



The Skating Academy

The Skating Academy Summer Camp at The Skating Club of Boston



Staff Orientation

July 20-24, 2026

The Skating Club of Boston Norwood, MA

Hosted by

The Skating Academy

Wednesday, July 1, 2026, at TBD pm

*The Skating Club of Boston complies with the State of Massachusetts Camp;
Regulations (105 CMR 430) and is permitted by the Norwood Health Department*



The Skating Academy

Mission Statement

The Skating Club of Boston is a community of families, athletes, and professionals united by the love of figure skating and a commitment to bringing excellence to every facet of the sport. coaches and staff, focused on teaching correct skating techniques and promoting health and wellness, are the mainstay of the camp experience. Summer camp at The Skating Club of Boston will provide a unique opportunity for skaters aged 7 and up to improve their skills in a fun and safe environment.

Requirements for Summer Programs Directors and Employees

Daily Requirements

- It is the responsibility of the coaches and counselors to aid the director Linda Blount in all aspects of the program

Electronic Devices/Social Media

Use of all electronic devices such as cell phones, iWatch and iPad will be limited during camp hours. You should only use your cell phone as a watch or to call someone in an emergency. Taking photographs with your personal cell phone during camp hours is not permitted. Using your cell phone for entertainment, texting, emailing or use of personal social media, such as Facebook, Twitter, Instagram or Snapchat during camp hours is prohibited. These types of personal activities should be conducted outside of camp hours.

Healthcare Team Medical Information and Guidelines

Points are to be reviewed by The Skating Club of Boston Camp Director prior to the first day of camp.

- Do not administer medications of any kind to a camper. Please contact the healthcare supervisor for assistance.
- HIPPA regulations (Healthcare Information Privacy and Protection Act) are followed by The Skating Club of Boston regarding all camper and staff medical information.
- Do not give medical care to any camper. Seek out the healthcare supervisor/athletic trainer for assistance. In the case of an injury do not move the camper. Stay with the camper and have another staff member call for help. All medical care will be administered by the healthcare supervisor.
- All medications will be administered by the healthcare supervisor. If a camper should approach you regarding a medication, point them in the direction of the healthcare supervisor. All



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medications administered will be processed through the healthcare supervisor room for the day camp.

- Be sure to remind staff and campers of the many allergies, most importantly, nut and tree nut allergies. Encourage all staff and campers to be aware of food allergies and discourage the sharing of food whenever possible.
- All medications will be administered by the healthcare supervisor. All medications will be stored and carried by the healthcare supervisor.
- Campers may not keep their own inhalers on their person. Inhalers will be carried and administered by the healthcare supervisor.
- Please report any changes in a camper's behavior or medical condition to the healthcare supervisor.
- Any camper or staff member who develops symptoms of Covid-19 will immediately be separated in an isolation area away from all camp activities under the guidance of the designated healthcare supervisor. The Covid-19 safety officer will be notified. The isolation area will be in locker room 4. Masks will be worn, and supervision will be provided by the designated healthcare supervisor wearing PPE. Parents or emergency guardians will be notified and instructed to pick-up the camper or staff member within 1 hour. All campers and staff must provide emergency contact information for an alternative person for pickup if the parent is unable to arrive within 1 hour. Campers and staff members will not return until they are asymptomatic and provide a negative Covid-19 test.
- In case of emergent symptoms such as shortness of breath, 911 will be notified for transport to the nearest hospital.

Employment Background Information:

Every staff member shall have a background free of conduct that bears adversely upon his or her ability to provide for the safety and well-being of the attendees. At a minimum, the Skating Club of Boston Director shall require the following from each prospective staff person:

- Three positive reference checks from individuals not related to the staff person, including but not limited to, previous employers or school administrators.
- A Massachusetts criminal offender record information (CORI) check for all prospective staff/volunteers.
- A Massachusetts sex offender registry information (SORI) check for all prospective staff/volunteers.
- Parents may request copies of background check, health care and discipline policies as well as procedures for filing grievances.

General Guidelines for CORI

The operator of a camp must obtain a CORI check for each prospective staff member. The Camp Director will provide you with the appropriate forms to complete and submit.



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General Guidelines for SORI

The operator of a camp must obtain a SORI check for each prospective staff member. The Camp Director will provide you with the appropriate forms to complete and submit.

