

**Winchester Basketball
Association
Boys and Girls Camp
Procedures Manual**

105 CMR 430.00
STATE AND LOCAL REGULATIONS

DIRECTOR:
Gary T. Grasse

This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health.

WBA Boys and Girls Camp Procedures Manual

WBA Camp Director:	Gary T. Grasse (781-879-0905)
Head Counselor Boys Camp:	John Fleming (339-927-6497)
Head Counselor Girls Camp:	Jason Cacciapuoti (978-790-7655)
Boys Camp Nurse:	Mary La Muraglia (339-227-0712)
Girls Camp Nurse:	Betty Britt (617-721-6836)

List of Emergency Numbers

Fire, Police, Rescue & Ambulance:	911
Winchester Fire Department:	(781) 729-1802
Winchester Police Department:	(781) 729-1214
Winchester Hospital:	(781) 729-9000
Poison Control Hotline:	(800) 222-1222
Winchester Health Department:	(781) 721-7121
State Board of Health:	(617) 624-2000

WBA Boys and Girls Camp Procedures Manual

CAMP OBJECTIVE

The WBA Boys and Girls summer basketball camps emphasize the development of individual skills and team play for players of all abilities, with separate divisions for boys and girls in elementary, middle and high school. All children entering grades 3-12 in the fall of 2014 are invited to attend.

The Director of the WBA Boys' camp is John Fleming, the Head Coach of the Winchester Boys Varsity Basketball team. In two of his first three seasons (2012-15), Coach Fleming has led the Sachems to the state basketball playoffs. Coach Fleming was graduated from the University of Connecticut who, in addition to his basketball duties, is also the coach of the Winchester boys' and girls' volleyball teams.

The Director of the WBA Girls' program is Jason Cacciapuoti, the Head Coach of the Winchester Varsity Girls Basketball team. Coach Cacciapuoti led the Sachems back to the state playoffs in 2009, 2010, and 2011, and he has coached at both high school and college levels, including stints at Castleton State College, Wheelock College, and Hamilton-Wenham High School.

Both Coach Fleming and Coach Cacciapuoti are certified teachers at Winchester High School. Neither leaves the camp while it is in session.

Gary Grassey is the President of the Winchester Basketball Association (WBA). Mr. Grassey is a resident of Winchester and a certified teacher in the Sudbury (MA) Public Schools system (8th Grade U.S. History teacher, Curtis Middle School). He has more than 12 years of basketball coaching experience in the WBA middle school travel program, local AAU programs (middle school and high school), and serves as a volunteer coach for Winchester High School varsity teams during the summer and fall league programs. Mr. Grassey was graduated from the University of Notre Dame (B.A. 1982), where he played varsity basketball, and the Fordham University School of Law (J.D. 1993).

A typical day at the WBA boys or girls camp includes:

- Warm-ups, stretching
- Individual drills (dribbling, passing, shooting, footwork)
- One on one, small sided and five on five competition
- Lunchtime lecture and demonstration
- Games

PLANS, POLICIES AND PROCEDURES

Employment Background Check (430.090)

All Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) procedures have been followed with respect to background checks of all camp staff.

All staff have been deemed qualified to work with children in the capacity of counselor. There is no indication that any staff member has been adjudicated guilty or convicted of a criminal charge.

The camp has a policy (see infra) that forbids staff members from alcohol or drug use. Violation of the policy will result in immediate termination.

