Bronco Kidz All Sports Camp
Malley Center, Bldg 715
500 El Camino Real
Santa Clara, CA 95053
BKASC Office (408) 551-3038
Malley Center (408) 554-4068
Camp Fax (408) 551-7180
www.scu.edu/recreation
Tax ID #: 94 115661

Assistant Director of Recreation Contact
Kathryn Hutchings
(408) 554-5480 Office
camp@scu.edu

Camp Coordinator Contact
TBD
(408) 551-3038 Office
camp@scu.edu
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THANK YOU!

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

IMPORTANT CAMP INFO

Assistant Director of Recreation
Kathryn Hutchings
(408) 554-5480 Office
The Assistant Director of Recreation is available 8 a.m. - 4 p.m. during the summer camp sessions. Questions can also be emailed to camp@scu.edu.

Camp Coordinator
TBD
(408) 551-3038 Office
The Camp Coordinator will be checking messages at this number throughout the day during camp. Questions can also be emailed to camp@scu.edu.

Malley Ctr. Building Summer Hours:
Mon-Thu, 6:30 a.m. - 10:30 p.m.
Friday, 6:30 a.m. - 8 p.m.
Weekends, Noon - 5 p.m.

2015 DAY CAMP SESSIONS

SESSION 1: June 22 – June 26
SESSION 2: July 6 - July 10
SESSION 3: July 13 - July 17
SESSION 4: July 20 - July 24
SESSION 5: July 27 – July 31
SESSION 6: August 3 - August 7
SESSION 7: August 10 - August 14

REGISTRATION, DROP OFF, & PICK UP

REGISTRATION

New, we have online registration available. The website has a button to access the online portal, but just in case, the URL for the software is: https://online.spectrumng.net/SCU. The system will require you to have a user name and password to access the portal. If you do not have this information, email camp@scu.edu and request online access to the registration software.

Please review the online software tutorial prior to accessing the system. To view the tutorial visit our website: http://scu.edu/recreation/Programs/broncokidzallsportscamp/registration.cfm.
For both Campers and CIT’s, parents will need medical insurance information, immunization records, Doctor and Dentist contacts, and alternate emergency contact information.

Please note that the online software does not limit your ability to select which type of registration available. We offer discounts to past campers through April 15 and discounts to faculty, staff, and alumni through May 1. Only campers who participated in the 2014 camp qualify for the “Past Camper” discount. Please select the correct offering for your camper. Admin staff will verify correct option is selected. Should an inaccurate payment option be selected, your registration will not be complete and your campers spot will not be guaranteed until correct payment is made. Don’t lose your spot, please select the correct payment option.

CIT REGISTRATION PROCESS

CIT’s are not automatically authorized to register for camp. CIT’s must go through an application process prior to approval to register for camp. Please visit our website for more information about the CIT application process at: http://scu.edu/recreation/Programs/broncokidzallsportscamp/citprogram.cfm
CIT’s are required to complete the CIT Job Application. The camp staff will review the application and contact the potential CIT for a phone interview. After the phone interview the CIT and family will be contacted via email or phone with application status. Once approved the CIT may register for camp.

When registering, all CIT’s will be required to pay a one-time administrative fee of $100 plus an additional $50 for each session planned to attend. The new online software does not require parents or guardians to select the one-time administration fee in addition to the sessions planned to attend. Admin staff will verify that all CIT’s fees include the one-time administration fee in addition to session fees. Should an incomplete payment be made, your registration will not be complete and your CIT’s spot will not be guaranteed until complete payment is made. Don’t lose your spot, please select the correct payment option.

REGISTRATION CHECK IN

Registration occurs from 8 a.m. - 9 a.m. on the first day of each camp session: June 22, July 6, July 13, July 20, July 27, August 3, and August 10.

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

DROP OFF

Campers can be dropped off each day thereafter between 8 a.m. and 9 a.m. in the gymnasium at the Malley Center. Campers will be supervised during that entire hour but camp instruction will not begin until 9 a.m.

We really appreciate your campers arriving on time!
PICK UP

All campers are to be picked up at 4 p.m. daily. Parents who pick up their camper after 4:10pm will be charged $12.50 (the cost for one day of extended care). Campers that are registered for extended care are to be picked up no later than 6 p.m. daily. Parents who pick up their extended care camper after 6:10 p.m. will be charged an additional fee of $10.

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

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

**REQUIRED FORMS!!!**

After you have registered your camper and/or CIT via the online registration, you will need to complete required forms and turn them in to camp admin via email, fax, or mail in hard copy. The online software provides a PDF download of the forms.

