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**New Mexico State University**

**Recreational Sports**

**Sports Camp**

**Policies & Procedures**

**NMSU Sports Camp**

***Policies and Procedures***

**Mission Statement**

The purpose of the NMSU Rec-Sports Camp is to provide a sports and development experience for boys and girls ages 5 to 14 years-old. The intended purpose of the camp is to develop a wide variety of fundamental physical activity skills that are inherent to a healthy lifestyle and a lifetime of physical fitness.

**Sports Camp Structure**

**Programs for 5-8 year olds:** Will focus on develop­ing fundamental motor skills that set the stage for success in sports performance later in life through lead-up games and traditional and non-traditional physical activities.

**Programs for 9-12 year olds:** Will continue focus on developing fine motor skills as well as beginning instruction on developing skills necessary to partici­pate in specific sports such as softball, soccer, vol­leyball, badminton, football, basketball, floor hockey, ultimate Frisbee, swimming and cooperative games.

**Programs for 13 and 14 year olds:** Will focus on instruction in competitive games and advancing necessary skills in sports such as softball, soccer, vol­leyball, badminton, football, basketball, floor hockey, ultimate Frisbee, swimming and cooperative games.

**Sessions and Fees**

**Monday** – **Friday** 9:00 a.m. to 3:00 p.m.

Pre-camp: 7:30-9 a.m.

Post-camp: 3-5:30 p.m.

Session 1 (Week 1) June 11 -June 15 $140

Session 2 (Week 2) June 18- June 22 $140

Session 3 (Week 3) June 25- June 29 $140

Session 4 (Week 4) July 9-July 13 $140

Session 5 (Week 5) July 16-July 20 $140

Session 6 (Week 6) July 23-July 27 $140

Session 7 (Week 7) July 30-August 3 $140

**Parent’s Night**

On the Saturday night before camp begins, at 6 p.m. in the Activity Center, there will be a “get to know the counselors” night. Parents and campers from all sessions are encouraged to attend. This is a great opportunity to get to know the directors and the counselors that your child will be working with. Parents and campers will also have the opportunity to see what a day in the life of a camper will look like.

**Camp Registration**

Applications and payment are due the Monday be­fore each session begins; one application per child is required. Cash, check (made payable to NMSU RecSports) and credit cards are accepted. Payment and registration can be made at the NMSU Activity Center, Rm.101.

**Refund/Transfer Policies**

Refunds, in full or in part, will only be given to indi­viduals who have met both of the following condi­tions: (1) have paid with a credit card, and (2) have provided documentation of a medical circumstance that hinders participation. Full refunds will only be given if the coordinator has received notification prior to the beginning of the session. Partial refunds will be given if the medial circumstance occurs dur­ing the session and will be based on the number of days missed.

**Pre-Camp and Post-Camp**

Staff will be available to supervise children during pre- and post-camp activities from 7:30-9 a.m. and 3-5:30 p.m. There is a flat rate regardless if a child stays the entire time.

Pre-camp: $40 a session Post-camp: $65 a session

*Guardians who pick up children after 5:30 p.m. will be charged a $10 fee for the first 15 minutes; thereafter, they will be charged $2 per minute.*

**Daily Check-In/Check Out**

Each morning and afternoon, your child(ren) must be signed in and out by the parent/guardian. Authorized adult, including parents, will be required to show form of identification at checkout. If you arrive at the location before the instructor, please wait and sign your child in once the instructor has arrived.

**Please note:** Without written notice, we cannot allow any adult not on the list to pick up your

child. Nor can we deny an authorized adult from picking up your child. At any

time, you may add or delete names by giving changes, in writing, to the Camp Director, Marcus Moser at mos3r@nmsu.edu. Sports Camp staff is not responsible for communicating child pick-up among any authorized adults. The responsibility remains among those individuals.

**Late Camper Arrivals**

If a camper arrives late to camp, the child still must be signed in by an adult with the camp’s instructor.

**Early Dismissal**

When possible, parents are required to inform the camp’s Director, in writing, the morning of the day, a camper will be picked up early.

**Please note:**

Please allocate at least 15-20 minutes for the early pick up process.

**What to Bring for Camp**

Campers need to bring an appropriate swimsuit, flip flops, tennis shoes, sun screen, and towel every day. 5-6 year old campers have the option to bring a snack. Campers are NOT permitted to use vending machines during camp hours unless supervised by a counselor. Machines are available for use before and after sign in/out.