Staff Orientation (CMR 430.91)

Orientation will be held by the director/head counselors with all staff members prior to the opening of camp. All written policies will be reviewed including:

- Emergency medical procedures
- Evacuation procedures
- Reporting of disciplinary issues
- Reporting suspected abuse
- Supervision of campers, including attendance

WBA Boys and Girls Camp Procedures Manual

Abuse and Neglect Prevention and Reporting (CMR 430.093)

If a WBA Camp employee suspects the abuse of a camper they will fulfill their role as a “mandated reporter” and initiate the following procedure:

- If abuse is suspected, they must immediately report it to one of the WBA Camp Directors.
- The WBA Camp Director, shall promptly call the Department of Social Services (Department of Children and Families) 1-800-792-5900, and will make an oral report over the phone.
- A written 51A report must be filed with the Department of Social Services within 48 hours.
- The child will be kept in a safe area with appropriate adult supervision to avoid any incidents.
- The WBA Camp shall ensure that an allegedly abusive or neglectful staff person does not work directly with campers until the Massachusetts Department of Social Services investigation is completed.
- In the event medical attention is required, the child will be seen by the WBA Camp nurse, or an ambulance will be contacted to appropriately transfer the child to the hospital.
- The child will be kept in a safe area with appropriate adult supervision to avoid any incidents.
- The WBA Camp director shall notify the Board of Health if a 51A report alleging abuse or neglect of a child while in the care of the camp is filed. The 51A report itself shall not be forwarded to the Board of Health.

WBA Boys and Girls Camp Procedures Manual

Behavior and Discipline Policy (CMR 430.191)

At the initial meeting with all campers following registration on the first day of camp, the behavior and discipline policy will be explained. At the time of registration, all parents will be provided with a letter notifying them that if there are continued incidents of harassment or other inappropriate behaviors involving a camper, such child may be terminated from further participation at camp without a refund.

WBA Camp Behavior and Discipline Policy

We will not allow any camper to engage in harassment toward another camper. This includes verbal, physical, or mentally abuse, racial, or other degrading and derogatory comments.

If a camper is observed being behaviorally inappropriate the following steps shall be taken:

- Staff observing any issues which appear to be of an inappropriate nature should promptly speak with the campers involved.
- Staff should attempt to determine the nature of the issue and try to negotiate a peaceful, resolution between campers.
- Staff should remind campers of the WBA rules and the fact that continued incidents may result in their being sent home and terminated from further camp activities.
- If any medical attention is needed, the nurse will examine the camper.
- If the incident continues, campers will speak with the Directors.
- If necessary, calls will be made home notifying parent(s)/ guardian(s) about any behavioral concerns. Parent will be given an opportunity to speak with the camper on the phone, or may be invited to come to camp to speak with their child.
- If it is determined that the behavioral infraction is so severe that a camper should not be allowed to participate further in camp activities, the camper will remain with a staff member at all times until that child's parent can take them home from camp.
- If a counselor must discipline a child, **the following actions are strictly prohibited:**
 - 1) Any form of corporal punishment, including spanking
 - 2) Subjecting campers to cruel or severe punishment, humiliation or verbal abuse.
 - 3) Denying a camper food or shelter as a form of punishment.
 - 4) Punishing a child for soiling, wetting or not using the toilet.
- If a behavioral incident occurs the staff will keep a record of the behavior and the steps taken by a counselor in a behavior log (sample behavior log can be found at the back of this manual).

WBA Boys and Girls Camp Procedures Manual

Hazing Policy

All campers and staff are to show respect for each other. Incidents of harassment, including any verbal, physical, or mental torment directed at others are not acceptable, and will not be tolerated.

The written policy regarding hazing will be made available to all parents when they register their children. This policy will further outline the fact continued incidents of harassment may result in a child being sent home and that no refund will be provided.

Evacuation Plan/ Emergency Plan/ Disaster Plan (CMR 430.210)

At the initial meeting between all campers and staff, the emergency, disaster and evacuation plans will be presented. In the event of an emergency an air horn will sound and:

1. Campers will gather in their daily attendance groups in designated area(s) safe from all hazards.
2. The head counselor will promptly check with each attendance group to make sure all campers are accounted for.
3. The director will work with emergency personnel to locate missing campers and staff and to provide prompt safety of all associated with the WBA boys and girls camp.