General Guidelines for Background Screening with the National Center for Safety Initiatives (NCSI)

The operator of a camp must obtain a background screening for each prospective staff member. The Camp Director will provide instructions on how to complete your online screening.

Heads-Up Concussion Training

All staff shall receive all necessary training specific to overseeing certain camp activities or any specialized training to meet the needs of campers with unique physical or behavioral needs, as applicable. As part of the orientation, all counselors as well as other staff and volunteers shall complete one on-line head injury safety training program, such as the Centers for Disease Control and Prevention's "Heads-Up" training, or an equivalent approved training. <https://headsup.cdc.gov/>

Attendee Discipline Plan

Each Skating Academy staff member is responsible for the discipline and well-being of all campers. The goal of the discipline is to teach children how to grow and develop as well as teaching them right from wrong while protecting the group as a whole. Below are some simple rules to follow:

Never use any form of corporal punishment.

An attendee should never be subjected to:

- **Crude or severe punishment, humiliation, or verbal abuse**
- **Denied food, water or shelter as a form of punishment**
- **Hazed in any form.**
- **Punishment for soiling, wetting or not using the toilet**
- **Water will not be withheld**

Suggested ways to deal with the discipline of Campers

Staff should first talk to the camper who has misbehaved and explain why the behavior was inappropriate. If an understanding is met between the counselor and camper, you have the option to have him or her go back to the group or contact the Director of The Skating Academy.

The camp director must keep a record of the misbehaviors, noting date, time staff and attendees involved. If the behaviors continue the counselor must notify the on-sight director of The Skating Academy Summer Camp at The Skating Club of Boston and an appropriate course of action will be decided.

Reasonable expectations of all campers (Correctable offenses)

1. Remain in cohorts/groups with coach/councilor.
2. Pick up after themselves



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3. Show proper bathroom etiquette, washing hands for at least 20 seconds
4. Show proper eating habits
5. Show proper hygiene and handwashing – before and after meals, after bathroom use, after sneezing/coughing, and after contact with bodily fluids or surfaces that may be contaminated.
6. Use proper language
7. Demonstrate appropriate social skills
8. Show respect for individual and campus property

Requirements for Summer Programs Directors and Employees

Daily Requirements

- It is the responsibility of The Skating Academy Summer Camp at The Skating Club of Boston counselor to aid the directors in all aspects of the program.

Attendance Plan

Take Camper attendance each day in the morning and afternoon.

1. Report all arrivals to the director of The Skating Academy Summer Camp at The Skating Club of Boston.
2. Take attendance before lunch.
3. Take a third attendance before returning to the East rink for the afternoon.

Camper missing at any of the three checks during the day

If a camper is missing and you have checked with the on-sight Director, and Skating Academy Director, start a **MISSING / LOST CAMPER SEARCH**. (See emergency plan)

Contingency Plans – Day Camp .211 (A) Camper doesn't show up for Camp

If any camper does not arrive for camp during the hours of check-in, the on-sight Director must be notified. The parents will be promptly notified if their child or children did not arrive to check-in at the appropriate time. Parents must give authorization for late arrival.

Contingency Plans – Day Camp .211 (B) Camper doesn't show up at point of pick-up

If any camper does not show up at the point of pick-up, the on-sight Director must be notified. These camper(s) must be located immediately and staff will follow the emergency action plan for a missing camper.

Contingency Plans – Day Camp .211 (C) Camper arrives unregistered

If any camper arrives who is not on the camper attendee list, the on-sight Director must be notified. These attendees must be kept out of all activities until the main office is positive all



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required documents are properly filled out and the parents of the camper have made arrangements for prompt payment.

Early Dismissal of attendees

A camper may be released before regular dismissal if:

1. A note is sent by the parents to the on-sight director of The Skating Academy Summer Camp at The Skating Club of Boston
2. A parent calls The Skating Academy office to notify them of an early dismissal.
3. A parent arrives on campus to pick-up their son or daughter.

All early pick-ups must be reported in writing to the on-sight Director, and The Skating Academy Director. All notes delivered to The Skating Academy counselors must be delivered to The Skating Academy office immediately to record and file the request.

Dress Code for Summer Camp Staff

All Summer Camp Staff will wear The Skating Club of Boston Summer Camp Apparel at all times during camp hours, with the wording "STAFF" clearly marked on the back of their shirt. This camp shirt will identify them as staff members of our summer camp.