**What to Leave at Home**

We recommend that participants do not bring toys/personal items to the program. This includes money. Ultimately, the individual participant is responsible for any personal belongings they may bring to camp. We require extensive labeling of all their belongings (swimsuit, towel, sunscreen, snack, etc.) as a preventive measure for tracking all belongings. We ask that they keep everything in a labeled bag or backpack. Campers are NOT to bring CD Players, IPods, MP3 players, personal cell phones, radios, or any other form of technology to the camp unless it is left in their backpacks.

Sports Camp will not be held responsible for any lost, stolen or damaged items. In addition, staff will not be liable for participant money lost during the program.

**Dress Code**

This is a sports camp, so please dress your child in athletic summer attire: shorts, light weighted shirts, socks, sneakers, and/or specified clothing appropriate to the camp’s activities. Please provide sun block for your child.

**Discipline**

The following are examples of unacceptable behavior that will not be tolerated and will cause for disciplinary action to be taken:

-Hitting/fighting/causing physical harm Verbal assault

-Profanity/disrespect to staff or other campers Refusal to cooperate

-Bullying Stealing

-Temper tantrums

-Leaving facility grounds

-Biting/spitting

-Possessing weapons/drugs/tobacco

-Sexual misconduct

-Violation of Sport Camp rules and policies

Our goal is to provide each child with the skills necessary to solve conflicts in a manner that is appropriate and with regard to others’ feelings. We seek cooperative and effective solutions by using techniques listed below.

-Physical force or abusive language is never used.

-Teach ground rules

-Use time out effectively

-Establish mutual respect

-Offer realistic choices

-Redirect child’s attention

-Provide encouragement

-Clarify expectations

-Be consistent

-Offer a positive role model

-Encourage problem solving

-Offer assistance

-Be willing to start over

-Establish eye contact

-Negotiate and avoid threats

Disciplinary action, when required, will be documented. Depending on the severity of the offense, staff will take the following steps:

1) Discuss what the appropriate behavior with the child is.

2) Time-out, where the child will be set aside, in a safe place, away from the group.

3) Talking with the parent or guardian. Dismissal may be considered.

Campers dismissed from camp for disciplinary reasons, will not be allowed to return for the remainder of the summer.

**Qualifying Skills**

The following skills are necessary for successful program participation. All camp enrollees must meet or exceed these standards with minimal assistance:

-Actively participate in the full day camp program

-Consistently participate in a 1:12 staffing ratio

-Separate from parent with little or no difficulty

-Follow and accept directions and structure as necessary

-Take turns and share in cooperative manner

-Ability to communicate with staff

-Respect others and their property

-Be able to use the restroom independently

**Staffing Ratios**

For full day camps, a 1:12, counselor: camper, supervision ratio is maintained for all activities.

**Pool Rules**

Lifeguards on duty shall enforce rules. At all times and under all conditions the lifeguard must be obeyed.

* Shower before swimming (NM EID Reg. 2-100 P1).
* Use only swimsuits in the water. Tennis shorts or cut-offs are prohibited. T-shirts worn in the water must be white and clean.
* Persons with severe cuts, open sores, rashes, skin eruptions or known communicable diseases are not allowed in the pool (NM EID Reg. 2-100 P2).

**Conduct in the pool area must not jeopardize the safety of self or others.**

* Horseplay (or dangerous behavior) such as running, shoving, dunking is not permitted.
* Prolonged underwater swimming (for more than 15 seconds) may be dangerous.
* Ball play that interferes with other patrons will not be allowed. No hard balls are permitted.
* Non-swimmers should remain in shallow water which is designated with safety lines.
* **DO NOT DIVE IN SHALLOW WATER.** In less than 10 feet of water, enter water feet first.
* Scuba equipment (except for a mask, snorkel and fins) is not allowed unless used as part of a supervised class.
* Do not use the starting blocks.
* Profanity, intoxication, improper or vulgar behavior and remarks are prohibited.
* **No alcohol or drugs are allowed on the premises.**
* Chewing gum, food, beverages, or ice chests are prohibited in the pool area. Glass containers are not permitted in the building or pool area. (NM EID Reg. 2-101 F)
* Except for sun-screen products 6 SPF and above, **oils, creams or lotions are prohibited** and will be confiscated (this includes oil based sun-screens).

