

**Kennewick School District #17****SUMMER CAMP COACH/ADVISOR EXPECTATIONS****Summer Camp Bus Transportation Expectations**

Summer Overnight Camps are a major event for students and Coaches/Advisors in our state. In order to ensure success for these events, the support and involvement of Coaches/Advisors is critical to the success of the summer overnight camp. We ask that Coaches/Advisors who participate in overnight summer camps assist in the following ways:

1. Sufficient numbers of Coaches/Advisors must ride on the same bus transportation that all students ride. Students are to be accompanied on the bus and supervised by a coach/advisor (who is a KSD employee over the age of 21) from their school at a recommended ratio of one coach/advisor for every 12-15 athletes on the bus.
2. Coaches/Advisors shall sit in a manner so as to ensure proper supervision of the students on the bus.
3. Coaches/Advisors shall ensure that the bus is left in the same condition as when students first boarded it. There shall be no trash left on the bus from the athletes. Sunflower seeds are prohibited on busses.
4. Coaches/Advisors shall inform students of their expectations in relationship to student behavior on the bus before the bus leaves the pick-up point.
5. While the bus driver is ultimately responsible for bus conduct, Coaches/Advisors shall ensure that bus conduct by their students is never is a distraction to the bus driver.
6. Any exceptions or situations not in keeping with the above expectations need to be approved by the Athletic Director and/or Principal PRIOR to the start of the bus trip.

**Summer Camp Facility Expectations**

1. Coaches/Advisors must explain expectations for behavior in the host facilities to the students prior to leaving for overnight summer camp.
2. Upon arrival at camp, Coaches/Advisors are to review behavioral expectations in the host facility with the students and/or team members.
3. Coaches/Advisors shall disperse themselves among the students/athletes at the host facility in a manner so as to ensure proper supervision of the students/athletes at the facility.
4. Coaches/Advisors shall ensure that the facility is left in the same condition as when students first arrived. There shall be no trash left in the rooms, hallways, etc. from the students.
5. Coaches/Advisors shall periodically inspect camper's rooms during the camp in order to ensure that students are properly taking care of the host facility.
6. Coaches/Advisors shall ensure that conduct at the host facility is not a distraction to others staying at the site.
7. Any exceptions or situations not in keeping with the above expectations need to be approved by the Athletic Director and/or Principal PRIOR to the start of the bus trip.

***OVER – Signature Required On Back***

**Summer Camp Coach/Advisor Involvement and Responsibilities**

1. Coaches/Advisors are expected to meet and/or exceed all the expectations in Kennewick School District policy 5270 General Staff Responsibility and Conduct while supervising at a summer camp.
2. All students are to be accompanied and supervised by a Coach/Advisor (who is a KSD employee over the age of 21) from their school at a required ratio of one Coach/Advisor for every 10-12 students/athletes.
3. Coaches/Advisors will review the overnight Summer Camp **Student/Athlete Expectations Form** with their students/athletes before departing and retain a copy for their own records.
4. Coaches/Advisors will hold a required parent meeting to review all expectations prior to departing for the summer camp.
5. Coaches/Advisors are expected to supervise at all sport camp activities. Coaches/Advisors must have a supervision plan in place before leaving for camp that ensures that all athletes will have supervision at all times at camp. Coaches/Advisors must room overnight in the same facility as the campers.
6. In case of an emergency, the Camp Sponsor must be able to locate the necessary Coaches/Advisors. Coach/Advisor locations must be on file with the Camp Sponsor at all times.
7. Coaches/Advisors shall provide a means of being contacted (cell phone, etc.) while at an overnight summer camp.
8. Coaches/Advisors are responsible for communicating any room problems to the Camp Sponsor.
9. All overnight Summer Camps are an alcohol-free event for Coaches/Advisors from the time they depart for camp until they return from camp, 24 hours a day.
10. Coaches/Advisors shall notify the Athletic Director and/or Principal within 24 hours if any significant misbehavior occurs at camp. Teams must attend camps within 300 miles of the Tri-Cities in the event that the school administration needs to travel to the site to investigate or discipline inappropriate student behavior.
11. All activities planned by the Coaches/Advisors conducted away from the camp shall be approved in advance by the Athletic Director and/or Principal. Activities such as white-water rafting are never permissible.
12. Any exceptions or situations not in keeping with the above expectations need to be approved by the Athletic Director and/or Principal PRIOR to departure to the overnight summer camp.

**Coach/Advisor Agreement:**

I have read the Transportation Expectations and the Summer Camp Facility Expectations as outlined on page 1. I have also read the Summer Camp Coach/Advisor Involvement and Responsibilities expectations as outlined above. I have also reviewed the overnight **Summer Camp Athlete/Student Expectations Form** (F-6) with my athletes. By submitting this form with my signature, I am committing to the Coach/Advisor responsibilities and expectations as identified by the Kennewick School District.

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*Signature of Coach/Advisor*

*Date*

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*Camp Attending*

*Dates of Camp*