In case of a fire at McCall Middle School (boys camp venue):

Campers will be led from the gym down the front stairs of the building and across the street into the Lincoln School Playground. In the event that the front of McCall is not accessible the campers will be lead to the back of McCall and out into Manchester field. The staff and campers will remain there until the fire department determines whether or not it is safe to return to the building. If the fire department determines that it is not safe to return to the building, the campers' parents will be notified by telephone and the campers will be dismissed early. Counselors will remain under the direction of the director and head counselor and will remain with the campers until all children are picked up in order to ensure the children's safety.

WBA Boys and Girls Camp Procedures Manual

In case of a fire at Vinson-Owen Elementary School (girls camp venue):

Campers will be led from the gym out the front doors of the building and into the Vinson-Owen School Playground. In the event that the front of Vinson-Owen is not accessible, the campers will be lead from the gym to the back of the school and out into the parking lot behind Vinson-Owen. The staff and campers will remain there until the fire department determines whether or not it is safe to return to the building. If the fire department determines that it is not safe to return to the building, the campers' parents will be notified by telephone and the campers will be dismissed early. Counselors will remain under the direction of the director and head counselor and will remain with the campers until all children are picked up in order to ensure the children's safety.

In case of a fire at Lynch Elementary School (girls camp venue):

Campers will be led from the gym out the exit doors which open to the building and into the Lynch School front parking lot near the soccer fields. In the event that the front of Lynch School is not accessible, the campers will be lead to the back of the gym and out into the parking lot behind Lynch. The staff and campers will remain there until the fire department determines whether or not it is safe to return to the building. If the fire department determines that it is not safe to return to the building, the campers' parents will be notified by telephone and the campers will be dismissed early. Counselors will remain under the direction of the director and head counselor and will remain with the campers until all children are picked up in order to ensure the children's safety.

In case of severe weather:

Campers will shelter inside their respective gymnasiums and will be kept away from any hazards. If, for some reason, it is unsafe to remain in a specific camp building, the boys and/or girls camp will follow their respective evacuation procedures and relocate. In that event, the boys will go to Lincoln School and the girls will relocate to St. Mary's Parish. If it is unsafe to return to the original camp building, the campers' parents will be notified by telephone and campers will be dismissed early. Counselors will remain under the direction of the director and head counselor and will remain with the campers until all children are picked up in order to ensure the children's safety.

WBA Boys and Girls Camp Procedures Manual

Lost Camper Plan (105 CMR 430.210C)

Attendance will be taken regularly during the camp. All campers will report to their attendance group when so directed. Head counselors will promptly check with each group to make sure all campers are accounted for. If a camper is missing:

1. Half of the counselors will check the bathrooms, hallways, surrounding building areas, nurse's office and lunch location while the remaining counselors remain with the campers already accounted for.
2. If a child is not located, the Winchester Police will be contacted.
3. Directors will work with emergency personnel to locate the missing camper.
4. The parents of the missing camper will be notified.

Contingency Plan (105 CMR 430.211)

The staff should enact the following contingency plans if one of the events described below occurs:

- A)** If a camper is registered for the camp but fails to arrive for a given day's activities, the staff will call the emergency numbers listed for the camper until his/her whereabouts can be ascertained.
- B)** If a child fails to arrive at the point of pick-up at the end of the day's activities, the lost camper plan (above) will be activated.
- C)** If a child appears at camp without having registered or without prior notification to the WBA, s/he will be held out of all activities until a parent or guardian can be reached and the required forms (medical release, etc.) are obtained.
- D)** If a camper is not picked-up by a parent or guardian, he/she shall remain with a staff counselor until the camper's parent/guardian is contacted and arrives to pick-up the child.

Health Care Policy (Sick Camper Policy)

WBA camps have a licensed nurse on EACH site at all times during the boys and girls camps. The nurses' respective responsibilities include:

- Daily health supervision of all campers and staff.
- Maintenance of all medical equipment and medication.
- Overseeing and completing the camps' medical logs, which contain a record of all campers and staff member with health complaints.
- Maintaining a record of all medication given / self-administered during camp.

