

HANDBOOK FOR CAMP COACHES AND COUNSLORS

TO: ALL STAFF MEMBERS

FROM: CAMP DIRECTORS, ELIZA KELLY AND MATT LAWICKI

RE: INFORMATION ABOUT THE 2025 CAMP

Important camp dates include: Monday, July 14 – Mandatory meeting for ALL camp staff.

We all want the camp to run well and to run smoothly. One important way that you can help us is to make sure that there are NO SURPRISES. In addition to injuries, if something happens that you think we should know about or that parents may be concerned about, PLEASE REPORT THE MATTER TO THE CAMP DIRECTORS NO LATER THAN END OF DAY.

The most important thing at camp is safety.

Your responsibility for the day begins with your first camper interaction and it ends when our last camper goes home.

In the interest of safety, we want to absolutely minimize the potential of any staff member being in a one on one camper/staff situation when out of the sight of others. If this is unclear to you, please speak to Eliza or Matt immediately.

Please be positive at all times when dealing with parents and campers.

All campers, all staff and all camp families have the right to be treated with dignity and respect.

1. **All Staff members are required to download the DU Safety App:**
<https://www.du.edu/it/software/apps-you-need-students>
2. **Complete University training for all staff working with the camp either through SafeSport or campus (United Educators training utilizing the YOC-Training-Instructions Matrix):** <https://learn.ue.org/1K1ST289902/DUMinors>
3. **Guidelines for Working with Minors: Information for Those Participating in University Programs Involving Minors: To be signed as part of the online web form.**
4. Unless you are certified to provide medical or health care, please do not do so.
5. Staff / chaperones must not enter a minor's room, suite, bathroom, or similar area without a second chaperone present or in the immediate vicinity.

6. Restroom Use and Access: Staff should always have campers use the buddy system, taking another camper with them. Staff members can walk campers to the restroom door, but many NOT enter while in use.
7. Use of tobacco, alcohol, marijuana or any other illegal drugs is prohibited at camp. The University of Denver is a 100% smoke-free campus and smoking is not permitted indoors or outdoors on University property. For more information, please review the University's smoke-free campus policy.
8. If there is a fire alarm or danger of fire in the building, guests must exit the building right away and gather with others at a safe distance away from the building. Follow the directions of University staff and do not enter the building until the fire department has cleared individuals to do so.
9. It is a criminal offense to activate a fire alarm when there is no fire or danger of a fire. If an alarm is activated by a guest and there is no fire or danger of fire, the individual will be held responsible for any fines or damages resulting from the incident and may face criminal charges.
10. Guests may NOT touch, tamper with, throw things at, or hang items from the sprinkler heads located in the rooms. Doing so may activate a powerful water flow from the sprinkler system and cause significant property damage.
11. Quiet hours are 10:00 pm to 7:00 am.
12. A \$50.00 custodial fee per room will be assessed for rooms left excessively dirty or with an excessive amount of trash; this includes leaving large amounts of food in the micro-fridges.
13. Guests must respect all University property and may not move furniture from or within rooms. A \$50.00 service fee per room will be assessed for furniture that has been moved from or within a room.
14. Guests who do not follow these policies and procedures may be asked to leave the University of Denver.

SAFETY

Safety is the most important thing at camp and it is EVERYONE'S job. If you see something happening that you think is unsafe, STOP IT OR MAKE IT SAFE. Always use your best judgment. Safety is our #1 priority.

PREMISES SAFETY – ACCESS TO DORMS AND FIELDS

We permit only permit Parents/ Guardians to enter the dorms the designated Camp Check-In and Camp Check-Out days/times.

Parents/ Guardians are not permitted to enter any of the playing fields. They must watch from the designated stands.

CAMPER SECURITY

We do not release campers to anyone other than that camper's parent or guardian without explicit written consent which is approved by a director. If you are not sure whether or to whom a camper should be released, DO NOT RELEASE THE CHILD – CONTACT THE OUR STAFF.

EMERGENCY PROCEDURES – NATURAL DISASTERS

Listen for a central whistle/ airhorn alert. In case of a lightning, go to the dorm, hallway along Barton Stadium or the Coors Rec Center. If you see a stray camper, grab her and take them with you to a safe location. It is more important that a camper be safe than with the proper group.

Listen for an announcement and/or for whistles blowing. If there is an attack on camp, it is most likely coming from the Creek Road entrance. It is imperative to stay calm and keep the children (and yourself) safe. Get out of sight. If it makes sense, hustle away from the attack. There is a second exit from the camp – there is a trail that runs from the corner of upper field which is farthest from the tennis courts to Forest Grove Road. If you have kids near that spot and there is an attack on the camp, use the trail out. In fact, disperse into the woods, creek, anywhere. We will find you. If it does not make sense to flee, hide in bunks or any available building.

EMERGENCY PROCEDURES – MISSING CHILD

If a camper is missing, go to the camp directors immediately.

EMERGENCY PROCEDURES – INJURED PERSON

First and foremost, use your best judgment. If 911 must be called, do that. If 911 does not need to be called, one of the athletic trainers should be called over.

