



Camp/Clinic Policies & Procedures Handbook

1.0 Mission

Empower young athletes through a culture defined by the tenacious pursuit of self-improvement and the genuine desire to motivate players and improve kids' lives.

2.0 Camp/Clinic Philosophies

2.1 Safety is paramount

Parents are placing a lot of trust in Pro Skills Basketball when they leave their children with us. A camp director's number one job is keeping everyone safe. Check campers in and check campers out. Closely monitor everything that is going on within the gym.

2.2 Be organized

Small details in organization and communication with campers and parents will set Pro Skills Basketball camps apart from other camps. Camp directors must schedule camp down to the minute and stick to that schedule as the day progresses. Being the first person in the gym and the last to leave will show parents, players and camp workers that we take our job seriously.

2.3 Camps are about having fun

Some players will come to camp with dreams of playing in the NBA and willing to work toward those dreams. Other will be there because their parents want to get them out of the house....and everything in between. While being a serious camp director and striving to make players better is important, camps should be lead by teachers and coaches that will create a fun, positive atmosphere.

3.0 Pro Skills Basketball Director Standards

3.1 Be on time

No client has ever asked for a refund because their the camp director was too early. Parents are busy and mothers crave organization. Being late is rude and extremely unprofessional and it's a great way to loose campers.

3.2 Come prepared

Have a camp schedule on paper and have one on display at check-in. Follow the PSB Camp Director Checklist.

3.3 Bring energy and enthusiasm

Campers will feed off your energy and positivity. Learn everyone's name and call them by name during camp. Remain engaged in camp activities at all times. Stay off your phone!

3.4 Pay attention to the details

Recognize if a camper or campers are causing problems or are distracting to other campers. If so, they must be given an official warning about their behavior and if necessary, be removed from camp. Camp coaches should be engaged in camp activities and dresses appropriately, camp games and competitions should be organized and run properly, and everything that happens at camp should meet our camp director's high expectations.

3.6 Communicate clearly

Be loud and HAVE A PRESENCE!! Campers, parents and workers need to know that Camp Directors are in charge. If workers are not performing to expectations, they must be told. If campers are misbehaving, they must be dealt with. Setting clear expectations before camp for all those involved is very important.

4.0 Safety Policies and Procedures

- 4.1 At no time should Pro Skills Basketball staff be in a situation where they are alone with a child or children and cannot be observed by others. If a staff member becomes alone with a child, he or she should promptly move to a location where he or she can be observed by other Pro Skills Basketball staff members.
- 4.2 Pro Skills Basketball staff are mandated to report any suspicion of child abuse to the jurisdiction having authority. Staff should report to a Pro Skills Director any indication of or warning signs concerning abuse involving a child. Pro Skills basketball staff who identifies suspicious behavior or violation of policy by a fellow staff member should report the event to their Pro Skills Basketball supervisor immediately.
- 4.3 At no time should Pro Skills Basketball staff engage in inappropriate physical contact with children. Staff should not touch children in any body location that would be covered by a bathing suit. Staff members should not pick-up children or allow children to sit on their laps
- 4.4 Directors and coaches will not buy gifts or give money to players.
- 4.5 Directors and coaches will avoid fraternization with players in non-sanctioned settings.
- 4.6 Pro Skills Basketball staff are expected to use decent language and act in a positive manner. Staff should not talk in a sexual manner, perform sexual gestures, sexual acts or attempt inappropriate contact with a child.
- 4.7 Pro Skills basketball staff shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.
- 4.9 Player and parent personal information including phone number, email, home address, etc. will not be disseminated without prior consent from said player or parent.

5.0 Camp Time Line

5.1 Two months before camp

5.1.1 Create interest in camp

Talking to local coaches, player and parents is imperative in attracting players to camp. Flyers and other marketing materials will be sent to you by Pro Skills Basketball and need to be distributed to as many people as possible. Schools and school coaches, local coffee shops and restaurants, local recreation centers, rec league coaches and directors and parents can all be extremely beneficial in getting the word out about camp.