**Medication**

Counselors can attempt to remind your child to take their medicine, but cannot be responsible for missed doses. We prefer that your child only takes medications that are necessary while in our care. If possible, please try to schedule doses while child is home. Medication must be given to the Camp Director – **children may not carry their own medication.**

**Prescription Medication:**

If your child requires prescription medication during the course of camp, you will be required to fill out a medical authorization form. The form will be available during sign in or ask the Counselor. Medication must be sent in original container with the current prescription label attached. **No outdated medication will be accepted.** The label must contain the child’s name, medication name, the dosage and time to be given.

**Over the Counter Medication:**

If your child requires a non-prescription medication during the course of camp, you will be required to fill out a medical authorization form. The form will be available during sign in or ask the Counselor. Medication must be submitted in original container labeled with child’s name, medication name, dosage, and time to be given.

\***\*If camper requires medication longer than 10 days throughout Sports Camp, a written letter from a physician is required.\*\***

**Illness**

The NMSU Sports Camp does not have the accommodations necessary to provide care for children who are ill. Please do not send your child if they are not well enough to participate in all camp activities. For everyone’s safety and well-being, we cannot allow children with contagious or communicable disease to attend camp.

Please keep your child at home if any of the following symptoms develop:

-Child must be free of symptoms for 24 hours or physician decides child can return to camp.

-Diarrhea Fever of 100 degrees or above

-Severe coughing

-Unusual spots or rashes

-Difficult or rapid breathing

-Sore throat/trouble swallowing

-Yellowish skin or eyes (may be signs of Hepatitis) Infected skin patches

-Tears, redness of eyelids with discharge (pink eye)

-Headache and/or stiff neck

-Mouth sores

-Vomiting

-Severe itching of body or scalp

Should your child become ill while in our care, we will contact you immediately. Please pick up your child promptly. If we cannot reach you, we will contact the person(s) listed on your child’s Emergency Form. In the event of a serious illness or accident, we will call EMS and your child will be transported to the nearest hospital. If your child is diagnosed with allergies, please specify on camp registration in order to avoid any irritants. The camp staff will make every effort to accommodate your child.

**Confidentiality**

The NMSU Sports Camp respects the rights of each family to privacy and confidentiality regarding health, behavioral, and developmental records and information concerning their child. The practice of maintaining the confidentiality of verbal information and written records is a basic ethical policy at NMSU.

**Reporting Suspected Abuse or Neglect**

Employees who suspect a child is a victim of child abuse/neglect are required to report the matter immediately to the Camp Director. The Director shall document, in writing, all facts of the situation. The Director will report any suspicions to the Department of Social Services and when appropriate, inform the parents.

**Questions or Concerns**

NMSU Aggie Fit Office (Registration questions)

575-646-2907

Counselors Office

575-646-4059

Marcus Moser (Camp Director)

575-646-4061 or mos3r@nmsu.edu

Danois Montoya (Rec-Sports Director)

575-646-1708

**STRATEGIES FOR MANAGING PROBLEM BEHAVIOR**

Handling inappropriate participant behavior is undoubtedly one of the most difficulty and frustrating tasks faced by program personnel. Novice counselors often come to orientation expecting to learn a “formula” that will work for every child in every situation, only to discover that no such prescription exists. Nevertheless, since problem situations occur, no orientation is complete without a discussion of effective techniques for managing participate behavior. The following 10 simple strategies, although not all inclusive, may provide the appropriate framework for such discussion.

* **REINFORCE DESIRED BEHAVIOR.** It is usually much easier to establish desirable behavior patterns at the beginning of the session rather than altering problem behavior after it has started. If staff members think positively, a smile, a gesture, or brief word of support is frequently all that is necessary to encourage a child to maintain or to increase acceptable behavior.
* **CLEARLY STATE PRIVILEGES AS WELL AS RULES.** Most program activities or programs have set rules and procedures that are necessary for safety and efficiency. Tell participants what they may do. If they clearly understand what is permitted they will not need to test to determine acceptable limits. Why not have participants participate in establishing some of the program rules and regulation? Research indicates that people are more likely to internalize rules they help establish.
* **TOLERATE SOME UNACCEPTABLE BEHAVIOR.** Too much attention to annoying behavior may not only interfere with an activity’s effectiveness, but may serve to reinforce undesirable actions. Also, certain annoying behaviors may be typical for the child’s developmental stage, so staff members should be alert to age typical behavior patterns.
* **CONSIDER REDIRECTION TO A DIFFERENT TASK OR ACTIVITY.** One of the best ways to avoid behavior problems is to keep children involved in the task at hand. The challenges of any activity should be consistent with the child’s skill development, to plan for varying levels of skill and try to individualize tasks to each child’s abilities. Many behavior problems result from activity dissatisfaction or boredom and may be eliminated by redirecting the child to another task or activity.

