



**Brazilian Art Soccer Camps:
Policies and Procedures
Updated January 20, 2021**

**Brazilian Art Soccer is a wholly-owned subsidiary of North Atlantic Futsal LLC, 34 N. Adams
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Statement of Compliance

The Brazilian Art Soccer Camp policies and procedures contained in this handbook have been developed to comply with the governing regulations and ordinances for recreational camps in the States of Massachusetts ([MGL c. 111 §3](#); [MGL c. 111 §127A](#); [105 CMR 430.000](#); and [MA Child and Youth Serving Programs Reopen Approach](#)) and New Hampshire ([RSA 170-E:53 & 54](#); [Part He-C 4003 of the DDHS Youth Camp Licensing Rules](#); [Safer at Home COVID-19 Reopening Guidance: Day Camps](#)) and to ensure the health and safety of the children under our care. If and when there is divergence between the policies of the aforementioned states and regulatory bodies, Brazilian Art Soccer conforms to the more stringent of the two in order to ensure maximum compliance.

These policies have been updated as of January 20, 2021 to reflect the most recent safety guidelines for COVID-19, as promulgated by the governing bodies and public health authorities in [Massachusetts](#) and [New Hampshire](#), as well as the [CDC](#).

Covid-19 Camp Safety Protocols

January 2021 Update: While we expect Covid-19 conditions to be vastly improved during summer 2021, Brazilian Art Soccer is prepared for the pandemic's effects to linger. We have a full menu of camps planned for summer 2021, with COVID-19 camp safety protocols that comply with State and CDC guidelines. In order to give our organization, staff, players, and families the freedom and ability to fully comply with those guidelines, we have a full-refund, no-risk, policy for players signing up for our camps. If a camp is canceled, or a player simply wishes not to attend, all registration fees are returned.

Pre-camp COVID-19 Preparedness and Planning

- Brazilian Art (BA) camp enrollment is based on the number of individuals that may be housed in an emergency. Emergency shelter occupancy will have sufficient space to provide 6 ft. of separation between individuals.
- BA camps will keep on site email addresses and home, work, and mobile phone numbers from parents of children at the camp so that staff can reach them at any time.
- Email contact by BA staff will be made several days in advance with all parents and guardians to
 - establish a line of communication to be used in case of emergency,
 - to explain clearly all procedures and protocols, especially required forms, check-in and check-out procedures, equipment needed for campers
 - COVID-19 screening.
- Medical release forms must be completed prior to camp and submitted electronically, or brought with the camper on the first day. There will be no registration tables and no forms filled out on site.
- Parents/guardians will be provided in advance with information on COVID-19 including symptoms, transmission, prevention, and when to seek medical attention, and they shall be encouraged to share the information with campers as appropriate.
- BA camps will arrange in advance contingency plans for transportation for a sick campers and staff, in the case that parents are unable to pick up their children, and for staff, in case they are unable to transport themselves.
- Players must be instructed to bring an adequate supply of water for the entire day, as well as a light and dark colored T-shirt (to avoid the use of shared pennies). For sanitary reasons, no common water jugs will be on hand. The camp will, however, have sealed plastic water bottles on hand for emergency.
- An adequate supply of PPE will be on hand at each site, including face masks and hand sanitizer.
- All BA staff are to be instructed on the policies and procedures for the following:
 - screening protocols, as well as handling sick, symptomatic, and exposed children and BA staff.
 - Handling abrupt program closure and BA staff absences
 - Administration of medication, including children with chronic asthma
 - Procedures for communicating with parents, especially concerning COVID-19 protocols

- All camp materials are to be prepared to maximize social distancing and minimize contact. This includes “break-time tents” separated by a minimum of 14 feet so as to discourage large groups.

COVID-19 BA Staffing Precautions

- BA staff will be provided with information about COVID-19, including how the illness is spread, how to prevent its spread, symptoms, as well as instructions to alert the Camp Director if there is suspicion that anyone is ill.
- BA staff will be provided instructions on what to do if they develop symptoms. At a minimum, any BA staff must immediately notify their supervisor and the local health department if they develop symptoms of COVID-19. The health department will provide guidance on what actions need to be taken.
- Staff will be familiarized with all of the protocols including when to use PPE, what PPE is necessary, how to properly put on, use, and take off PPE, and how to properly dispose of PPE, as well as all cleaning procedures.
- Back-up BA staff will be retained in order to maintain sufficient BA staffing levels if a coach should become ill.
- BA staff are not to report to work if they have a frequent cough, sneezing, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell, or if they or someone they live with has been diagnosed with COVID-19.
- The Director of each BA camp is responsible for responding to COVID-19 concerns. BA staff are to notify the Director immediately with any concerns.
- All BA staff age 65 or older or with serious underlying health conditions are encouraged to speak to their healthcare provider to assess their risk and to determine if they must stay home or follow additional precautions.

COVID-19 Group Sizes and Ratios and Strategies to Reduce Risk of Transmission

- In order to reduce the risk of transmission, players will check-in and check-out using a “school drop-off and pick-up” system: upon arrival (or departure), parents and guardians will remain in their vehicles and wait in line until they reach the designated drop-off/pick-up point. At that point, the camp director will speak with the parent/guardian (in the vehicle) and verify the child’s name and attendance. The player will then exit/enter the vehicle.
- Players will be organized in groups of no more than 25 (including players and coaches).
- The same coach will be assigned to the same group of children each day for the duration of the week-long camp. Coaches will not float between groups either during the day or from day-to-day, unless needed to provide staff with breaks.
- BA coaches and staff will limit their contact with one another. Staff meetings will be conducted remotely, when possible.
- Each camp will see an increased number of tents set up at a distance from one another.
- Lunches and snack breaks will be staggered to prevent large gatherings of children.
- Exercises and drills will follow State guidelines for youth sports.
- BA combo camps will divide groups for futsal and soccer during mornings and afternoons.

