

CAL RIPKEN, SR. FOUNDATION

RIPKEN SUMMER CAMP

CREATE YOUR OWN CAMP PLANNING GUIDE



This Ripken Summer Camp planning guide explains how law enforcement officers and agencies can be involved and attend the Ripken Summer Camp as well as how they can coordinate, plan, and implement their own camp or volunteer for youth camps within their community.

Summer camps encourage kids to succeed and envision their futures while having fun in healthy, productive ways during out of school hours. They also encourage youth participation, retention, and interest in the Cal Ripken, Sr. Foundation's signature, year-round, juvenile crime prevention and youth mentoring program, *Badges for Baseball*, which gives law enforcement officers the chance to connect with youth, break down barriers, and build relationships in a positive environment. We encourage law enforcement officers and/or agencies to host their own youth camps in their community or volunteer as mentors while partnering with a local youth-serving organization such as a Boys & Girls Club, YMCA, or school camp.



CAL RIPKEN, SR.
FOUNDATION

TRANSFORM COMMUNITIES, CHANGE KIDS' LIVES

Each summer, the Ripken Foundation hosts our own camps and invite local law enforcement to serve as mentors and coaches throughout the week. Below is an overview of the Ripken Summer Camp.

RIPKEN SUMMER CAMP:

The Cal Ripken, Sr. Foundation overnight summer camp is the capstone experience of the *Badges for Baseball* program. When fully implemented, *Badges for Baseball* is a multifaceted mentoring program that teaches important life lessons through our character educational curriculum to at-risk youth including teamwork, communication, respect and personal responsibility. We use sports-themed programs to bring law enforcement officers, youth mentors, and underserved kids, ages 9 to 14, together to connect, learn, and build healthy relationships. Our youth-serving program partners select deserving kids from across the country to come to Aberdeen, Maryland for an all-expenses paid, weeklong camp. During their experience, kids learn baseball and softball skills while simultaneously being exposed to life lessons from the *Badges for Baseball Coaches Manual* that will help them continue on the path to success. These lessons are integrated into all activities including baseball and softball skills stations, ropes courses, team building games, and special presentations.

Law enforcement officers that participate in the year-round *Badges for Baseball* program either at their department or at a youth-serving organization in their community have the opportunity to attend the Ripken Summer Camp as a mentor to the kids they serve. As part of their participation at camp, the law enforcement officer has the ability to fully participate with the kids every day from the time they leave their hometown to when they return from camp. This extra time gives the law enforcement officers a unique opportunity to break down barriers, have fun, and continue to build positive relationships with the kids that participate in their *Badges for Baseball* program.

RIPKEN SUMMER CAMP SCHEDULE:

Day 1 – Arrival Day

- 4 pm – 6 pm: Groups arrive, register, unpack, and settle into cabins
- 5 pm – 7 pm: Dinner, orientation, and safety procedures
- 7 pm – 9 pm: Nightly activities, welcome, and expectations for the week
- 9 pm – 10 pm: Cabin discussions and lights out

Days 2 – 4

- 6 am: Wake up
- 7 am: Breakfast
- 8 am: Buses depart for baseball facility
- 9 am – 2 pm: Baseball/softball activities, instruction, games, special presentations, lunch
- 2:30 pm: Buses return to camp facility
- 3:30 pm – 6 pm: Afternoon activities rotations
 - Set schedules include: swimming, ropes courses, sports, etc.
- 6 pm – 7 pm: Dinner
- 7 pm – 9 pm: Nightly activities, special presentations
- 9 pm – 10 pm: Cabin discussions and lights out

Day 5 – Departure Day

- 7 am – 8 am: Breakfast
- 8 am – 9 am: Check out and departure



CAL RIPKEN, SR.
FOUNDATION

TRANSFORM COMMUNITIES, CHANGE KIDS' LIVES

WHEN PLANNING YOUR OWN YOUTH CAMP, KEEP THE FOLLOWING STEPS IN MIND:

1. Decide the activities that you want to include in your camp.
 - Baseball/Softball
 - Multi-Sports
 - Quickball
 - Arts & Crafts
 - Ropes Courses, zip-line, swimming, etc.
 - Other
 - Find out what your kids are interested in!
2. If you don't serve youth at your location, partner with a local youth-serving organization that may include: Boys & Girls Clubs; YMCAs; Schools; or Parks & Recreation Departments.
3. Identify the age range for the youth that will attend camp.
4. Create a promotional document and/or email to send out to youth and families to garner excitement for your camp.
5. Create a camp waiver and/or paperwork packet for attendees to complete and submit prior to the start of camp. This will ensure the safety of all in attendance.



**If camp youth are staying at camp overnight, utilize the below information. If youth are not staying at camp overnight, a signed waiver is acceptable. Be sure to review your state and local guidelines for required camp documentation.*

- Welcome Letter
 - Brief description of camp, what to expect, packing list (if needed), camp staff contact information, frequently asked questions, sample schedule.
- Youth Attendees Paperwork
 - Camper Registration Information
 - Includes name, date of birth, age, parent/guardian contact information, list of any allergies, and approving medical attention permission in the event of an injury.
 - Medical Insurance Information
 - Allows youth participant to be taken to the hospital/urgent care to receive medical attention if needed. Remember, permission must be granted from parent/guardian.
 - Health/Medical History Review
 - Includes two emergency contacts' information (other than parent/guardian), any overall health issues that staff may need to be notified of (physical, psychiatric, and/or behavioral), medications taken on regular basis, dietary restrictions, allergies or special needs, and immunization exemptions.
 - Medication(s) Form
 - List camp guidelines concerning bringing and storing of prescriptions or over-the-counter (OTC) medications. Guidelines include all medications must have proper original container, be signed off by prescribing physician, not be expired or past one year of prescribed date, and all medications must be kept with camp nurse.
 - If a camper does not bring any medications, a signature from a parent/guardian is still required.
 - Medication Administration Authorization
 - If a camper is bringing prescription or OTC medications the prescribing physician must complete and sign this form to authorize use.
 - Hosting Organization Camper/Parent Release Form
 - This form(s) releases the organization hosting the camp of any liability as well as any other hosting parties involved if an incident occurs.



**CAL RIPKEN, SR.
FOUNDATION**

TRANSFORM COMMUNITIES, CHANGE KIDS' LIVES

- Mentors Paperwork
 - Registration Information
 - Mentor’s contact information, date of birth, age, gender, emergency contact information, listing of any health concerns, and certification signature from supervisor granting permission to attend camp as a mentor.
 - Hosting Organization Release Form
 - This form(s) releases the organization hosting the camp of any liability as well as any other hosting parties involved if an incident occurs.
 - Mentor Rules & Responsibilities
 - Signature required for mentor to acknowledge all rules and responsibilities while at camp; assist assigned youth in all aspects of camp, notify camp staff of emergencies, no alcohol/drugs/etc., no physical abuse, cannot leave camp without staff permission, and additional camp protocols.
 - Background Check
 - All mentors, 18 years or older, attending camp must complete a successful federal background check within a year from the date of camp to ensure all mentors and youth are kept safe.
- 6. Confirm youth attendance with youth-serving organization(s).
- 7. Identify the location of the camp.
 - If location is outside, make sure you have an alternative location in case of rain.
 - Make sure the location has access to bathrooms.
- 8. Choose a date range for your camp: Weekend or weeklong camps, etc.
 - Make sure you coordinate with your youth-serving organization and volunteers on their availability.
- 9. Recruit additional law enforcement mentors and/or volunteers to serve as coaches during your camp.
 - Volunteers can include college students, staff from the youth-serving organization, and local minor and major league sports teams.
 - Be sure to distribute all necessary child protection documents:
 - Background checks for volunteers.
 - Event waivers for youth to protect your organization in the case of injury.
 - Media releases for youth – if you have youth that can’t be photographed, bring different colored wristbands for identification.
- 10. Once you’ve confirmed your camp date range, location, and coaches, you can begin to plan the logistics for the camp.
 - You’ll want to identify several different stations for youth to participate in during the camp. Having a variety of different activities fosters an inclusive environment. Not every participant will be interested in sports. To ensure retention, have other activities.
 - These stations can include a wide variation of activities.
 - Sports
 - Soccer - shooting, dribbling
 - Football relay
 - Baseball - hitting, infield, outfield
 - Dodgeball
 - Recreational Activities (if applicable)
 - Ropes Course
 - Zip Line
 - Swing
 - Pool
 - STEM/Arts & Crafts
 - Law Enforcement Presentations
 - K9 Demonstration
 - Helicopter landing
 - Presentation of cars, trucks, equipment