Despite careful attention to the above strategies, problem behaviors may occur which require immediate intervention. In some situations, staff responses will be dictated by program policy, but any disciplinary actions should be fair, consistent, and administered in an understanding manner. The next strategies may be helpful when intervention is required.

* **USE NONVERBAL CUES.** Before verbally responding to undesirable behavior, it is often possible to eliminate it by silently indicating disapproval of the child’s actions. Eye contact, accompanied by a frown or a gesture, may control the behavior without the possibility of embarrassing the child in front of his or her peers.
* **CLARIFY CONSEQUNCES OF UNACCEPTABLE BEHAVIOR.** A child should clearly understand the personal impact of his or her behavior. The staff member may point out the consequences, such as anticipated disciplinary action, should undesirable behavior persist. It also may be advisable to encourage the child to clarify the consequences of his or her own actions by asking, “What things do you think will happen if you continue to act this way?” When clarifying consequences it is important to avoid using a threatening tone of voice and, above all the staff member must be prepared to follow through if the undesirable behavior continues.
* **CLARIFY BENEFITS OF ACCEPTABLE BEHAVIOR.** Pointing out the benefits of acceptable behavior will be most effective if it occurs immediately after desirable behavior.
* **USE “TIME OUT” PROCEDURE.** It may be necessary to temporarily remove a disruptive child from the situation in which problem behavior is occurring. Place him or her in a safe location where little or no enjoyable stimulation is received. Once removed, the child should be allowed to return after a short period of time, but it is important that this return be contingent upon appropriate behavior.
* **PUNISHMENT SHOULD BE A LAST RESORT.** Unlike the preceding strategies, punishment (of any kind) does not allow the child to avoid the consequences by exhibiting acceptable behavior. Thus, attention is directed to the punishment itself, rather than the problem and alternative forms of behavior. Any form of punishment should be appropriate to the situation and, of course, conform to camp policies.
* **IF IN DOUBT, SEEK HELP.** This final and very important strategy should be used whenever the staff member feels incapable of coping with a particular situation or child. Assistance also should be sought if a staff member is unsure whether or not his or her specific response to problem behavior is appropriate. All staff must know, in advance, the appropriate personnel who will lend assistance with participant behavior problems, and it should be stressed that seeking help is not a sign of defeat or inadequacy. No one, no matter how experienced, has all of the answers to handling behavior problems.

**NMSU Sports Camp**

**Code of Conduct**

The NMSU Sports Camp will follow a discipline plan that allows for the safety of all children and the ability for all children to have a good time. All of the children will be presented with the rules governing behavior and the consequences for breaking those rules. The course of action for discipline will be 1) Discuss what the appropriate behavior with the child is; 2) Time-out, where the child will be set aside, in a safe place, away from the group; 3) Talking with the parent or guardian. Dismissal may be considered.

1. Children must show respect for and abide by the instruction of the counselors, directors’, facility staff, and administrative staff of the NMSU Sports Camp Program. Behaviors such as cursing, swearing, or inappropriate gestures or actions will not be tolerated.
2. The NMSU Sports Camp property is for the program participants and must be treated with respect which includes putting equipment away calmly in an orderly manner.
3. All children should participate in scheduled activities unless unusual circumstances exist as outlined in writing by the parents or guardian.

The Code of Conduct is designed to ensure that all of the participants in the NMSU Sports Camp have a safe and happy experience.

**Information for Parents or Guardians**

* Children should dress appropriately for the activity being conducted. Play clothes are recommended.
* Please pack sunscreen with your child every morning.
* Socks and sneakers must be worn at all times.
* Each child must bring his/her own towel, footwear, and swimsuit every day. Please label all items with the child’s name.
* For ages 5 and 6 please pack a snack that does not need to refrigerated.
* Please pack extra snacks for campers attending pre-camp or post-camp.
* Parents arriving after 5:30pm will be charged a $10 dollar fee for the first 15 minutes and a $2 fee for every minute thereafter.
* Parent/Guardian check-in/check-out and code of conduct form must be completed and turned in to your child’s assigned Camp Counselor for the first day of camp.
* Daily medication form must be completed and given to your child’s assigned Camp Counselor along with the medication to be administered the first day of camp.
* Children may use the telephone to make or receive calls only for emergencies.
* Children should not bring any toys or electronics to sports camp.
* Please review our detailed Sport Camp Policy and Procedures online at nmsu.edu.