- Camp will lower risk of transmitting COVID-19 by limiting contact (such as shaking hands, hugging, etc.).
- Food and drinks, including snacks, lunch, and water/beverages, will be brought by each child for his or her own consumption, and sharing of any food or drinks will be prohibited.
- There shall be no common use drink containers, water jugs, or foods on the camp premises. No food or drink shall be distributed by any of the BA staff (with the exception of a child who has run out of water, who shall be given a sealed and disposable plastic water bottle for his/her consumption).
- No volunteers or visitors will be allowed on camp premises. Parents will be strongly discouraged from exiting vehicles during pick-up and drop-off.

COVID-19 Screening and Monitoring

- Coaches, BA staff, and players will have temperature checks daily (players will have a thermal scan at check-in to ensure that temperatures are below 100.4 F, as required).
- Parents/guardians of all players will be required to complete and submit a COVID-19 digital self-screening (along with camp waiver) prior to the first day of camp.
 - Self-screening shall include checking for symptoms including fever, cough, shortness of breath, gastrointestinal symptoms, new loss of taste/smell, muscle aches, or any other symptoms that feel like a cold. Anyone with a fever of 100.0°F or above or any other signs of illness must not be permitted to enter the program.
 - Parents and BA staff must sign written attestations regarding any household contacts with COVID-19, symptoms (e.g., fever, sore throat, cough, shortness of breath, loss of smell or taste, or diarrhea), or if they have given children medicine to lower a fever.
 - Individuals who decline to complete the screening will not be permitted to participate in BA camps.
- All players will be verbally screened each day that they arrive for camp. Players and parents will be asked the following questions. If any of the below are yes, the child must not be allowed to leave the car and attend the camp. The child must return home with their parent or caregiver.
 - Today or in the past 24 hours, have you or any household members had any of the following symptoms?
 - Fever (temperature of 100.0°F or above), felt feverish, or had chills?
 - Cough? Sore throat? Difficulty breathing?
 - Gastrointestinal symptoms (diarrhea, nausea, vomiting)?
 - Fatigue? (Fatigue alone should not exclude a child from participation.)
 - Headache? New muscle aches?
 - New loss of smell/taste?
 - Any other signs of illness?
 - In the past 14 days, have you had close contact with a person known to be infected with the novel coronavirus (COVID-19)?
- Camp BA staff will make a visual inspection of each child at the day's start, and continually monitor children throughout the day. Signs of illness include fever, cough, shortness of

breath, diarrhea, nausea, and vomiting, abdominal pain, and unexplained rash. Children who appear ill or are exhibiting signs of illness must be separated from the larger group and isolated until able to leave the camp.

COVID-19 Isolation Procedures

- BA camps will monitor all individuals that coaches and campers come into contact with during the course of the camp day in the potential case of exposure.
- A separate space will be designate to isolate children or BA staff who may become sick. For indoor camps, such a space will be a separate room with the door closed. For outdoor camps, it shall be a separate tent area. Isolated children will be supervised at all times by someone using appropriate PPE.
- An emergency back-up plan for BA staff coverage will be on-hand in case a child or BA staff becomes sick.
- BA Soccer Camps will have a minimum of 2 properly trained Health Care Supervisors are present at all times at camp in the event a camper becomes symptomatic while at camp.
- Contact information for the local board of health in the city or town in which the program is located shall be on-hand.
- Masks shall be available for use by children and BA staff who become symptomatic, until they have left the premises of the camp.
- If a camper becomes symptomatic, BA camps will follow the protocols below:
 - Immediately isolate camper from other children and minimize exposure to BA staff.
 - The child shall be provided with a mask.
 - The child's parents shall immediately be contacted to have the child picked up as soon as possible.
- If a BA staff member becomes symptomatic, he or she must cease camp duties immediately and be removed from others until they can leave. BA staff must regularly self-monitor during the day to screen for new symptoms.
- Sick campers or BA staff members who are COVID-19 positive, or symptomatic and presumed to have COVID-19, must not return until they have met the criteria for discontinuing home isolation and have consulted with a health care provider.
- If a child or employee is COVID-19 positive, or symptomatic and presumed to have COVID-19, the Brazilian Art Director of Camps will determine the following:
 - The date of symptom onset for the child/BA staff,
 - Whether the child/BA staff attended/worked at the program while symptomatic or during the two days before symptoms began.
 - What days the child/BA staff attended/worked during that time.
 - Who had close contact with the child/BA staff at the program during those days (BA staff and other children).
- Notifying Required Parties: In the event that a program experiences an exposure, programs must notify the following parties:
 - Employees and families about exposure but maintain confidentiality.
 - Local board of health if a child or BA staff is COVID-19 positive.

- Funding and licensing agencies if a child or BA staff member has tested positive.
- Self-Isolating Following Exposure or Potential Exposure: In the event that a BA staff member or child is exposed to a sick or symptomatic person, the following protocols must be followed:
 - If a child or BA staff has been exposed to COVID-19, regardless of whether the individual has symptoms or not, the child or BA staff will not be permitted to enter the camp space and must be sent home. Exposed individuals must be directed to stay home for at least 14 days after the last day of contact with the person who is sick. Brazilian Art Soccer will consult the local board of health for guidance on quarantine for other children and BA staff and what additional precautions will be needed to ensure the program space is safe for continued child care services.
 - If an exposed child or BA staff subsequently tests positive or their doctor says they have confirmed or probable COVID-19, they will be directed to stay home for a minimum of 10 days from the 1st day of symptoms appearing AND be fever-free for 72 hours without fever reducing medications AND experience significant improvements in symptoms. Release from isolation is under the jurisdiction of the local board of health where the individual resides.
 - If a child's household member or BA staff's household member tests positive for COVID-19, the child or BA staff must self-quarantine for 14 days after the last time they could have been exposed.
- If the exposed individual remains asymptomatic and/or tests negative for COVID-19, they must remain in quarantine and continue to monitor for the full 14 days.
- If the individual tests positive for COVID-19 but is asymptomatic, isolation may be discontinued when at least 10 days have passed from the date of the positive test, as long as the individual remains asymptomatic.