5.1.2 Reserve gym space

Pro Skills Basketball camps should be held in a gym with 6 total baskets and adequate space, lighting, bathrooms and flooring. Calling facilities and supplying certificates of insurance and other necessary deposit payments will be aided by Pro Skills Basketball.

5.1.3 Finding camp workers

It is never too early to get camp counselors to commit to working camp. This needs to be a selective process that targets knowledgeable and trustworthy coaches and teachers. **Once a worker is committed to working, they must fill out a PSB Coaching Application. Directors must provide workers with this link. Workers will NOT be permitted to work until their PSB Coaching Application has been received and approved by Pro Skills Basketball.**

5.2 Two weeks before camp

5.2.1 Confirm gym time

Reserving and confirming gym space can be frustrating. Make sure that the correct dates and times are 100% confirmed and there are no conflicts.

5.2.2 Confirm camp equipment

Camp Directors must confirm that basketballs, t-shirts, signs and camp equipment (cones, pennies, training equipment, first aid kit, etc.) are supplied in adequate numbers.

5.2.3 Confirm lunch situation

If applicable, Camp Directors must confirm with a local restaurant that camp lunches will be delivered on time and to the correct location.

5.3 One week before camp

5.3.1 Confirm gym again!

5.3.2 Confirm workers

Emails should be sent and Camp Directors should be focused on getting a firm confirmation from each camp counselor. Workers should be reminded when and where to be, to come dressed appropriately and informed of the lunch situation.

5.3.3 Assign workers a station

Camp directors should inform counselors of what station they will be running to allow counselors time to prepare drills. Camp Directors are also encouraged to send counselors drills for each particular station. If necessary Camp Directors must also assign a coach or helper to work the concessions area during camp breaks.

5.3.4 Organize gym space

Camp Directors should have a plan for utilizing gym space. Assigning each station a particular space on the court and determining where drills, competitions will take place should be planned at this point.

5.3.5 Emailing parents camp reminder and information

Pro Skills Basketball will be responsible for reminding parents about camp date, start time, end time, lunch and schedule. Pro Skills will answer questions about camp days, but Camp Directors will be required to communicate with PSB to make sure everyone is on the same page.

5.3.6 Purchase snacks and sports drinks for concessions

If necessary, Snacks and drinks should be purchased from Sam's, Costco or BJ's. It is recommended that two chocolate options (Kit-Kats and Snickers) two candy options (Airheads and Skittles) a variety pack of chips and three cases of Gatorade (regular flavors) be purchased. *See concessions price list on page 13.

5.3.7 Acquire cash for change

Some parents may require change at camp check in. Camp Directors should have an adequate supply (\$200) of \$10 bills, \$5 bills and \$1 bills.

5.4 One day before camp

5.4.1 Print check-in forms

Pro Skills Basketball will email Camp Directors check in forms with camper name, email address, emergency contact information, etc.

5.4.2 Print camp bank sheet

The camp bank is a piece of paper in which concession workers will keep track of how much money a camper has in their account. This money is collected at check in and put in the “camp bank”.

5.4.3 Print individual competition score sheets

Provided by Pro Skills Basketball and printed so that each camp coach has one.

5.4.4 Print extra release and waivers

If the camp has extra spaces and can accept walk-ups, Camp Directors should have extra release and waiver documents for parents to fill out.

5.4.5 Create coaches packets

Organize t-shirts, camp documents, clip boards, whistles, pens and paper into coaches packets ready for camp counselors to pick up as they arrive early for the first day of camp.

5.4.6 Prepare signage

Camp Directors must have a strategy for hanging camp signage in the gym and the equipment to do so.

5.4.7 Create camp playlist

Camp Directors should inquire if there is a way to play music throughout the gym. If so, they should have a clean playlist created on an iPod or other music playing device.

5.4.8 Prepare for camp counselor meeting

Camp Directors must stress the following to camp counselors.