**NMSU SPORTS CAMP SCHEDULE EXAMPLE**

Age Group: 5-6

9:00 a.m.- 10:00 a.m.: Rock Climbing Room

10:00 a.m. – 11:00 a.m.: Counselor Organized Games in Main Gym

11:00 a.m. – 12:00 p.m.: Lunch

12:00 p.m. – 1:00 p.m.: Counselor Organized Games in Main Gym

1:00 p.m. – 2:00 p.m.: Pool

2:00 p.m. – 3:00 p.m.: Snack Time/ Free Play

Age Group: 7-8

9:00 a.m.- 10:00 a.m. : Group Play

10:00 a.m. – 11:00 a.m.: Rock Climbing Room

11:00 a.m. – 12:00 p.m.: Counselor Organized Games in Main Gym

12:00 p.m. – 1:00 p.m.: Lunch

1:00 p.m. – 2:00 p.m.: Counselor Organized Games in Main Gym

2:00 p.m. – 3:00 p.m.: Pool

Age Group: 9-12

9:00 a.m.- 10:00 a.m. : Group Play

10:00 a.m. – 11:00 a.m.: Counselor Organized Games in Main Gym

11:00 a.m. – 12:00 p.m.: Rock Climbing Room

12:00 p.m. – 1:00 p.m.: Lunch

1:00 p.m. – 2:00 p.m.: Counselor Organized Games in Main Gym

2:00 p.m. – 3:00 p.m.: Pool

Age Group: 13-14

9:00 a.m.- 10:00 a.m. : Group Play

10:00 a.m. – 11:00 a.m.: Counselor Organized Games in Main Gym

11:00 a.m. – 12:00 p.m.: Rock Climbing Room

12:00 p.m. – 1:00 p.m.: Lunch

1:00 p.m. – 2:00 p.m.: Counselor Organized Games in Main Gym

2:00 p.m. – 3:00 p.m.: Pool

**Arrival /Departure Information**

Each parent/guardian must provide transportation for his/her child to and from the Activity Center. A written authorization will be required for someone other than the parent/guardian to pick up the child. Children cannot be brought to the Activity Center prior to 7:30 a.m. if they are attending pre-camp, and 8:45 a.m. if they are attending Sports Camp. No child may be left unattended to wait for the program staff to arrive. NMSU and the Sports Camp staff will not assume responsibility for a child who has not been left in the custody of authorized program staff and/or properly signed in upon arrival for the day. Parents/guardians arriving after 5:30pm will be charged a $10 dollar fee for the first 15 minutes and a $2 fee for every minute thereafter. Late fee is payable to the Sports Camp Secretary.

Parents/Guardians must sign-in the child when dropping him/her off and also sign-out in the afternoon. Sports Camp staff will only release a child to the people listed on the child’s release form. A picture ID will be required to pick up the child. Parents/guardians may add to the list as needed.

**Third Party Release Form**

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I am granting permission to the following people to pick up and/or deliver my child to the Activity Center for Sports Camp.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of ID and # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of ID and # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of ID and # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of ID and # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

**Daily Medication Form**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has my permission to take the following medications

*Name of child*

during NMSU Sports Camp program today \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*Day and Date*

Name of medication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dosage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time to be administered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of medication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dosage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time to be administered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Daily Medication Form**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_has my permission to take the following medications

*Name of child*

during NMSU Sports Camp program today \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*Day and Date*

Name of medication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dosage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time to be administered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of medication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dosage \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time to be administered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NMSU Sports Camp Code of Conduct**

I have read and understood the NMSU Sports Camp Code of Conduct and will abide by these guidelines.