COVID-19 Hygiene and Health Practices

- All camp BA staff and coaches will be wearing masks at check-in and check-out.
- An adequate supply of PPE should be on hand at each site, especially face masks and hand sanitizer.
- Hand sanitizer will be used when handwashing is not available, with written parent permission to use. Hand hygiene stations will be set up at the entrance of the camp, so that children can clean their hands before they enter.
- Periodic "hand sanitizing" breaks will take place (especially before snack & lunch).

COVID-19 Personal Protective Equipment (PPE)

- All camp BA staff and coaches will be supplied with masks for use at the appropriate times (check-in and check-out, contact with any parents or guardians, etc.).
- Camp will strongly discourage parents from exiting their vehicle during drop-off and pick-up. However, if it should become necessary for a parent or guardian to enter the camp premises, BA staff will enforce the wearing of face masks. Face masks will be provided for those who need them.

COVID-19 Cleaning, Sanitizing, and Disinfecting

- All camp equipment subject to daily handling is to be cleaned on a daily basis, including any surfaces (registration tables), supplies (pens, clipboards), containers (coolers, storage), soccer equipment (balls, pennies, cones). Adequate cleaning supplies must be on hand at each camp site, and BA staff instructed on proper cleaning methods.
- While cleaning and disinfecting, BA staff will wear gloves as much as possible. Handwashing after cleaning and disinfecting gear is required.

Abuse Prevention Policies and Procedures

Purpose

This policy establishes the manner in which Brazilian Art Soccer prevents the physical, emotional and sexual abuse of children and youth by its employees, as well as the reporting mechanism and organizational response if abuse is suspected. Brazilian Art Soccer seeks to create a welcoming and nurturing environment and has zero tolerance for any actions that may jeopardize the safety, health or innocence of the minors within our care.

Definitions

Abuse: Because it takes many forms, abuse can be broken down into the following subtypes, all of which are prohibited within the scope of this policy:

- Physical abuse: Injury inflicted on a child or youth
- Sexual abuse: Contact or activity of a sexual nature between an adult and a child or youth
- Emotional abuse: Mental or emotional injury inflicted on a child or youth by the actions of an adult
- Neglect: Failure to provide adequate care for a child or youth
- Economic abuse: Deliberate misuse of the money or belongings of a child or youth

Child: A child is defined as anyone under the age of 12.

Youth: A youth is defined as anyone between 12 and 18 years of age.

Policy Guidelines

Personnel Screenings

Safeguards in the hiring process will be used to eliminate from consideration any candidates who display characteristics that could classify them at a high risk for violating this policy. North Atlantic Futsal, LLC (NAF), of which Brazilian Art Soccer is a wholly owned subsidiary, will perform a background check of each staff person and volunteer. All staff and volunteers will have a background free of conduct that bears adversely upon his or her ability to provide for the safety and well-being of the campers. NAF will determine, whether each staff person's and volunteer conduct, criminal or otherwise, shall disqualify that person from employment or service at the camp.

Staff: For each summer camp season, NAF will require the following with regard to each staff person:

1. Standard North Atlantic Futsal employment application that includes signed authorization to perform necessary background checks.
2. Prior work history, including name, address, and telephone number of a contact person at each place of employment or volunteer service for the previous five years.

3. Three (3) positive reference checks from individuals not related to the staff person.
4. Self-reporting of any felony conviction.
5. Obtain a sex offender registry information check from the Massachusetts Sex Offenders Registry Board (for MA residents), New Hampshire Registration of Criminal Offenders (for NH residents), or the equivalent (if a resident of another state or country).
6. Obtain a Criminal Offender Record information (CORI)/Juvenile report from the Massachusetts Criminal History Systems Board (for MA residents), a Criminal History Record Information (CHRI) report (for NH residents), or the equivalent (if a resident of another state or country).
7. In-person interview of the candidate
8. If hired, criminal and sexual offender registry checks will be conducted every year for those who regularly work with children or youth.

If the out of state or foreign jurisdiction notifies the camp in writing that no criminal background check or recognized equivalent is available from the jurisdiction, then the prospective staff person/volunteer, if s/he has completed all other requirements, is deemed to be in compliance.

All records will be kept for a minimum of three years from the start of service.

Volunteers: For each summer camp season, NAF will require the following with regard to all Volunteers (any person who works in an unpaid capacity at a recreational camp for children):

1. Standard North Atlantic Futsal volunteer application that includes signed authorization to perform necessary background checks.
2. Prior work or volunteer history for the previous five (5) years, including name, address, and telephone number of a contact person at each place of employment or volunteer service.
3. Obtain a sex offender registry information check from the Massachusetts Sex Offenders Registry Board (for MA residents), New Hampshire Registration of Criminal Offenders (for NH residents), or the equivalent (if a resident of another state or country).
4. Obtain a Criminal Offender Record information (CORI)/Juvenile report from the Massachusetts Criminal History Systems Board (for MA residents), a Criminal History Record Information (CHRI) report (for NH residents), or the equivalent (if a resident of another state or country).
5. In-person interview of the candidate
6. If hired, criminal and sexual offender registry checks will be conducted every year for those who regularly work with children or youth.

All information collected about a candidate will be reviewed and used to determine if they are appropriate for the respective position. If hired, all information collected during the hiring process will be included in the employee's permanent file, which will be maintained over the course of their employment with North Atlantic Futsal.

Personnel screenings are required regardless of current employment status with North Atlantic Futsal. North Atlantic Futsal employees seeking to transfer into a position that involves working with children or youth must undergo the same review process as new hires.