**REQUIRED FOR EVERY CAMPER AND CIT**
- Informed Consent & Release of Liability Waiver

**REQUIRED FORM FOR EPIPEN OR MEDICATION ADMINISTRATION**
- Medication Consent Form
We are only authorized to dispense prescribed medication in its original package. In order to dispense over-the-counter medicine, a doctor’s note with the prescribed dosage is required. The Assistant Director of Recreation or Camp Coordinator will dispense the medication.

**REQUIRED FORM FOR EXEMPTION FROM IMMUNIZATION REQUIREMENTS**
- Personal Beliefs Affidavit Form
This form is required to request exemption from the immunization requirements for Bronco Kidz Sports Camp because all or some immunizations are contrary to my beliefs.

You may either email [camp@scu.edu](mailto:camp@scu.edu) or fax these forms to 408-551-7180 or mail them to:

BKASC
500 El Camino Real
Malley Center, #715
Santa Clara, CA 95053

We will email you upon receipt of your forms.
We strongly prefer that you get these forms to us immediately after registering for camp. However, the absolute deadline for these forms to be received by our office is the Thursday before the first day of your camp session.

Please note that if campers are sent to camp without the required forms, they will have to sit out of all activities until the forms arrive or are faxed in. Forms are available through the online software when registering for camp and on our website at:

These forms are available online at: http://scu.edu/recreation/Programs/broncokidzallsportscamp/registration.cfm

**DIRECTIONS**

**FROM U.S. HIGHWAY 101**

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

**FROM INTERSTATE 880**

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

**FROM INTERSTATE 280**

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

**PARKING**

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

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

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

First and foremost, have fun! You may be coming to camp with friends you already know or you may not know anyone at camp. Either way, camp is a great opportunity to meet new people!

We ask that our campers be respectful of each other, our staff, and our facilities at all times.

Campers will be assigned to teams and at no time are campers allowed to leave their team. Campers must always be with a counselor, even when at lunch, in the restroom, etc.

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

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

**EQUIPMENT**

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

- Baseball/softball glove (if desired)
- Cleats (if desired)
- Tennis racket (if desired)
- Swimsuit and towel (on designated swimming days)

We will have extra gloves and tennis rackets if your child does not have one or forgets to bring one.

**CELL PHONES AND OTHER ELECTRONICS**

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

**LOST AND FOUND**

A Lost and Found for camp items will be kept at the Pat Malley Fitness & Recreation Center until August 31, 2014. Please see the camp staff if you are missing an item. On August 31, we will donate items in the lost and found to local organizations.

**PHOTOGRAPHS**

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

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

**ABSENCES**

If your camper will be absent from camp, please leave us a message at 408-551-3038 by 8:30 a.m.

**TEAMMATES**

If your camper has a friend of similar age coming to camp, we will do our best to place them on the same team (however, this is not guaranteed). Email your teammate requests to camp@scu.edu no later than 1 week before camp.
SAMPLE DAILY SCHEDULE

8-9 a.m. - Drop off
9-9:30 a.m. - Roll call/Camp stretch/Camp trivia
9:40-11:40 a.m. - Rotations through 3 sports
Noon-1 p.m. - Lunch on campus at the Benson Center
1:15-3:25 p.m. - Rotations through 3 more sports
3:30-4 p.m. - Team relays/All camp dodgeball
4 p.m. - Camp ends for regular campers
4-6 p.m. - Extended care
(snacks, movie, board games, no sport instruction)

LUNCH

Our camp eats at the Benson Center along with many other camps. Our campers need to remember a few rules:
1) No running in the lunch room at any time,
2) Do not take more than you can eat (you can always go back for seconds if you are still hungry),
3) No yelling or rough-housing,
4) No playing with your food, and
5) Campers must clean up after themselves including their table area as well as putting dishes in their proper places.

EXTENDED CARE

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

Campers must be picked up by 6 p.m.

Parents who pick up their camper after 6:10 p.m. will be charged an additional fee of $12.50.

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

AWARDS CEREMONY

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

DAILY SPORTS SCHEDULE

We will definitely play tennis and softball/baseball on the first day of camp so please bring your tennis racket and glove!

However, the rest of the schedule is tentative. On the first day of camp for each session, we will provide an updated schedule (if necessary).
**Monday** – Volleyball, Tennis, Kickball, Softball/Baseball, Basketball, Soccer

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

**Wednesday** – Volleyball, Tennis, Capture the Flag, Ultimate Frisbee, Basketball, Soccer

**Thursday** – Badminton, Tennis, Obstacle Course, Kickball, Flag Football, Indoor Soccer

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

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

**MOVIES**

After Lunch, the campers spend approximately 20-30 minutes watching a movie prior to resuming the afternoon sporting activities. This is due to limited facility access between 12-1pm as well as to allow children a short down time to digest their food.

