



PARENT/GUARDIAN GUIDE

MICHIGAN STATE UNIVERSITY

FOR SUMMER SPORTS CAMP

Welcome to Michigan State University! Our staff is focused on the welfare of our campers and will work to provide an environment that is comfortable, clean, fun and, most importantly, safe and secure. Our Conference Assistants (CAs) are live-in staff members, available 24 hours a day. They are trained to handle hall security, emergency situations, daily operating procedures and social / recreational programs for 2017 Summer Sports Camp. CAs will provide supervision and guidance to your campers while they are away from home at MSU.

SAFETY, SECURITY AND VISITORS

Summer Sports Camp staff members are on duty every night from 5 p.m. to 8 a.m. All visitors are required to check in at the main, front door entrance of the residence hall to obtain an official "Sports Camp Visitor's Pass." Visitors of the opposite sex are not permitted in campers' living areas including the hallways, with the exception of move-in and move-out. As a security measure, CAs will be monitoring the residence halls and will be on the lookout for any unregistered visitors or suspicious activities. Anyone remaining in the building after closing hours without proper permission will be escorted out of the building and will be considered to be trespassing.

LEAVE YOUR CAMPER A MESSAGE

In the event of an emergency, you can leave your camper a phone message by calling their residence hall's Service Center:

Holden Hall Service Center: 517-353-5912

East Wilson Hall Service Center: 517-353-0300

West Wilson Hall Service Center: 517-353-0602

We will do our best to answer your call, but may be delayed if we are assisting other guests.

KEEP PERSONAL PROPERTY SAFE

Campers should keep their residence hall rooms locked at all times to prevent theft. MSU Police will be contacted in the event of personal property theft. MSU is not responsible for lost or stolen personal property.

SIGN-OUT PROCEDURE

For the safety and security of your camper, parents / guardians planning to take their camper or have someone else take their camper out of the residence hall at any time during camp must complete a "Permission to Leave Form" at check-in. Only those listed on the form have permission to sign campers out during camp. To sign a camper out, report to the Service Center of your camper's residence hall and present a driver's license for identity verification. Please note that campers are discouraged from missing any part of their daily scheduled events, and all campers must be back to their residence hall by 10 p.m.

LOST AND FOUND

During sports camp, all lost and found items will be held at the residence hall Service Centers. After camp is complete, lost and found items will be turned in to the Community Director's Office. Please contact a Service Center listed to the left to inquire about lost items.

EMERGENCY PROCEDURES

REHS Sports Camp staff are not medical professionals and cannot diagnose or treat any reported injuries or illnesses, or administer any medications. In the event of an emergency, staff members are instructed to call 911 immediately. An athletic trainer will be available to assist with any medical needs. All campers are required to complete a medical form prior to check-in and upon registration.

REGULATIONS AND DISCIPLINARY ACTION

Summer Sports Camp regulations have been established to maximize learning and fun in a safe environment without infringing on the rights of others.

Verbal Warnings may be administered by any member of the camp staff when campers demonstrate unacceptable behavior deemed hazardous to the individual or others.

Disciplinary Action may be taken by senior camp staff and may include detention or inability to participate in evening residence hall programming.

Residential Dismissal will be decided by the sports camp coordinator in consultation with the camp coach after gathering relevant facts and talking with all involved parties. In the event a camper is dismissed, parents / guardians will be contacted and are expected to make immediate arrangements for their camper's transportation home.

*The MSU Athletic Department and sports camp coaches will be notified in the event of disciplinary action.

The following will result in a verbal warning and / or disciplinary action:

- Excessive noise or horseplay in the residence hall
- Removal of food from the dining hall
- Playing in or using sporting equipment in the hallways

The following will result in a verbal warning and / or room charges:

- Removal of glassware, utensils and other materials from the dining hall
- Removal of window screens

The following will result in disciplinary action and / or residential dismissal:

- Presence of campers of the opposite sex in the residential area
- Smoking in the residence hall
- Gambling
- Use of any fire hazard materials (e.g., candles, incense)
- Use of electrical appliances other than radios, stereos, televisions, refrigerators and personal grooming devices
- Harassment of other campers or staff, including hazing or bullying
- Violation of federal, state and local laws

The following will result in residential dismissal:

- Possession and / or consumption of alcohol, illegal drugs, fireworks, weapons on and off campus

- Verbal and physical intimidation or conduct (fighting)
- Tampering with fire alarms, or safety or security equipment
- Malicious damage of university or personal property: residential dismissal and financial restitution
- Theft of personal property or university property
- Setting fires

CHARGES

Campers should not rearrange the furnishings in their rooms and will be charged if staff is required to return furnishings to their original arrangements. Rooms are inspected before participants arrive and again after they depart. Any damage, other than normal wear, will result in a charge, equally divided among the room occupants.

All campers must check out of their residence hall at the end of sports camp. All linen, conference cards and room keys must be returned to the Service Center at check-out. Campers will be charged for lost linens, cards or keys.

Please contact the Community Director's Office at 517-353-4313 with any billing questions.

ADDITIONAL INFORMATION

- Campers are advised not to bring a car or motorcycle to the campus.
- Campers are required to return to their assigned residence hall by 10 p.m. daily and to their assigned room by 10:30 p.m. daily.
- Violations of federal / state laws will result in dismissal from the program and police involvement.

For questions, please contact:

Holden Hall Service Center: 517-353-5912
East Wilson Hall Service Center: 517-353-0300
West Wilson Hall Service Center: 517-353-0602
Office Hours: Monday — Friday, 8 a.m.–5 p.m.