Structural Guidelines for Programs

All Brazilian Art Soccer camps are designed to encourage safe interaction between employees and children or youth. The following guidelines are meant to keep established safeguards effective:

- Programs for children and youth must have an established adult to child ratio.
- Employees are restricted from being alone with a child or youth where they cannot be easily observed by others.
- Employees are not allowed to implement new activities or programs for children without Brazilian Art Soccer consent. Request for new activities or programs should be submitted in writing to management.
- Written permission must be obtained from a parent or guardian before any employee transports a child or youth in the name of Brazilian Art Soccer.
- Children under the age of sixteen placed in the care of Brazilian Art Soccer will only be released to a parent, legal guardian or a person designated by a parent or legal guardian.

General Conduct

In an effort to provide a safe and healthy environment for both mind and body, the following guidelines are meant to guide Brazilian Art Soccer employees during their interactions with children and youth. These guidelines do not and cannot outline every situation that may be encountered while on the job, requiring employees to act with a certain degree of personal discretion. Because a certain action is not prohibited in this section does not mean it is acceptable behavior. Brazilian Art Soccer reserves the right to take disciplinary action against employees whose actions are found to be inappropriate regardless of whether they appear in this section:

- Employees will treat all children and youth with respect and consideration. Treatment must be fair and equal, and must not be based on sex, race, religion, sexual orientation or economic or social status. All effort must be made to avoid favoritism, or the appearance of favoritism.
- While representing Brazilian Art Soccer, employees must not possess, distribute, use or allow others to use any alcohol or drugs.
- Employees must not use harsh or inappropriate language, degrading punishment or any type of restraining device in the name of behavior management.
- Employees must not participate in or allow others to engage in any form of hazing.
- Employees must not have sexual contact with children or youth.
- Employees must not dress, undress, shower or bathe with or in the presence of children or youth.
- Employees must not use physical punishment in any form. The only time physical force is allowed to be used against a child or youth is when their actions are placing others at an immediate risk for serious harm.
- Employees are prohibited from sharing sleeping locations with children or youth. This includes beds, tents, hotel rooms and other similar areas. Employees can sleep in open areas with children or youth as long as the area is large enough for the employee to have their own defined sleeping areas and other employees are also present.

- Employees must not discuss their own sexual history, preferences or fantasies nor their use of illicit or pornographic materials while in the company of children or youth.
- Employees are not allowed to possess any sexually oriented materials (books, magazines, videos, clothing) when conducting business in the name of Brazilian Art Soccer.
- When one-on-one discussion or counseling is warranted, employee interaction with a child or youth will take place in an area that allows for private conversation while remaining in the view of others.

If an employee feels there is a need to make an exception to these guidelines, they must submit to their supervisor a written description of the incident and why their actions were necessary. Their report will be reviewed for wrongdoing. A copy of the original report along with any additional findings made by the reviewer will be included in the employee's permanent file.

Reporting Procedures

The Brazilian Art Soccer organization and all its employees and volunteers will fully comply with child abuse reporting statutes, and Brazilian Art Soccer will immediately contact its insurance company to report any occurrence. As an employee or volunteer, if you have cause to believe a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect, you are required to observe the following procedures:

- (1) Do not treat the suspicion as frivolous.
- (2) As required by company policy and state law, if a child is in immediate danger, you must immediately call 911.
- (3) As required by company policy and state law, any suspicion of abuse or neglect must be reported immediately to appropriate agency below:
 - in NH, call the New Hampshire Department of Health and Human Services Hotline at (603) 271-6562 or (800) 894-5533;
 - in MA, call the Massachusetts Department of Children and Families office that serves the area or town where the child resides (please see the DCF website for offices and phone numbers). If it is a weekend, night, or holiday, call the Child-at Risk Hotline 800-792-5200.
- (4) Report the occurrence to the Director of Camps, Chief Operating Officer, or the Chief Executive Officer, as appropriate.
- (5) Record data concerning the child, name, address and other pertinent information, as well as the name and address of the Brazilian Art Soccer personnel responsible for the care of the child.
- (6) Maintain confidentiality as much as possible. Emphasize confidentiality of the victim and any accused. On the same day that the case is first reported verbally to law enforcement officials as well as Brazilian Art Soccer officials, a report will be generated by appropriate Brazilian Art Soccer officers and directors.
- (7) Cooperate fully with law enforcement officials.
- (8) Written report shall be made to the Massachusetts Department of Children and Families and the Board of Health (MA), and NH Department of Children, Youth and Families (NH).

The Brazilian Art Soccer organization will further undertake the following procedures:

- (1) Remove and suspend any accused from the performance of duties involving children until the investigation has been completed.
- (2) Inform the victim and the victim's family of the steps being taken and continue to keep them advised of the status of the investigations.
- (3) In instances where child abuse is confirmed, Brazilian Art Soccer will immediately dismiss the worker from that position. Consideration of member termination should be considered, as appropriate in the circumstances.
- (4) In instances where the evidence is inconclusive, Brazilian Art Soccer will take action depending on the strength of the evidence available and after consideration of the victim's family's request.

Staff Orientation Plan

Staff orientation will be conducted no later than one week prior to the start of the camp season. All coaches and staff are REQUIRED TO ATTEND and to sign the form indicating attendance and understanding. The session will be conducted by the Brazilian Art Soccer Director of Camps.

Camp Philosophy

Brazilian Art Soccer is a professional soccer training company providing specialized training and skill enhancement to players from 5-19 years old. Brazilian Art camps take a unique approach to developing players, cultivating joy while teaching the skills necessary to master the game. Our training is holistic and includes core stability training and personal fitness as well as technical skills. Our goal is to provide professional, creative, and fun soccer training that will help each player reach their highest potential.

Camp Organization

The camp is directed each day by the on-site Director or Assistant Director. Each coach reports directly to these managers.