Storage and Administration of Medication: The nurse will keep all medications in their original labeled pharmacy container. Medications will be kept in a locked cabinet affixed to a wall in the nurse's office. Medications which require refrigeration will be stored in a locked refrigerator in the nurse's office. Medications will be administered only by the nurse. A medical log of all administered medications will be kept and, thereafter, maintained for three years. Any medications that were stored with the nurse and are not collected by campers prior to the end of camp shall be destroyed.

Emergency Medical Facility and Equipment: The nurse's office is a clean, well-lit, fully-equipped infirmary. If a child requires isolation, there is an area in which s/he can be kept comfortably within the infirmary. The infirmary is equipped with all necessary first aid supplies.

Campers' May Keep Potentially Life-saving Medications including items such as inhalers or epi-pens with their belongings at the basketball court where they are participating in camp activities.

Plan for the Care of Mildly Ill Campers: The staff must immediately seek attention from the nurse if the staff observes any camper who appears to be sick, overly tired, injured, or if they complain about not feeling well. The following guidelines are to be followed for the maladies listed below:

- **Bleeding:** Staff will apply a clean dressing, apply pressure to the area and elevate if possible. The staff member will escort the camper to the nurse's office where the nurse will clean the area and apply additional dressings, if necessary. The nurse will ensure that bleeding has stopped and the wound has been bandaged properly before the camper can

WBA Boys and Girls Camp Procedures Manual

return to activities. If for some reason the wound requires the camper to sit out from activities, s/he will have the option to: (1) remain in the nurse's office for the duration of camp, (2) have his/her parents called to arrange an early pick-up, or (3) return to camp and watch the remaining activities with their group.

- **Nose Bleeds:** Staff will apply pressure to the bleeding nostril by pressing it firmly against the middle portion of the nose for at least 10 minutes in order to allow a clot to form. The staff member will escort the camper to the nurse's office where the nose can be cleaned and assessed. The nurse will keep the camper quiet and apply a cold compress, if necessary.
- **Bee Sting:** The camper will be brought by staff immediately to the nurse's office where their health record will be checked for allergies. If there are insect sting allergies, the specific orders for that camper will be followed. If no allergy is reported, the nurse will then remove the stinger and apply a cold compress to the area. The nurse will observe the camper and watch for signs of allergy to the sting. If a life-threatening reaction is apparent, a call will be immediately placed to 911.
- **Head Injury:** A staff member will ascertain whether the camper is capable of going to the infirmary after the injury. If the camper is able to do so, s/he will be brought to the nurse's office; if not, the nurse will come to the camper. The nurse will check the camper for bumps, bleeding or laceration. The nurse will assess the camper's level of alertness and awareness of his/her surroundings. The nurse will monitor the camper and look for unequal pupil size, loss of consciousness, loss of equilibrium, headache, drowsiness, vomiting, nosebleed or change in pulse rate. Emergency medical care will be sought if the nurse deems it necessary.
- **Bruises:** A camper complaining of a bruise will be brought to the nurse's office. The nurse will apply a cold compress to the affected area if needed.
- **Heat Exhaustion:** If a camper exhibits symptoms of heat exhaustion (skin cool to the touch, sweating, shock) a staff member will bring the camper to the nurse's office. There the nurse will observe the camper and have them rest in a

WBA Boys and Girls Camp Procedures Manual

cool place. The nurse will encourage the camper to hydrate.