**CAL RIPKEN, SR.
FOUNDATION**

TRANSFORM COMMUNITIES, CHANGE KIDS' LIVES

DAY OF CAMP STEPS:

1. Create a schedule from arrival/wake-up to departure/lights-out.
2. Create a sign-in sheet to track volunteers. This can also serve as a way to invite them back for future camps.
3. Greet law enforcement officers and volunteers that will serve as your coaches.
4. Be sure to assign each coach to a station and confirm they are comfortable leading it. Make sure your coaches are aware of the timing of each station and the rotation.
 - Set up the direction you would like the youth to rotate through each station (i.e. clockwise or counter-clockwise), as all youth should have an equal and fair opportunity to participate in each activity.
 - Set a timer for the length of each station, leaving enough time for youth to rotate.
 - For example, each station will last 15 minutes. At the end of the 15 minutes, include two minutes to rotate to ensure youth get to the next activity.
5. Set up water stations.
6. Prior to beginning the day of camp, review the rules for the day and give a brief overview of the stations.
7. After reviewing the rules, separate youth by age. This will create a safer environment by keeping youth of the same age together.
8. Once youth are separated, allow them to go to their first station.
9. Each coach should explain their station with three to five instructions. This allows youth to get the basic understanding of the activity and gets them playing quickly.
10. During each station, be sure to encourage youth and provide a lot of positive reinforcement through high-fives and verbal praise.
11. After the stations, do a quick wrap up and reflect on what the youth have learned prior to rotating.
12. If able, have meals set up for youth during camp at appropriate times.

**REMINDER* During these camps, it is important to have a paramedic, EMT, or athletic trainer on site in the event of injury or an emergency. Reach out to local fire departments for EMT or paramedic volunteers. Local high schools may also have athletic trainers on staff that are willing to volunteer. However, if you are already trained in this field, the need to hire an outside party may not be necessary.*

SCREENING/BACKGROUND CHECKS:

When hosting camps, it is important to ensure the safety of youth participants, volunteers, mentors, and coaches involved. Any adult interacting with youth during a clinic or any program must successfully pass a background check screening.

As a Cal Ripken, Sr. Foundation partner, all employees, volunteers, mentors, and coaches must successfully pass a background check annually. This is designed for partners and youth-serving organizations to keep children safe from sexual predators and those who seek to harm them.

The Ripken Foundation has a first-of-its-kind resource that includes a Child Protection Policy, affordable background checks, and child safety training videos available to any organization in America at no cost to all who register online at www.ripkenfoundation.org/resource-portal.

ONE-DAY CAMP LIABILITY WAIVERS:

When hosting overnight or day camps, it is important to supply any participating youth-serving organization with proper liability waivers prior to attending. These waivers verify the following:

- Participating organization(s) consents to participating in the event.
- Allows the use of photographs, videos, and use of likeness of participants to be used by hosting organization for social media posts, media exposure, etc.
- Gives the right to remove any participants from the event if necessary.
- Directs all liability to the participating organization.

**Be sure to check state and local guidelines on paperwork required for camp.*