Shoes, shirts, and shorts are to be worn at all times. Appropriate footwear for the sport being coached is required. Please be mindful of the content being displayed on the shirts and shorts and the content is appropriate to wear to camp. Appropriate on-ice attire is required.

Work Hours

Day Camp - The Skating Academy Summer Camp at The Skating Club of Boston must be set up and ready to accept campers by 7:45am for extended day and 8:45am for regular day. All staff must be present for their shift. The day is divided into three shifts. The Day Camp pick-up begins at 4pm for regular day campers and 5pm for extended day campers.

All camp counselors are expected to assist during pick-up. The camper to counselor ratios must remain at the state requirement of 10:1 at all times during pick-up and there may never be any less than two counselors in attendance when less than ten campers are present. Camp staff may be dismissed at the discretion of the camp director under these guidelines. Healthcare supervisor must be present at all times when campers are present

Meals

Camp counselors are still on duty during meals and off hours. They are expected to remain within close proximity to their groups at all times while on call or on duty. It is the responsibility of the counselors to oversee their group members and to ensure proper behavior at all times while on call, regardless if the camper is a member of their specific group.

Field Play: Administration and Instruction



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It is acceptable to have counselors incorporated into the instructional aspect of an activity. Please use proper judgment when instructing a camper in this manner. Counselors should never compete directly with campers.

Take the time to look at your campers and make sure they are comfortable. It is certainly expected to see a young camper sweat during the day, but they should not be in that state for the entire day. If you are uncertain of the condition of a camper in any way, do not hesitate to speak with the health care supervisor for a better opinion. If a camper vomits during the day, it must be reported to the healthcare supervisor immediately.

Pool and Rink Locker Rooms (Note: there are no swimming activities offered at this camp and locker rooms are closed at this time.)

The Skating Academy Summer Camp at The Skating Club of Boston coaches and counselors are to directly supervise all activities.

Protection from the sun

The Summer Camp Director shall at all times encourage attendees and staff to reduce exposure to ultraviolet rays from the sun. Such measures shall include, but need not be limited to:

- The use of wide brim hats
- Using sunscreen with an SPF of 25 or greater.

The Summer Camp director must be aware of the amount of time an attendee spends in the sun during a summer day. It is important to keep campers rotating in and out of the sun, ideally every twenty minutes. We recommend parents apply sunscreen on campers before arrival in the morning. Parents may authorize the Healthcare Supervisor to apply additional sunscreen during camp hours. They must complete and sign a medical authorization form and provide a bottle of sunscreen in a clear plastic Ziploc bag.

Heat-Related Information

Please see the following pages for heat-related symptoms and how to best proceed.



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HEAT-RELATED ILLNESSES

WHAT TO LOOK FOR

WHAT TO DO

HEAT STROKE

- High body temperature (103°F or higher)
- Hot, red, dry, or damp skin
- Fast, strong pulse
- Headache
- Dizziness
- Nausea
- Confusion
- Losing consciousness (passing out)

- Call 911 right away-heat stroke is a medical emergency
- Move the person to a cooler place
- Help lower the person's temperature with cool cloths or a cool bath
- Do not give the person anything to drink

HEAT EXHAUSTION

- Heavy sweating
- Cold, pale, and clammy skin
- Fast, weak pulse
- Nausea or vomiting
- Muscle cramps
- Tiredness or weakness
- Dizziness
- Headache
- Fainting (passing out)

- Move to a cool place
- Loosen your clothes
- Put cool, wet cloths on your body or take a cool bath
- Sip water

Get medical help right away if:

- You are throwing up
- Your symptoms get worse
- Your symptoms last longer than 1 hour

HEAT CRAMPS

- Heavy sweating during intense exercise
- Muscle pain or spasms

- Stop physical activity and move to a cool place
- Drink water or a sports drink
- Wait for cramps to go away before you do any more physical activity

Get medical help right away if:

- Cramps last longer than 1 hour
- You're on a low-sodium diet
- You have heart problems

SUNBURN

- Painful, red, and warm skin
- Blisters on the skin

- Stay out of the sun until your sunburn heals
- Put cool cloths on sunburned areas or take a cool bath
- Put moisturizing lotion on sunburned areas
- Do not break blisters

HEAT RASH

- Red clusters of small blisters that look like pimples on the skin (usually on the neck, chest, groin, or in elbow creases)

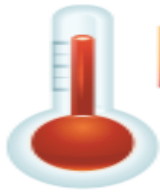
- Stay in a cool, dry place
- Keep the rash dry
- Use powder (like baby powder) to soothe the rash



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BEAT THE HEAT: Extreme Heat

Heat-related deaths are preventable

WHAT:

Extreme heat or heat waves occur when the temperature reaches extremely high levels or when the combination of heat and humidity causes the air to become oppressive.

