

MICHIGAN STATE UNIVERSITY

March 2018

Dear Parents and Guardians,

Participating in a sports camp is a great developmental experience for your child. They will learn new skills, meet new people and make friends for life. Delivering an outstanding Spartan experience is our mission from the time they set foot on our campus.

We understand the awesome responsibility that is caring for your child, and we acknowledge you may be concerned about their welfare during their time here. Providing a safe environment and experience for your children is the top priority for Michigan State University.

As we prepare for summer sports programs, we are carefully reviewing all of our safety policies and procedures to make sure they are camper- and parent- and guardian-focused. Our staff training is comprehensive and includes enforcing safety and security rules, working with diverse populations, and knowing what to do in times of crisis. Our goal is to make sure your camper feels like a Spartan the moment they walk into our facilities and interact with our team.

We want to take this opportunity to share with you our policies and procedures, mandatory reporting guidelines, and key contact information. If you have any questions or concerns, please don't hesitate to reach out to us.



We hope to see your camper at one of our events this summer. Thanks, and Go Green!

Vennie Gore
Vice President for Auxiliary Enterprises

Bill Beekman
Interim Athletic Director

Division of
**Residential and
Hospitality
Services**

**Residence Education
and Housing Services**

1855 Place
550 S. Harrison Road
East Lansing, MI
48823

Phone: 517/884-5483
Fax: 517/432-2509



PARENT/GUARDIAN GUIDE

FOR SUMMER SPORTS CAMPS AT MICHIGAN STATE UNIVERSITY

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 Sports Camp Assistants (SCAs), similar to Resident Assistants, 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 2018 Summer Sports Camps. SCAs 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, SCAs 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. Visitors must be accompanied by a full-time staff member at all times when they are in the residence hall.

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. The message will be taken by the Service Center representative who will immediately call the coach/coordinator of the respective camp with the message for the camper to report to the service desk as soon as possible to retrieve the message.

Holden Hall Service Center: 517-353-5912

East Wilson Hall Service Center: 517-353-0602

West Wilson Hall Service Center: 517-353-0300

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 MSU Police Department. Please contact a Service Center listed to the left to inquire about lost items.

Medical Emergency Information

Residence Education and Housing Services (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. All campers are required to complete a medical form prior to check-in and upon registration.

Reporting Protocols

Sports Camp staff, SCAs, volunteers and other individuals associated with the program must adhere to university protocols for reporting child abuse, sexual assault and child pornography. Reporting requirements for university employees and volunteers can be found at https://hr.msu.edu/policies-procedures/university-wide/reporting_protocols.html.

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 the inability to participate in evening residence hall programming.

Residential Dismissal will be decided by a full-time REHS employee 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 may 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 may 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 may 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
- Use of cameras and other digital recording devices in showers, restrooms, locker rooms and other areas where privacy is expected by participants.
- Harassment of other campers or staff, including hazing, bullying or cyber-bullying
- Violation of federal, state and local laws
- Possession and/or consumption of alcohol, illegal drugs, fireworks, weapons on and off campus
- Verbal and physical intimidation or conduct (fighting)
- Sexual harassment, sexual abuse or other sexually inappropriate conduct
- 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

Sports Camp Program Rules:

- Participants are prohibited from the possession or use of alcohol, tobacco, drugs, fireworks, guns or other weapons.
- No violence of any kind will be tolerated.
- Sexual harassment, sexual abuse and other sexually inappropriate conduct will not be tolerated.
- Harassment in violation of the University Anti-Discrimination Policy will not be tolerated.
- Hazing and bullying (physical, verbal or cyber-bullying) will not be tolerated.
- Misuse or damage to university property is prohibited, and participants may be financially responsible for such actions.
- Cameras and other digital recording devices are prohibited in showers, restrooms, locker rooms and other areas where privacy is expected by participants.

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.

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 9:30 p.m. daily and to their assigned room by 10 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: 517-353-0602

West Willson Hall Service Center: 517-353-0300

Office Hours: Monday-Friday, 8 a.m.-5 p.m.



**UNIVERSITY
CONFERENCE SERVICES**
MICHIGAN STATE UNIVERSITY

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UNIVERSITY**

Residence Education
and Housing Services
Residential and Hospitality Services

MSU is an affirmative action/equal opportunity employer