- Cover Safety Policies and Procedures (4.0)
- No cell phones!
- Limited concessions
- Wear shirts everyday (Camp Director will wash if necessary)
- Please interact with kids and be positive. Especially when parents are attending.
- Go over schedule
- Assign coaches check-in duties
- Instruct coaches to keep kids moving at all stations
- Station assignments and court space for stations

5.4.9 Prepare concessions

If necessary, snacks and drinks need to be organized and coolers or refrigerators need to be prepared.

5.4.10 Prepare first aid kit

Make sure first aid kit is prepared and have copies of emergency action plan available during camp.

5.5 First day of camp

5.5.1 Purchase ice for concessions if necessary

This should be done on the way to the gym.

5.5.2 Prepare check-in

Camp Directors should have camp check-in sheet, extra release and waivers, pens, camp schedule, camp bank sheet and cash box at check-in.

5.5.3 Put basketballs in bins or on racks

Basketballs should be organized and accounted for and put in a place where they can be accessed by campers.

5.5.4 Signage Placement

Banners and signs should be placed in strategic areas around the gym for maximum exposure.

5.5.5 Set up Concessions

Coolers and refrigerators should be set up in a space that won't interfere with camp activities. A table where snacks are laid out in an appealing fashion and a price list is displayed is important. Napkins and paper towels should also be available. Drinks should be put on ice or refrigerated.

5.5.6 Camp counselor meeting

This needs to take place at 8:15, before campers arrive. Camp Directors should go over expectations and the camp schedule and also answer any questions that counselors may have. **Directors MUST go over Pro Skills Basketball Safety Policies and Procedures (4.0) with camp counselors.**

5.5.7 Check-in

Camp Directors should open the doors and begin checking in campers at 8:30. Two coaches should be available for check-in. One to check campers in and the other to collect camp bank money. Other counselors should be assigned the duties of showing campers where to put their belongings and showing them where basketballs are located. Counselors should be greeting campers and making them feel at ease. The following should all take place at check-in:

-Be polite and energetic when greeting campers...smile.

- Confirm phone numbers and ask if they have a second phone # they want to add.
- Do they want to put money in the camp bank?
- If they brought a ball, tell them to give it back to parent and take it home
- Confirm that they did or did not order a lunch (If necessary)
- Collect lunch money (If necessary)
- Tell them where to put lunch (assign this duty to a coach)
- Answer parent questions
- ****On the check-in sheet, PSB staff or Director must take down the names of ANY adults that the parent authorizes to pick their child up. Parents must be informed that if an adult attempts to pick up their child and said adult is not on their authorization list, the child will not be permitted to leave with said adult.**

5.5.8 Start Camp

Camp Directors should start camp 10 to 12 minutes after 9:00. Camp directors sound the horn or blow their whistle and gather kids at one end of the gym sitting around the three point line. The following should be covered:

- Introduction
- Introduce Camp Coaches
- Camp Guidelines and Rules
- Mission of the Camp (Have Fun and Get Better)
- Camp Format

Camp should then proceed according to the schedule in section 6.0.

6.0 Camp Schedule

8:30-9:00	Camp Check-In (5.5.7)
9:00-9:30	Camp Meeting/Lecture (5.5.8)
9:30-9:45	Warm-up/Stretching (6.1)
9:45-11:00	Stations (6.2)
11:00-11:15	Break & Concessions (6.3)
11:15-12:00	Games (6.4)
12:00-12:45	Lunch (6.5)
12:45-1:15	Afternoon Demonstration (6.6)
1:15-2:15	Individual Competitions (6.7)
2:15-2:50	Games (6.8)
2:50-3:00	Check-Out (6.9)

6.1 Warm-up

Campers should line up on one of the sidelines of the court. They should then be taken through a dynamic warm-up by the camp director or one of the camp coaches. Exercises should include jogs, jumping jacks, high-knee runs, butt kicker runs, lunges, defensive slides, broad jumps, skips, stretches, squats, back peddling, etc. Again, keep campers moving.