WHO:



Children

More males than females are affected



Older adults



Outside workers



People with disabilities

WHERE:



Houses with little to no AC



Construction worksites



Cars

HOW to AVOID:



Stay hydrated with water, avoid sugary beverages



Stay cool in an air conditioned area



Wear lightweight, light-colored, loose-fitting clothes



During extreme heat the temperature in your car could be deadly!

Outside Temperature 80°



Time Elapsed: 20 minutes



Time Elapsed: 40 minutes



Time Elapsed: 60 minutes

HEAT ALERTS: Know the difference.

HEAT OUTLOOK

Minor

Excessive heat event in 3 to 7 days

HEAT WATCHES

Excessive heat event in 12 to 48 hours

HEAT WARNING/ADVISORY

Major

Excessive heat event in next 36 hours

DID YOU KNOW?

Those living in **urban areas** may be at a greater risk from the effects of a prolonged heat wave than those living in rural areas.

Sunburn can significantly slow the skin's ability to release excess heat.

Most **heat-related illnesses** occur because of overexposure to heat or over-exercising.

During 1999–2009, an average of **658** people died each year from heat in the United States.

\$30 BILLION estimated total cost of the 2012 US drought and heatwave.

For more information on ways to beat the heat please visit:
<http://www.cdc.gov/disasters/extremeheat>



Centers for Disease Control and Prevention
Office of Public Health Preparedness and Response



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Drinking enough fluids is one of the most important things you can do to prevent heat illness. Water is generally sufficient for hydration.

Urine
Color
Test

WELL
HYDRATED

HYDRATED

DEHYDRATED
Drink water!

SEVERELY DEHYDRATED
Drink water immediately!

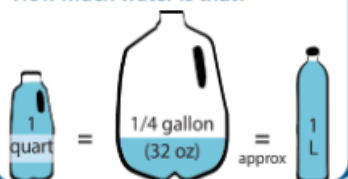
Hydrate *Before* Work

- Being hydrated when you start work makes it easier to stay hydrated through the day.
- If you are dehydrated when you start work, you may not be able to drink enough to catch up with your body's need for water.

Hydrate *During* Work

- Drink before feeling thirsty. **By the time you feel thirsty, you are already behind in fluid replacement.** Dehydration is a primary contributor to heat exhaustion.
- Your work performance may suffer when you are dehydrated, even if you don't notice.
- When working in the heat, drink 1 cup (8 ounces) of water every 15–20 minutes.
 - This translates to $\frac{3}{4}$ –1 quart (24–32 ounces) per hour.
- Drinking at shorter intervals is more effective than drinking large amounts infrequently.
- Do not drink more than 48 oz ($1\frac{1}{2}$ quarts) per hour! Drinking too much water or other fluids (sports drinks, energy drinks, etc.) can cause a medical emergency because the concentration of salt in the blood becomes too low.

How much water is that?



Hydrate *After* Work

- Most people need several hours to drink enough fluids to replace what they have lost through sweat. The sooner you get started, the less strain you place on your body from dehydration.
- Hydrating after work is even more important if you work in the heat on a regular basis. Chronic dehydration increases the risk for a number of medical conditions, such as kidney stones.



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HEAT STRESS Hydration

What to Drink

Water

Water will almost always maintain hydration during work in the heat, as long as you eat regular meals to replace salt lost in sweat.

What to Avoid

Energy Drinks

- Some energy drinks contain much more caffeine than standard servings of coffee, tea, or soft drinks.
- Drinking several energy drinks per day can raise your caffeine levels enough to affect your heart. High caffeine levels can be risky when added to the strain placed on your body by heat.
- Many energy drinks contain as much or more sugar as soft drinks, which adds hundreds of extra calories to your diet.

