disclose a criminal conviction on the employment application will not be hired.

## **CHILD SAFETY AND PROTECTION**

The University of South Carolina is committed to ensuring a safe environment that provides protection of all children and teens participating in camps. All members of the staff (including coaches, mentors, managers, trainers and administrators) will have passed a thorough criminal background check before being allowed to participate in camp in any capacity. In addition, all staff members will have been properly trained to handle any and all emergency situations. ***Should a camper suspect any illegal or inappropriate behavior from another camper or staff member, it is asked that they immediately report the activity to the lead camp coach.***

## **CHAIN OF COMMAND**

The Camp Director, athletic trainer, or law enforcement may determine when to remove campers from the playing surface. The use of cell phones is a timely way to communicate this decision to other camp staff. Once the decision to remove campers has been made, the Camp Director will notify the other camp staff of this decision.

## **WEATHER FORECASTS AND SEVERE WEATHER MONITORING**

- Prior to each day, the Camp Director will check local forecasts to determine whether severe weather is being anticipated.
- During the day, the Camp Director will continue to monitor local forecasts and the University of South Carolina's alert system.
- It is the responsibility of the Camp Director to monitor the threat of inclement weather and take any appropriate actions necessary.

In the case of severe weather and/or lightning, all camp staff will be instructed to keep their camp groups inside and secure until the camp director gives final approval to transit between facilities. It is important to keep campers calm and orderly at all times.

## **LIGHTNING SAFETY PROCEDURES**

### **FIELD CLEARANCE**

- If it is determined that lightning is occurring within 15 miles of campus and is moving towards campus, the Camp Director will notify camp staff that all campers should be cleared from the fields/courts and that they should seek shelter immediately.

## SAFE SHELTER

- Seek shelter in the nearest athletic facility.
- Avoid being in the highest point of the fields/courts, and do not take shelter near or under trees and light poles.
- Wait for the Camp Director to provide further instructions prior to resuming an activity or returning to the field/courts.

## MANAGING A VICTIM OF A LIGHTNING STRIKE

- Make sure that the scene is safe.
- Call 911 and contact the athletic trainer.
- If necessary, move the victim to a safe location. As stated above, do not seek shelter under a tree.
- Evaluate the victim and begin CPR if necessary. Confirm that emergency personnel are on the way.
- Evaluate and treat for shock, fractures, or burns.
- Notify Camp Director

## LOST CAMPER PROCEDURE

1. ***Camp staff must be able to account for their campers at all times.*** Camp staff should keep camp rosters with them and regularly check attendance against their roster, particularly in times when campers are transitioning from one area to another.
  - I. Team Camp – While we expect high school coaches to assist in supervising their teams, the head camp coach must check with each high school coach to confirm all campers are present before the start of any activity.
2. Upon determining that a camper is unaccounted for through attendance procedures, notification by another camp staff member, by another camper, or by any other means, ***immediately*** notify the camp director.
3. Camp staff and the Camp Director should immediately meet to exchange information on the camper's possible whereabouts. The Camp Director should also check camp records to determine:
  - I. Whether the camper reported to camp that day
  - II. Whether the camper left early
4. At this meeting, the Camp Director should make notes of the following information:
  - I. Time
  - II. Camper name
  - III. Camper age
  - IV. Where camper was last seen
  - V. Detailed camper description (height, weight, clothing, etc.)
5. The Camp Director and/or a designee will immediately search the areas where the camper was last seen and then the entire camp area. This should include meal locations and the dorm.
6. If the missing camper was not located after steps 1-5 are complete, then:
  - I. **Call 911** – Camp Director should remain at the current location and wait for police to arrive
  - II. **Contact Parents** – Camp Director should contact parents to advise them to determine if the camper was picked up early without notification
  - III. **Contact Athletics Administration**
7. Camp Director should direct other camp staff to continue to search until police arrive.

As soon as police arrive, police will assume control over the search for the camper. Camp Director and other staff members should have cell phones accessible at all time.