6.2 Stations

As the warm-up draws to a close, camp counselors should prepare for their stations. They should gather basketballs and head to their designated gym space. At the conclusion of warm-ups, campers should be assigned a station group according to age and gender. Every effort should be made to make station groups equal numbers. Depending on the number of kids and gym space, 5 or 6 lasting 10-15 minutes each stations is ideal. Station times should be determined by Camp Directors in order to keep on schedule.

Pro Skills Basketball recommends the following stations:

- Shooting
- Ball Handling/Passing

- Offensive Moves
- Pick and Rolls
- Rebounding or rebounding/passing
- Athleticism
- Fast breaks

6.3 Break

A short 10 to 15 minute break should be included after stations. Campers can purchase snacks and drinks from the concession stand at this point. Basketballs and other camp equipment used in stations should be collected and organized.

6.4 Games

Morning game sessions include 2-on-2 or 3-on-3. Players should be grouped according to age and gender. 4 groups is normally ideal (elementary age, middle school age, high school age and a girls group). A coach should be assigned to each age group. Coaches will be instructed to divide the group into appropriate teams and keep track of wins and losses. Games should be played to a low number or a short time limit in order to get every camper enough game time.

About 15 minutes before lunch, a championship series should be played in front of the camp. It is fun to have campers choose sides and root for a team that they think is going to win.

6.5 Lunch

Before lunch, Camp Directors must remind campers to where to eat and to pick up after themselves.

6.6 Afternoon demonstration

The first afternoon demonstration will be the Camp Director demonstrating each individual competition. The remaining days of camp, the Camp Director can plan a lecture, let a camp counselor do a demonstration or organize a camp-wide game or contest.

6.7 Individual competitions

Hot Shot, Speed Layups and Speed Shooting are all part of the Individual Competitions portion of camp. Campers should report back to the coach that they played 2-on-2 or 3-on-3 with. Each player will get to perform each competition twice with their best score of the day being counted. Counselors should organize campers and keep track of their scores using the individual competition score sheet. Each player will perform each individual competition twice for 40 seconds each.

6.7.1 Hot Shot

During Hot Shot, players shoot from different spots on the court to earn points. Player start at the top of the key (or a spot designated with a cone for younger kids). That spot is a 3-point shot. Any shot outside the lane is worth 2 points and any shot inside the lane is worth 1 point. Players must attempt a shot from each spot. Failure to attempt a shot at each spot is minus 5 points. If a player makes a shot at each spot, they receive 5 bonus points. Bonus points can only be received one time during hot shot. Players may not shoot from the same spot twice in a row. If they do, their second shot does not count. Campers must dribble from spot to spot. If they travel, their next shot does not count. Campers have 40 seconds to shoot and will perform hot shot twice. Coaches and other campers should count the participating campers score as he is shooting.

6.7.2 Speed Layups

During Speed Layups, coaches will set up cones or chairs (preferably chairs) at each elbow of the basket. A player will start on the outside of one of the cones and drive to the basket and shoot a layup. They will then get their own rebound, dribble between the cones and around the opposite cone, attacking the basket on the other side, shooting with the opposite hand. They will then repeat this as many times, shooting as many lay-ups as they can in 40 seconds. Both feet and the basketball must go all the way around each cone or chair for the shot to count. Campers must dribble with the correct hand for the shot to count and players over the age of 12 should be required to shot with the proper hand for the shot to count. If a camper attempts a buzzer beater, they must be past the cone or chair in order for the shot to count.

6.7.3 Speed Shooting

Speed Shooting begins with two cones or chairs placed free throw line extended and outside the three point line. The participant will start at one of the cones and two campers under the basket will act as rebounders and passers. When instructed, the participating camper will sprint to the center of the free throw line, catch a pass from the passer and shoot a jump shot. Players must not dribble, travel or fade away. If so, the coach has the authority to disallow the shot is made. If a camper makes three shots in a row, he or she will earn 5 bonus points. Bonus points can be earned more than once. So if a player makes 6 shots in a row, they earn 10 bonus points. Speed Shooting will be performed for 40 seconds.