If the person can be moved, a staff member will take that person to the athletic trainer. If the person cannot be moved – or if you are not sure -- the call for the athletic trainer.

***** IN CASE OF EMERGENCY OR INJURY, ONLY THE CAMP DIRECTORS OR THE ATHLETIC TRAINERS SHOULD CONTACT THE PARENTS*****

CHILD ABUSE PREVENTION POLICY

Elite 12 Lacrosse: Denver Girls Lacrosse Camps and the University of Denver have a variety of policies to try to keep children safe. It is impossible to list every single thing people should do or not do to help keep children safe and this policy supplements other policies. To the extent that this policy conflicts with any other of written or oral policies, all should be interpreted in their broadest sense so that we can protect children. Please always be reminded that each camper's safety – physically, socially, sexually, emotionally, intellectually – is paramount. Failure to follow these policies may result in a staff member's immediate termination.

SUPERVISION

1. Staff should never leave a child unsupervised.
2. A single staff member should never be alone with a single child where they cannot be observed by others – this is done to protect our children AND also to protect our staff.
3. When staff members are supervising children, they should position themselves so they are visible by other staff.
4. When children go to the bathroom, staff should not enter the bathroom facility.
5. If a staff member needs to assist a child in the bathroom, the door to the bathroom must be open

IDENTIFICATION AND PREVENTION OF CHILD ABUSE

We are committed to our campers' health and safety. Child abuse can come in many forms. These include, but are not limited to, physical abuse, sexual abuse, emotional abuse and neglect and maltreatment.

At the risk of stating the obvious, staff should not abuse children. Below is a partial list of abuse-prevention behaviors:

Staff shall not hit, shake, push, spank or aggressively grab children.

2025 Elite 12 Lacrosse: Denver Girl's Lacrosse Staff Handbook

Staff shall not touch children in any place where they would ordinarily wear a bathing suit. Staff shall not touch a child if she asks not to be touched – in such a circumstance, please get coverage and find a director.

Staff shall not speak in a sexually suggestive manner to or around children. Staff members shall refrain from intimate displays of affection towards others in front of children (as well as in front of staff and camp families – no one is interested in watching that). Staff shall not expose children to pornography, kiss or touch inappropriate parts of a child's body, photograph naked children or participate in exhibitionism or voyeurism.

Staff shall not humiliate, degrade, verbally assault, ridicule, harass, threaten or shame children. Staff shall treat all children with respect and kindness, regardless of race, sexual orientation, religion or culture.

Staff shall not withhold care, appropriate affection, food and/or water from any child.

Our obligation to help keep children safe does not begin and end with the items above. Because we work with children, Colorado considers us to be Mandated Reporters and we are required to report to Law Enforcement or The County Department of Human Services instances of reported or suspected child abuse. Examples of child abuse can include:

1. Physical abuse – bruises, bite marks, burns, cuts, broken bones and other unexplained injuries.
2. Sexual abuse – signs of sexual abuse can include difficulty walking or sitting as well as pain or bleeding in the genital or anal area.
3. Emotional abuse – if a child opens up to you about something that sounds like emotional, physical, sexual or any other kind of abuse, it is OK to listen. But see below.

If a camper confides in you about an issue which may be considered abuse, DO NOT BEGIN AN INQUIRY. Please respond with these four points:

- Thank you for telling me
- I believe you
- You did nothing wrong
- I will get help for you.

While a child may try to get you to swear to secrecy, you cannot keep this matter secret. As soon as you can, get coverage for your bunk or activity, find a camp director. He or she will help you complete the process for mandatory reporting. **Again, we cannot conduct our own inquiry. Do not ask the child questions to try to “get at the truth”**

BACKGROUND CHECKS

We follow The University of Denver's requirements regarding background checks. You have agreed to provide all necessary documents in a timely manner.

CAMPER AND STAFF HEALTH

We want to make sure that every camper and every staff member has a healthy and safe summer. We ask all staff members and camp families to complete health forms before camp starts so we can work towards that goal.

We take safety and confidentiality seriously. Please be forthcoming when completing your health forms before camp starts and please also be forthcoming if things change for you during the summer. We want you to be safe and healthy. We respect the confidentiality of your medical information. Unless you advise us before camp to the contrary, we may treat you in the event of an emergency.

With regard to campers, camp families tell us about any issues or challenges that their camper might have through the application process and by completing the necessary health forms. We respect the confidentiality of campers' medical information and communicate campers' health issues on a need to know basis only. Campers' diagnoses, treatment plans and health situations should not be topics of social discussions or gossip.

We have an athletic trainer on staff. We do NOT want or expect counselors to be anyone's primary health care provider or to dispense medication at camp. **IF IN DOUBT, GO TO THE ATHLETIC TRAINER.** If you are supervising campers and a camper is injured, please make sure that you or another staff member escorts the injured camper to the Athletic Trainer. Do not leave campers unsupervised.

Please report all injuries to the Athletic Trainers, including your own.