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

**G Rated Movies:**

**PG Rated Movies:**

**THEME DAYS**

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

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

**CAMP STORE & BRONCO BUCKS**

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

Provided for free with your camp registration is a membership to the Bronco Kidz Club for 2015-2016. The Bronco Kidz Club is the official club for young Santa Clara fans! Benefits of club membership include: a club t-shirt and membership card, club newsletters, free and discounted tickets, free clinics and autograph sessions, and more!

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

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

CITs do not qualify for the club.

COUNSELOR IN TRAINING (CIT) PROGRAM

WHAT IS A COUNSELOR IN TRAINING?

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

WHAT DUTIES WILL CIT’S BE RESPONSIBLE FOR?

• Ensuring a safe, positive, and fun environment for all campers
• Attending and participating in a pre-camp staff training (Thursday, June 19 in the Malley Conference Room)
• Assisting with setting up fields and courts for scheduled sports
• Leading various drills for different sports

WHAT IS THE TIME COMMITMENT FOR CIT’S?

We ask that the selected CIT’s commit to a minimum of two weeks of service (80 hours). We also ask that CITs be available for the pre-camp staff training.

CIT REGISTRATION PROCESS

Prior to registering your CIT for camp, the CIT’s will need to be approved to be selected to the position. CIT’s are required to complete the CIT Job Application. The camp staff will review the application and contact the potential CIT for a phone interview. After the phone interview the CIT and family will be contacted via email or phone with application status. Once approved the CIT may register for camp.

When registering, all CIT’s will be required to pay a one-time administrative fee of $100 plus an additional $50 for each session planned to attend. The new online software (see page 3,
REGISTRATION, DROP OFF, & PICK UP) does not require parents or guardians to select the one-time administration fee in addition to the sessions planned to attend. Admin staff will verify that all CIT’s fees include the one-time administration fee in addition to session fees. Should an incomplete payment be made, your registration will not be complete and your CIT’s spot will not be guaranteed until complete payment is made. Don’t lose your spot, please select the correct payment option.

CIT IMPORTANT INFORMATION

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

CIT PARKING AND CHECK OUT PROCEDURES

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

STAFF

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

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

CERTIFICATIONS

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

INJURIES/ILLNESSES

The Camp Coordinator will contact parents/guardians in the event a camper is injured or ill at camp.
We will not call for minor issues such as:
- Small blisters, cuts, or scrapes
- Minor behavioral issues
- Minor homesickness

We will call for issues such as:
- Injuries or illness that require a camper to stop participation
- Injuries (even if minor) to the head/face area
- Emergencies
- Significant behavior issues
- Significant homesickness

**EMERGENCY PROCEDURES**

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

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

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

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

Refund requests prior to or on May 15 will be a full refund minus a $75 per session cancellation fee. Refund requests after May 15 will be a full refund minus a $150 per session cancellation fee. Refund requests for Counselors-in-Training submitted after May 15 will result in a full refund minus a $100 cancellation fee. Refunds for Extended Care will be refunded minus a 25% cancellation fee prior to May 15 and after May 15 will be refunded minus a 50% cancellation fee. Ill or injured campers will receive a prorated refund minus a $75 processing fee, upon request only.

Cancellations via phone are not accepted. Refund requests should be emailed to camp@scu.edu.

No refunds will be issued upon expulsion or voluntary withdrawal from camp. All refund requests due to illness/injury must be submitted via email to camp@scu.edu before the first day of your camp session (unless injury occurs during the week of camp, in which it’s due before the last day of that session).

NOTE: All refunds, once approved, will be issued as checks and will take 4-6 weeks to process.

**FACILITIES**

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

~45,000 square foot Pat Malley Fitness and Recreation Center:
~Olympic-sized Sullivan Aquatic Center:
~The Degheri Tennis Center:
~The 4.7 acre Bellomy Field:

For more information about these facilities and our facility policies please visit our website at: [http://scu.edu/recreation/facilities/](http://scu.edu/recreation/facilities/)

**QUESTIONS?**

Should you have any additional questions after reading through this packet, please contact us at camp@scu.edu. If you’d prefer to speak with someone, please call the Assistant Director of Recreation between 8 a.m. – 4 p.m. (PST) at 408-554-5480.
2016 Camp Dates*

June 27 - July 1
July 11 - July 15
July 18 - July 22
July 25 - July 29
August 1 - August 5
August 8 - August 12
August 15 - August 19

*Tentative