6.7.4 Inputing Individual Competition Scores

PSB is excited to launch our Summer Camp App that will display each camp's scoreboard for individual competition scores. As a camp director, you will receive a link that shares a Google Drive spreadsheet. Sometime during camp or after camp, we will ask you or a member of your staff to input scores into that

spreadsheet so that we can enter the scores. The app is titled PSB Summer Camps and as camp directors, you will be asked to encourage kids to download the app on day one of camp.

6.8 Afternoon games

Afternoon games consist of 5-on-5 full court games. If camp is only on one court, then games should be played using the side baskets. ***Camp Directors MUST make certain that running side-to-side will not be interfered by objects or bleachers behind or under each side basket. For safety reasons, there should be adequate space for campers to run and shot behind side baskets.**

Games can be played for a time limit and groups can rotate on to a court and play and then sit out in order to let another group play.

6.9 Check-out

It is of the utmost importance that campers check-out with a previously assigned coach or Camp Director. **Camps must not be allowed to leave the gym alone or with a non-designated adult.**

7.0 Award Ceremony

Camp Directors should begin preparing for a camp award ceremony on the morning of the last day of camp.

7.1 Individual competition awards

A running total should be kept of each players score for each individual competition. Each morning of camp, the Camp Director should instruct a counselor to input individual competition scores from each coaches individual competition score sheet to the individual competition posters. Kids love to see their scores on the posters! Each age division will have a winner for Hot Shot, Speed Layups and Speed Shooting. Prizes should be t-shirts, gift cards or basketball equipment.

7.2 Player Evaluations

Camp Directors should supply camper evaluation sheets to each camp counselor for each player in their group. Camper evaluations should be thoroughly filled out and ready for the award ceremony. Camp directors should use evaluations to call campers up to the front of the camp to receive their camp shirt and evaluation.

7.3 Closing statements

Camp Directors must thank campers for attending, remind them of the goals of camp, thank parents for trusting Pro Skills Basketball with their kids and remind campers and parents of any upcoming Pro Skills Basketball programs or events. Remind players to gather their belongings before they leave.

Players should then be instructed to put on their camp t-shirts and take a picture. Camp Directors need to gather the kids next to Pro Skills Basketball signage and organize them for a picture. Camp Directors can ask a parent to snap a picture with a phone.

8.0 Post Camp

Camp Directors should be prepared to answer parent questions, promote other programs, clean up the camp facility and organize camp materials once camp has ended.

8.1 Parent Questions

Post camp is the perfect opportunity to socialize and talk with parents. Inform parents of your other programs and encourage them to have their children attend. Ask them to aid you in spreading the word to attract more potential players. Have business cards ready!

8.2 Facility Clean-up

In order to maintain good standing with local facilities, it is imperative that directors leave gyms, restrooms and eating areas in pristine condition. Trash should be cleared from the bleachers and floors and any spills should be cleaned up to the best of a director's abilities.

8.3 Organize Camp Materials

Directors must take time to collect all camp clipboards, whistles, pens, markers, posters, etc. Removing posters from walls is a common duty that is forgotten by camp directors. Take the time to put everything in your camp bin and have a checklist of supplies and their quantities. It is tempting to get out of the gym asap, but plan to take an hour after camp ends to organize, clean and tie up any loose ends.

Acknowledgment and Receipt of Policies & Procedures Handbook

I, _____, (PSB coach, PSB Director, PSB guardian/parent of minor participating player, PSB participating player 18 years in age) acknowledge that I have received a copy of the PSB Camp/Clinic Policies & Procedures Handbook for 2017. I understand that I have an obligation to familiarize myself with the contents and provisions of this handbook and any other policy manuals, work rules, practices and/or procedures to Pro Skills Basketball. I understand that nothing in this Policies & Procedures Handbook constitutes a guaranteed employment or membership.

I further acknowledge that this handbook is the property of Pro Skills Basketball.

Signature: _____ Date: _____