Camp Policies and Procedures

Each coach/staff member is expected to:

1. Arrive at camp 30 minutes prior to the start of camp and be ready to set up equipment, provide training, guidance, and a safe environment for the players.
2. Encourage a culture of respect for all campers.
3. Work with the Director and other coaches to provide fun, safe, instructive drills/games/activities that provide an enriching experience
4. Understand and follow these procedures:
 1. Abuse prevention policy
 2. COVID-19 policies
 3. Lost Camper
 4. Sick Camper
 5. Discipline Policy

Camp Discipline and Guidance Policy

The Brazilian Art Soccer Discipline and Guidance Policy shall be consistent and based upon an understanding of the individual needs and development of the child. BA will direct discipline to the goal of maximizing the growth and development of the children and for protecting the group of individuals within it. This policy will be reviewed with all camp staff prior to the start of camp.

BA Soccer maintains basic rules for the health and safety of children, and exercises consistency in discipline based on an understanding of the child's individual needs and development level.

Procedures:

Group discussions are used to introduce behavioral standards and expectations. These are held with the campers at the beginning of each camp, and reminders made briefly each morning, and as needed. Children learn what is expected of them by talking about which behaviors are appropriate and which are inappropriate. Discipline practices include praise and positive reinforcement as well as reminders about the rules. During the camp, a short separation from the group or sitting with a coach discussing the behavioral expectations are the most often method of discipline. When conflicts develop over rights and property of others, our goal is to work with the individual children and resolve the conflict through effective communication. If conflicts continue, parents may be asked to intervene and provide ideas or solutions.

No child shall be subjected to the following types of discipline:

1. Corporal punishment, including spanking is prohibited.
2. No camper shall be subjected to crude or severe punishment, humiliation or verbal abuse.
3. No camper shall be denied food or shelter as a form of punishment.
4. No child shall be punished for soiling, wetting or not using the toilet.

Shelter

Brazilian Art Soccer operates most of its camps on outdoor, open-air soccer fields. However, each camp will have safe shelter designated for use during an emergency (e.g. thunderstorms).

Protection from the Sun

BA Camps shall at all times encourage campers and staff to reduce exposure to ultraviolet exposure from the sun. Such measures shall include, but need not be limited to, screens with a solar protection factor of 25 or greater and lip balm. BA Camps shall establish written procedures for the topical application of sunscreen, including parent or legal guardian authorization, as part of the parental release and permission forms.

Lost Camper Plan

The camp staff is trained to monitor attendance throughout the day to ensure all campers are accounted for. If a camper is absent, the Camp Director will be in charge of the search to avoid confusion and wasted time. The staff shall provide the following information to the Camp Director upon learning a camper is lost:

- Camper's name and age
- Last place the camper was seen
- What the camper was wearing
- Other information that may be helpful
- BA Soccer will use a three short whistle bursts as a signal to the staff that a camper is absent. At that time all staff and campers will report to the central area to perform an accurate roll call.
- A check of office records will be done to ensure the camper wasn't picked up by his/her parents. BA Staff will contact the camper's parents/guardians to determine if the camper was picked up without notifying the camp staff.
- A search will be conducted of the bathroom facilities and other camp areas.
- If the camper is not found immediately or the camper requires emergency medical intervention, the Camp Director will notify emergency personnel (911).
- The search will continue until all campers are accounted for.

Special Contingency Plan

This policy address special contingency plans in the event a) children who are registered but fail to arrive for a given day's activities, b) children fail to arrive at the point of pickup following the given day's activities and c) children who appear at camp without having registered and without prior notification. The BA Soccer will review this policy with the staff prior to each camp.

Procedures:

For children who fail to arrive in the morning (via parent drop off):

1. Verify attendance and/or roll call.
2. Call parents/guardians or other contact name provided on the camper's application form.

For children missing from the point of pick-up at the end of the day:

1. Double check attendance and/or roll call.
2. Check with the Camp Director to see if camper was picked up by parents.
3. Check grounds/facilities in accordance with Lost Camper Plan.

3. For unregistered children arriving at camp:

1. Verify the camp has sufficient space based on staff ratio requirement
2. Require parent or guardian dropping off to provide all required documentation.
3. Add child to attendance roll.

Protocol to Handle Unrecognized Persons at Camp

BA Soccer does not permit any unrecognized persons onto the camp premises. Any visitors (i.e., non-campers, staff, volunteers, contractors, or parents or legal guardians) are required to check in with the Camp Director upon arrival at the camp site. A photo ID is required to sign out a camper if the individual picking up the camper is different than the individual who dropped off the camper (with explicit written permission from the guardian or parent).

Required Ratio of Supervisory Staff or Coaches to Campers

BA Soccer carefully regulates the ration of coaches to campers, and under normal conditions will have one supervisory staff person for every 10 campers over the age of 6. There shall be one supervisory staff person for every 5 campers age six or under. Junior coaches may be included in meeting up to one half of the camper/staff ratio within each unit above but only if they have received training and supervision to verify their ability to handle camper groups.

Meals

Brazilian Art Soccer Day Camps do not provide meals for participants. Campers are expected to bring their own bagged lunch, as well as snacks and beverages, as explained in the Parent Packet. However, in the event that a camper forgets or otherwise fails to bring a lunch, the following procedures will be followed:

- An attempt will be made to reach the parent/guardian in order to ask them to drop off a lunch for the camper;
- If the parent or guardian is unable to drop off a lunch, the BA Staff will attempt to communicate with the parent/guardian and request permission for BA Soccer to furnish the child with a nutritious meal. The parent/guardian will be asked about food allergies, and BA Soccer will request that the parent send an email to admin@basoccertraining.com authorizing BA Soccer to provide a meal to the child.
- If BA staff is unable to reach the parent or guardian, a nutritious meal will be provided from a nearby healthy restaurant or concession. Every attempt will be made to determine whether the child has any food allergies by checking the medical records and speaking with the child.