- **Heat Stroke:** If a camper is suffering from heat stroke (high fever, skin dry to touch, loss of consciousness) the nurse will come to the camper, loosen his/her clothes and apply cool compress while emergency medical care (911) is sought. The parent/guardian will be called.
- **Sprains:** A staff member will help a camper to the nurse's office. The nurse will apply a cold compress immediately and elevate the limb if possible. The nurse will ascertain the severity of the sprain and determine whether the camper can return to regular camp activities or not. If the camper cannot return to regular activities, his/her parent/guardian will be contacted.
- **Convulsions:** If a camper begins to convulse, the staff will clear the area surrounding the camper. The camper will not be restrained. The nurse will be called and will come to the camper. The nurse will note the time the seizure began and its duration. After the seizure concludes, the camper's parent/guardian will be contacted and the nurse will determine with the parent/guardian the appropriate medical plan.
- **Eye Injuries:** If a trauma occurs to the eye area the camper will be brought to the nurse by a staff member. The nurse will treat the area with ice and clean it. The nurse will assess whether or not further medical attention is necessary. If so, the nurse will contact the camper's parent/guardian. If the child appears to have an eye infection s/he will be isolated from the other campers due to the possibility the infection may be contagious. The camper's parent/guardian will be called and asked to take the camper home.
- **Allergies:** Campers with any known allergies will be so identified by their parents prior to camp. All staff working with such children will be informed about these allergies and about any necessary precautions that the staff must take in order to prevent any reactions. If an allergic reaction occurs, the nurse will perform the appropriate procedures for the given child based on their allergies.

WBA Boys and Girls Camp Procedures Manual

Plan for Medical Emergencies: The nurse is involved in every camper injury/illness. If the nurse determines that the injury/illness constitutes an emergency the following plan will be enacted:

1. 911 will be called.
2. The camper's parents will be contacted by the head coach or director immediately.
3. The nurse will remain with the camper until emergency help arrives. If necessary the nurse will perform CPR until the EMTs arrive and take over medical care.
4. The camper will be transported to Winchester Hospital via ambulance. A staff member will accompany the camper to the hospital and remain there until a parent/guardian arrives.
5. The nurse will document the incident and all pertinent information.
6. The nurse will complete forms prescribed by the Massachusetts Department of Public Health.

Camper Release Policy

No camper will be permitted to leave with anyone other than a parent or guardian unless the camp has been notified in writing of such carpool arrangements prior to the event.

Drug, Tobacco and Alcohol Policy (CMR 430.165)

WBA Camp Policy- No Use of Drugs, Tobacco or Alcohol

Any staff engaging in these behaviors may be terminated.
No drugs, alcohol or tobacco products are permitted on site.

Protocol for Outside Intruders

Counselors discovering an outside intruder shall:

1. Notify the director.
2. Account for all campers and determine whether anyone has been injured or is missing.
3. Stay with anyone in need of attention.
4. Depending on the severity of the situation, call or designate someone to call the Winchester Police or 911.
5. Note any identifying characteristics of such intruder (e.g., height, weight, description of intruder's car, etc.).

Once so notified, the Camp Director shall:

1. Consult with the Winchester Police Department immediately.
2. Notify the parent or guardian of any affected child as soon as possible.
3. Provide immediate support (medical or counseling) for any affected campers as necessary.
4. Work closely with the Winchester Police in support of the police investigation.
5. Provide the community with the appropriate information about the incident and the perpetrator to help avoid further incident.

WBA Boys and Girls Camp Procedures Manual

Traffic Plan

- **WBA Boys Camp - McCall Middle School, 438 Main St., Winchester, MA** – Campers will be dropped off and picked up on Main Street near the door at the front of McCall Middle School that is closest to the school auditorium and gym.
- **WBA Girls Camp – Vinson-Owen Elementary School, 75 Johnson Road, Winchester, MA** – Campers will be dropped off and picked up near the entrance to the Vinson-Owen School gym in the parking lot located on campus near the main entrance to the front of the building.
- **WBA Girls Camp – Lynch Elementary School, 10 Brantwood Road, Winchester, MA** – Campers will be dropped off and picked up near the entrance to the Lynch School gym in the parking lot located on campus in front of the building that is closest to the gym.

Camper Check-in and Check-out Procedures

- All campers must stop at the front desk upon arrival and check in. In addition, when a parent arrives at the end of the day, s/he must check the child out for the day with the child's counselor.
- No camper will be permitted to leave with another camper unless the camp director, head counselor, or appropriate counselor has been notified by the parent/guardian about these arrangements in writing.