Alcohol

- Alcohol can cause dehydration.
- Drinking alcohol within 24 hours of working in the heat can increase the risk of heat illness.

What about salt tablets?

NIOSH does not recommend taking salt tablets. In most cases, salt can be replaced by eating normal meals and snacks throughout the day. Do not skip meals.

What about caffeine?

The amount of caffeine in tea, coffee, and soft drinks probably will not have an effect on overall hydration.

Do I need sports drinks?

In general, eating regular meals with adequate water intake is sufficient to maintain water and electrolyte balance.

For prolonged sweating lasting several hours, sports drinks with balanced electrolytes are another option to replace salt lost in sweat.

Heavy consumption of sports drinks will add unnecessary calories to your diet due to the added sugar.



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Camp Injuries and Health Care Responsibilities

All injuries must be reported to the healthcare supervisor. Please do not make any decisions regarding injuries. The healthcare supervisors have specific state regulations they must follow no matter how minor the injury.

A member of the health care team must administer all camper medications. In the case of a camper going into his or her bag for medication please notify the healthcare supervisor. They will take appropriate action.

HIPPA Regulations (Healthcare Information Privacy and Protection Act) are followed at The Skating Academy Summer Camp at The Skating Club of Boston regarding all campers and staff medical information. If help is needed in understanding this regulation, ask the healthcare supervisor.

When entering the pool all campers must take a shower. (Not applicable, swimming is not an activity offered at this camp).

Prevention of Abuse and Neglect

1. All staff must report any suspected child abuse or suspected neglect to The Skating Academy Summer Camp at The Skating Club of Boston Director.
2. The program shall cooperate in all official investigations of abuse and neglect alleged to have occurred during program hours. This will include notifying the Club's Safe Sport Officer and speaking with staff who may have come in contact with the subject of the investigation.
3. The Skating Academy will ensure that if the allegedly abusive or neglectful person is a staff employee, he or she will be removed immediately from working and will not work directly with any campers until the Massachusetts Department of Children and Family (DCF) investigation is completed.

Gratuities

The camp has no policy on tipping.

Release of Personal Information

Release of personal information about a camper is prohibited, except as requested by that camper's parent.

Release of personal information concerning staff occurs only when the staff member requests a reference from The Skating Academy Camp director.



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Emergency Procedures

Severe Weather

The Skating Academy Director will monitor all weather activity in the Boston area on a daily basis. In the event of an electrical storm, tornado warnings, flash flooding or other severe weather conditions, the Director of The Skating Academy Summer Camp at The Skating Club of Boston will notify all Skating Academy counselors and the medical team by cell phone, or at a morning meeting with the summer camp management team. If the weather situation is an imminent threat and campers are outside, all Skating Academy counselors will bring camp attendees into the shelter of the Club's facility, staying away from any windows. If in a high-wind or tornado situation, have the campers crouch down against the floor and cover their heads and neck with their hands. Remain in place until the Camp Director or other authorized personnel indicate that it is safe to return to normal.

Head counts will be taken to ensure that all campers are accounted for. The Camp Director will report in to the Skating Academy Director, notifying them of the action taken, if they are not already present and aware.

In Case of Fire

The Skating Club of Boston facility has state-of-the-art electronic fire and smoke detection equipment. It is also equipped in all areas with commercial sprinkler systems, including over the ice rinks and behind the seating stands. An alarm will sound in any building that smoke or heat is detected by the sensors. Once the alarm has been pulled or has been triggered on its own, the Norwood and Westwood Fire Departments are automatically notified.

Emergency Exits: Specific emergency exits for The Skating Club of Boston will be reviewed with counselors and campers at the beginning of each week.

Mezzanine: Staff must lead campers out the nearest of any of the 4 exit stairwells, and then lead their campers to meet on the East rink parking area. Staff must take a head count when all staff and campers are present. Do not use either of the two mezzanine elevators.

Ice Rink: Campers and Staff should leave the building by way of the nearest emergency exit from the rink, and meet in the East parking lot and take a head count.

Camp counselors will designate staff members in advance to go room-to-room making sure everyone has vacated the building; other staff will be assigned to lead the attendees to the meeting area outside of the building and take head counts. The Camp Director will be responsible for contacting the Skating Academy Director and report in with any issues or the successful evacuation of all campers.