Camp Dismissal

BA Soccer will only dismiss each camper to their parent/guardian designated on the registration form. If the parent/guardian is going to be late for pickup they are expected to make proper arrangements with the Director for a late pickup, or contact their emergency pick-up person to make arrangements for timely pick up of their child(ren). BA Soccer closes camp activities at 3:00

pm. All parents and campers are expected to have exited the camp premises by that time. Therefore, parents are expected to arrive prior to 3:00 PM to pick up their child(ren).

Other than parents/guardians, only persons with prior written authorization will be allowed to pick up a child from a BA camp. Anyone who is unfamiliar to the BA staff, including authorized individuals, will be asked to present identification before a child is released to them. Children are permitted to depart camp only when accompanied by an authorized adult.

Disaster Emergency Plan and Fire Evacuation

Brazilian Art Soccer operates most of its camps on outdoor, open-air soccer fields. However, it always has a shelter designated for emergency purposes, and sometimes it rents soccer and futsal facility space from indoor facilities. In those instances, the approved fire evacuation of the facility becomes the governing policy for Brazilian Art Soccer camps. The Director will make each coach aware of the facility's disaster emergency plan, including fire evacuation procedures, prior to the camp's start.

The following is the fire evacuation plan for the current camp facility:

Tyngsboro Sports Center: 500 Potash Hill Rd., Tyngsboro MA

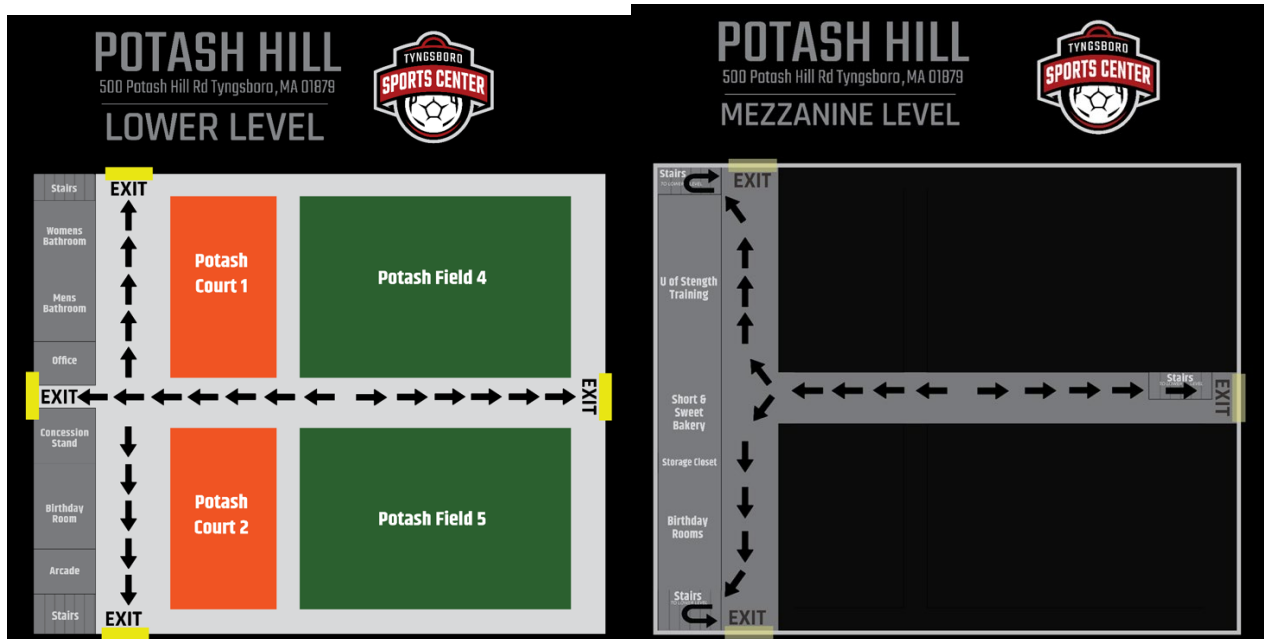
Fire Drills and Evacuation

The Tyngsboro Sports Center has developed a comprehensive emergency Guide which contains a section for fire evacuations. Please refer to that document attached in this section.

A fire drill involving the fire department will be done the first day of scheduled camp. Ongoing fire drills with staff will be completed at least once per month thereafter.

In Case of Fire

- If you think you can safely extinguish a SMALL, CONTAINED FIRE, do so with an extinguisher, making sure to leave an escape route open in case you are unsuccessful.
- Extinguishers are located: at all exits, near office and in concession stand
- If you manage to extinguish the fire, call the fire department at 911 to report it and then fill out the incident report.
- If the fire is unmanageable:
 - Leave the area immediately, closing doors behind you if possible, and pull a fire alarm. If there is no alarm system, call out an alarm, i.e., "FIRE!"
 - Phone 911.
 - Evacuate the building as soon as the alarm sounds, checking for and assisting handicapped individuals. See below for Evacuation plan
 - Warn others upon exiting.
 - Close all windows and doors (if possible).
 - Once outside, move far away from the building.
 - Do not re-enter the building until instructed to do so by emergency responders.
 - Fire evacuation routes are shown below:



Health Care Policies and Guidelines

Brazilian Art Soccer is pleased to have as its Health Care Consultant

Dr. Russell Coleman of Pediatrics West in Westford, MA

who has assisted in setting BA's health policies and his office is always available to advise BA Soccer in both acute and chronic medical situations.

As part of its health care policy, BA Soccer cannot accept any child with a diagnosed communicable disease (measles, mumps, chicken pox, etc), or if he/she shows signs of possible contagious diseases (new cold, sore throat, fever, rashes, diarrhea, vomiting, etc.). A parent should not bring their child to the camp if he/she is too ill to participate in activities, if the child requires special individual attention due to their illness, or if signs of poor health are evident. The health of all children and staff is in jeopardy if an ill child is allowed to attend. Parents must notify the staff if their child has been exposed to an infectious disease so we can alert the families of the other children attending the program.