Signature of Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Signature of Camper \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

**STATEMENT OF UNDERSTANDING**

By signing below, I hereby understand that there will be

**NO REFUNDS** for any transaction paid by Cash or Check.

Name (Print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARENT / GUARDIAN CHECK- IN & CHECK- OUT FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **June 20** | **June 20** | **June 21** | **June 21** |  |
| **Camper Name** | **Drop Off** | **Pick Up** | **Drop Off** | **Pick Up** |  |
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**NEW MEXICO STATE UNIVERSITY**

**Sports Camp- Injury Report**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of the Report | | Date of Injury | |  |  | Time of Injury | am ( ) pm ( ) | | Name of Manager or Director Notified | Time Manager or Director Notified |
| Name of Injured Person | |  | Sex | M ( ) | F( ) | Campus ID# |  |  |  |  |
| Location of Accident | |  |  |  |  |  |  |  |  | am ( ) pm ( ) |
| Phone Number of Person Injured | | |  |  |  |  |  | Status: |  |  |
|  | Home ( ) |  |  |  |  |  |  | Student ( ) Faculty ( ) Staff ( ) | |  |
|  | Work ( ) |  |  |  |  |  |  | Aggie Fit ( ) ) Other\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| NMSU Campus Police (2071) Called Yes ( ) No ( ) | | | | | EMS (9-911) Called Yes ( ) No ( ) | | | | Time EMS Called \_\_\_\_\_\_\_\_ am ( ) pm ( ) | |
| Name and Address of victim's nearest relative and relation to victim: | | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Immediate Action Taken (check all that apply): ( ) First Aid ( ) CPR ( ) Health Clinic ( ) Hospital By: | | | | | | | | | |  |
|  | If sent to hospital, print name of facility taken to: | | | |  |  |  |  |  |  |
|  | Method of Transportation: ( ) Ambulance ( ) NMSU Campus Police ( ) Private Vehicle Driver's Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |
| Did the Victim Refuse Attention? ( ) Yes ( ) No If yes, why? | | | | | | |  |  |  |  |
| Victim's Signature: | |  |  |  |  |  | ( ) Not Available | |  |  |
| Officer's Signature: | |  |  |  |  |  |  |  |  |  |
| Describe the Injury and indicate the part of body affected. (e.g., suspected fracture of ribs) | | | | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Describe care given for the injury: | | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Brief description of accident. Please include activity occurring at the time of injury. | | | | | | | |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Names/Addresses and Phone Numbers of Witnesses | | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Report prepared by and area of employement | | | |  |  |  |  |  |  |  |
| Phone | |  |  |  |  |  |  |  |  |  |
| Signature | |  |  |  |  |  |  |  |  |  |
| Follow-up Report on Victim's Progress made by (Print Name) | | | | | |  |  |  |  |  |
| Date/Time: | |  |  |  |  |  | Person talked to: | |  |  |
| Comments | |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

CONFIDENTIAL - Quality Improvement Purposes Only

**New Mexico State University – Sports camp**

Event Report

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: | ID# | | | | |
| Status: Camper Staff Visitor Parent | Sex: M F | | | Age: | |
| Date of event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Month/Day/Year | Time of Event: | | | | |
| **Monitor (Check One):** | | | | | |
| Sports Camp Injury  Medication Reaction  Equipment-Related Injury  Procedure or Practice Variance  Fall/Collision/Trauma Injury | | Behavior Problem  Complaint  Property Loss or Damage  Alerting Event  Sentinel Event  Other | | | |
| **See Reverse For Definitions and Immediate Supervisor’s Comments.** | | | | | |
| *Brief description of event, including management* | | | | | |
| ***Outcome/Severity:*** No injury; Inconsequential Effect Possible Permanent Injury or Effect  Possible Temporary Injury or Effect Death  Not Applicable (e.g., Property Loss) | | | | | |
| Name of Person Notified | | | Date: | | Time: |
| Report Completed by (Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |  | | |

1) *Send original to immediate supervisor for comments on reverse side*

2) *Send Original Report to the Director of Health & Wellness*

Definitions

**Sentinel Event**: A sentinel event is an unexpected occurrence involving death or serious physical or psychological injury or the risk thereof. Serious injury specifically includes loss of limb or function. The phrase “or the risk thereof” includes any process variation for which a recurrence would carry a significant chance of a serious adverse outcome. Such events are called “Sentinel” because they signal the need for immediate investigation and response.

**Alerting Event:** An “Alerting” event is defined as an unexpected occurrence involving minor physical or psychological injury, or the risk thereof. Alerting events are less serious than sentinel events.

Immediate Supervisor’s Comments