No one may re-enter the Club facility until approval has been given by the responding fire department, and the Club Director has given permission to re-renter the facility.



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Lost Camper

Counselors should check likely places in order to locate the lost camper (site of previous activity, bathroom, locker room, etc.).

- If the lost camper is not found within 5 minutes, notify the Director of The Skating Academy Summer Camp at The Skating Club of Boston with lost camper's name, age, last place seen, what the lost camper was wearing, etc.
- The Camp Director should then give this information to The Skating Academy Director or The Skating Club of Boston Director or Membership Services Director.
- The Skating Academy Director will assign additional people, including other available counselors, to search the Club facility and grounds.
- All counselors will gather their campers in Club East Lobby and take an accurate head count. Once this second measure is taken and if the lost camper is still not found the Camp Director will notify The Skating Club of Boston leadership who will then determine if emergency calls should be made to the police and/or fire and rescue departments.

Injured Camper

An injured camper should be immediately taken to the on-site healthcare supervisor. Importantly: If the camper appears to have injured his/her back or neck, or if the child is unable to move, bring the healthcare supervisor/athletic trainer to the child. If the camper is bleeding heavily or otherwise in obvious duress, the counselor on site should immediately call 9-1-1.

- **In the case of an injury requiring emergency care, the Healthcare Supervisor will call 9-1-1 immediately. After that, they will notify The Skating Club of Boston Club office (617)-782-5900.**
- It is the responsibility of the Healthcare Supervisor to follow up with the parents or guardian of any camper who has become ill or injured. In the case of an emergency or serious accident, please refer all media to The Skating Academy Camp Director.

Disaster Plans for The Skating Academy Summer Camp

1. The only building in use for The Skating Club of Boston Skating Academy summer camp program is The Skating Club of Boston facility at 750 University Avenue in Norwood. The evacuation plan for any emergency situation is the same plan used for fire emergencies.
2. The Club staff and management team will assist in any and all situations that require evacuations from the 750 University Avenue facility.
3. Each counselor has a cell phone by which they will remain in contact with the Director of The Skating Academy Summer Camp at The Skating Club of Boston. The camp director will have phone communication with the Skating Academy and Club management teams, who in turn will manage communication with the Town of Norwood public safety departments.
4. In addition to individual cell phones, The Skating Club of Boston's offices are equipped with multiple land-line telephones.



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Protocol for unrecognized persons at Summer Camp

If you or any of your staff notice any person(s) walking around the rink building or campus that looks out of the ordinary, you must immediately alert The Skating Academy Director and Club office. If you see an adult in the summer camp assigned areas and not in a summer camp uniform, and this individual is not recognized, you must immediately alert The Skating Academy Camp Director. The Camp Director shall ask the individual to leave the area. If there is concern about the individual not leaving the area immediately, you should immediately notify the Club office. The Club Director or a manager on duty will address the situation further, including notifying the Norwood Police Department.

Reporting of Unusual Activity

If you notice any situation which is out of the ordinary and/or potentially dangerous, immediately notify the closest individual who is The Skating Academy camp director, The Skating Academy Director or a staff member in The Skating Club of Boston Club office. Examples include vehicles parked in non-designated areas, broken glass, smoke and strangers loitering near or around camp. If necessary, The Skating Academy camp director or the Club office will notify the proper authorities. Do not approach a parked car or unrecognized individual in any situation that you feel is with risk or out of the ordinary.

Call The Skating Club of Boston Club office (617)-782-5900.



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EMERGENCY CONTACTS

Norwood Police	781-239-5555
Norwood Fire	781-762-0800

Camp Director	
Linda Blount	401-419-4041

Healthcare Consultant	
Dr. Ellen Geminiani	508-269-9241
The Micheli Center	781-216-0070

The Skating Academy Summer Camp Program	
Director office: 617-783-0103 ext. 205	
Theresa DeGiacomo	cell:617-592-9790

The Skating Club of Boston	
Club office	617-782-5900



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Dress Code for Summer Camp Staff

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The undersigned hereby confirms and acknowledges reading and comprehending the contents of this document and will adhere to the rules and regulations set forth by The Skating Academy Summer Camp at The Skating Club of Boston.

Printed Name: _____

Signature: _____

Date: _____