For mildly ill campers, the procedure is to allow them to rest in the designated infirmary in the care of the health supervisor and be provided comfort with first aid (ice, cold compress, etc). If the camper's situation improves, and the health supervisor agrees, the camper will be allowed to resume activities. The issue will be logged in the record book.

If during the day the BA staff notices that a child is unable to participate in activities due to poor health, the parent will be called to come and pick up the child. If a parent cannot be reached, an emergency contact will be called. It is the responsibility of the parent to notify BA Soccer if there should be any changes regarding emergency contacts or their numbers.

If the parent decides to keep the child home, they are asked to contact BA Soccer Camp Director by email or phone and inform the Director of the absence.

Required Immunizations (for all Massachusetts Camps)

Each child must be examined by a physician prior to enrollment, as required by the Commonwealth of Massachusetts. Included with this physical is an immunization history. Each child must be immunized prior to start of camp from the following (required):

Grades Kindergarten – 6

In ungraded classrooms, Kindergarten requirements apply to all students ≥ 5 years.

DTaP	5 doses; 4 doses are acceptable if the 4 th dose is given on or after the 4 th birthday. DT is only acceptable with a letter stating a medical contraindication to DTaP.
Polio	4 doses; 4 th dose must be given on or after the 4 th birthday and ≥ 6 months after the previous dose, or a 5 th dose is required. 3 doses are acceptable if the 3 rd dose is given on or after the 4 th birthday and ≥ 6 months after the previous dose.
Hepatitis B	3 doses; laboratory evidence of immunity acceptable
MMR	2 doses; first dose must be given on or after the 1 st birthday and the 2 nd dose must be given ≥ 28 days after dose 1; laboratory evidence of immunity acceptable
Varicella	2 doses; first dose must be given on or after the 1 st birthday and 2 nd dose must be given ≥ 28 days after dose 1; a reliable history of chickenpox* or laboratory evidence of immunity acceptable

Grades 7 – 12

In ungraded classrooms, Grade 7 requirements apply to all students ≥ 12 years.

Tdap	1 dose; and history of DTaP primary series or age appropriate catch-up vaccination. Tdap given at ≥ 7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule. Td should be given if it has been ≥ 10 years since Tdap.
Polio	4 doses; 4 th dose must be given on or after the 4 th birthday and ≥ 6 months after the previous dose, or a 5 th dose is required. 3 doses are acceptable if the 3 rd dose is given on or after the 4 th birthday and ≥ 6 months after the previous dose.
Hepatitis B	3 doses; laboratory evidence of immunity acceptable. 2 doses of Heplisav-B given on or after 18 years of age are acceptable.
MMR	2 doses; first dose must be given on or after the 1 st birthday and the 2 nd dose must be given ≥ 28 days after dose 1; laboratory evidence of immunity acceptable
Varicella	2 doses; first dose must be given on or after the 1 st birthday and 2 nd dose must be given ≥ 28 days after dose 1; a reliable history of chickenpox* or laboratory evidence of immunity acceptable

Campers, staff and volunteers 18 years of age and older

MMR	2 doses , anyone born in or after 1957. 1 dose, anyone born before 1957 outside the U.S. Anyone born in the U.S. before 1957 is considered immune. Laboratory evidence of immunity to measles, mumps and rubella is acceptable
Varicella	2 doses , anyone born in or after 1980 in the U.S., and anyone born outside the U.S. Anyone born before 1980 in the U.S. is considered immune. A reliable history of chickenpox or laboratory evidence of immunity is acceptable
Tdap	1 dose ; and history of DTaP primary series or age appropriate catch-up vaccination. Tdap given at ≥ 7 years may be counted, but a dose at age 11-12 is recommended if Tdap was given earlier as part of a catch-up schedule; Td should be given if it has been ≥ 10 years since Tdap
Hepatitis B	3 doses (or 2 doses of Hepilisav-B) for staff whose responsibilities include first aid; laboratory evidence of immunity is acceptable

*A reliable history of chickenpox includes a diagnosis of chickenpox, or interpretation of parent/guardian description of chickenpox, by a physician, nurse practitioner, physician assistant or designee.

Each child's immunizations must be up to date at the time of entrance into the camp program. If BA Soccer does not have the child's physical and immunization records at the start of the camp week, entrance will be denied until records are received.

Meningococcal Disease & Immunization

Brazilian Art Soccer shall, in accordance with Massachusetts State Law, distribute to parents and guardians via digital or print material information regarding the risk of meningococcal disease and the availability, effectiveness and the risks of the meningitis vaccine.

Medical Procedures

First Aid

All supervisory staff members are certified in emergency first aid procedures. If a child requires first aid, a staff member will administer first aid. Parents are given a written injury form informing them of the injury. The form is also logged into an injury report log book, and is also filed in the camp records.

Our health care supervisor will be on hand in order to address any sports related injuries that may occur. S/he is fully equipped to provide professional evaluation, treatment, and rehabilitation of injuries. Whether it is a case of a blister, bruise, scrape, muscle strain, sprained ankle, concussion, fracture or other injury, campers will be given the highest quality care without delay. For New Hampshire residential camps, after daytime hours, all athletic injuries will continue to be addressed by the RN's, who are available 24 hours/day.

If a child requires further medical treatment or attention, 911 will be called. We will notify the parent/guardian immediately. If they cannot be reached, the emergency contact person will be

notified. If the child needs to be taken to the hospital by ambulance, one qualified staff person will accompany the child to the hospital. The qualified staff person will also take the child's registration data with them to the closest hospital. For our Tyngsboro-area camps, the two closest hospitals are St. Joseph's Hospital in Nashua, NH and Lowell General Hospital in Lowell, MA; for our Saint Anselm College Camps, they are the Catholic Medical Center (CMC) and the Elliot Hospital in Manchester, NH. However, it is up to the emergency technicians where they will take the child for treatment. Every effort will be made to contact the parent in the event of an emergency requiring medical attention for the child. However; if the parent cannot be reached the parent has provided BA Soccer with authorization to contact emergency personnel and to authorize transport to a local hospital and to secure for the child the necessary medical treatment.

Storage and Administration of Medication

Storage

Medication prescribed for campers shall be kept in original containers bearing the pharmacy label, which shows the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such prescription or required by law, and if the tablets or capsules, the number in the container. All over the counter medications for campers shall be kept in the original containers containing the original label, which shall include directions for use.

All medication prescribed for campers shall be kept in a locked storage cabinet used exclusively for medication, which is kept locked except when opened to obtain medication. In many cases, BA Soccer will not be able to provide refrigeration of medications. In the event that a child requires refrigerated medications on site, and no such equipment is available, the child will not be admitted to camp.

Administration

Massachusetts State Law, New Hampshire State Law, and BA's policy on the administration of medication is as follows:

- Medication must arrive in the prescription container with date, dosage, and the doctor's name.
- A parent must sign the medication permission form, writing the purpose of the medication, the date and times of administration, and the amount given.
- Medication must be handed directly to an administrator, not left in the child's lunch box or equipment bag.

BA will not administer the following:

- Non-prescription drugs (unless authorized by parent/guardian and a medication permission form is completed).
- Medication not contained in a prescription package. Single tablets or jarred liquid will not be administered and will therefore be sent home.
- Medication in any amount exceeding the dosage indicated on the prescription container.

Positive identification of each camper is done using an arm bracelet provided each camper at the beginning of the day. The bracelet details the camper's name and any medication authorized by parent/guardian to be administered.

Medication shall only be administered by the Health Supervisor. Because the Health Supervisor at BA Soccer day camps is not a licensed health care professional authorized to administer medications, the administration of medications shall be under the oversight of Health Care Consultant. Health Care Consultant shall acknowledge in writing a list of all medications administered at the camp. Medications prescribed for campers brought from home shall be administered if it is from the original container, and there is written permission from the parent/guardian.

When no longer needed, medications shall be returned to a parent/guardian whenever possible. If the medication cannot be returned it should be destroyed by the health care consultant. The medication log shall be maintained for at least the last three years.

Campers may be allowed to perform the following self-medication:

If a child is capable of self-medicating using the prescribed Epi-pen or inhaler and the parent/guardian and the health care consultant give written approval, the camper may be allowed to carry these devices with him/her at all times in order to self-administer when necessary.

Important Information: Health Care Consultant:

Dr. Coleman, Pediatrics West, 133 Littleton Road, Suite 101, Westford, MA 01886 Telephone: 978-577-0437

Health Care Supervisor:

Bruno Victal, BA Camp Director

Nick Green, Assistant Camp Director

Emergency Telephone Numbers:

Police: 911

Fire/Rescue: 911

Poison Control: 1-800-222-1222

Lowell General Hospital: 978-937-6000; St. Joseph's Hospital: 603-882-3000

Health Records

Each BA camp for children will maintain a health record for each camper and for each staff person who is younger than 18 years old, that shall include at least the following:

- The camper's or staff member's name and home address.
- The name, address and telephone number of the camper's or staff member's parent(s) or guardian(s).
- A written authorization for emergency medical care signed by the parent or guardian.
- The name, address and contact information of the camper's or staff member's family health care provider, if any.
- If the camper or staff member brings a prescribed medication from home, a written authorization to administer the medication signed by the parent or guardian.
- Copies of injury reports, if any;
- A certificate of immunization (for all MA camps)
- A copy of the health history and report of physical examination (for all MA camps)

Physical Examinations by Physician and Certificate of Immunization (Required for all Massachusetts-area camps)

Every camper and full-time staff person shall prior to attending or after receiving a conditional offer of employment furnish the following prepared and signed by a licensed health care provider:

1. A health history
 2. A report of a physical examination conducted during the preceding 24 months and
 3. A certificate of immunization
2. Every camper and full-time staff person shall prior to attending or after receiving a conditional offer of employment furnish the following:
 1. A current medical history, which lists all allergies, required medications and any health conditions or impairments which may affect the individual's activities while attending the camp. The medical history shall be signed by a parent or guardian or by a licensed health care provider; however, in the case of a staff member 18 years of age or older, the staff member's signature shall be sufficient.
 2. A certificate of immunization
 3. No person known to be suffering from tuberculosis in a communicable form, or having evidence of symptoms, shall be allowed to work or attend the camp.

Medical Log

Each BA camp will maintain a medical log which shall contain a record of all camper and staff health complaints and treatment. The medical log shall list the date and time, name of patient,

complaint, and treatment for each incident. The medical log shall be maintained in a readily available format and shall be signed by an authorized staff person.

Health Care Consultant Approval:

As per Massachusetts State Law, the undersigned is a licensed physician contracted to serve as the camp's health care consultant in summer 2021. The undersigned (a) has duly reviewed, modified, and approved the above-described health care policies of BA Soccer, (b) has agreed to review any changes that might arise for the current (2021) camp season, (c) has arranged to oversee/supervise the first aid and other health care training of the BA health care supervisor and other staff, (d) will be available for consultation at all times during camp season; (e) will develop and sign written orders, including for prescription medication administration to be followed by the on-site camp health care supervisor in the administration of his or her health related duties.

Printed Name of Health Care Consultant

Authorized Signature of Health Care Consultant History

Date

Employee Agreement

I have read and understand Brazilian Art Soccer Policies and Procedures, including and especially the Abuse Prevention Policy, and I agree to abide by its terms and conditions throughout the course of my employment. I understand that my failure to follow the terms of this policy could result in disciplinary action up to and including termination.

If you have any uncertainty or questions regarding the content of these policies and procedures, you are required to consult your supervisor. This should be done prior to signing and agreeing to these policies.

Employee signature

Date

Supervisor signature

Date