

# 2016 Summer Camp Registration

# Junior Staff Volunteer

June 7 through August 5, 2016

Please arrive before 9 a.m.

Please be picked up no later than 5:30 p.m.

### PAYMENT INFORMATION:

Proof of city residence required to pay city fee.

**Entire Summer - City and Non-City**

Aerial Antics & Sports Camp \$200

### INTERVIEWS:

Saturday, April 11th from 10 a.m. to 12 Noon

### VOLUNTEER INFORMATION:

Your Name \_\_\_\_\_

Nickname \_\_\_\_\_

Home Address \_\_\_\_\_

City, Zip Code \_\_\_\_\_

E-mail \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ M/F \_\_\_\_\_

Best way to contact: \_\_\_\_\_

<< FEES CANNOT BE TRANSFERRED >>

### Payment Options:

Cash, Check, VISA or MasterCard

Please make checks payable to: City of Vero Beach

Driver License Number must be written on all checks.

There will be a Returned Check Fee of \$35.00.

**NO REFUNDS will be allowed.**

### Parent/Guardian

Name \_\_\_\_\_

Cell phone \_\_\_\_\_

Work phone \_\_\_\_\_

Name \_\_\_\_\_

Cell phone \_\_\_\_\_

Work phone \_\_\_\_\_

Home Phone \_\_\_\_\_

E-mail: \_\_\_\_\_

**Candidate T-Shirt size: (please circle)**

Child L Adult S M L XL

If candidate needs medicine and/or assistance,  
please call Jeff Matthews, 770-6500

**Emergency** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Relationship** \_\_\_\_\_

**Phone:** \_\_\_\_\_

Please be advised that Supervising Staff cannot be responsible for administration of prescribed medication. If there are any serious medical issues, and/or allergies requiring epinephrine "epi pen", physician's documentation will be required.

**Name of Family Hospitalization Insurance Company:** \_\_\_\_\_

**Policy No.** \_\_\_\_\_

**Group No.** \_\_\_\_\_

**Allergies:** \_\_\_\_\_

JUNIOR STAFF CANDIDATE MUST SUBMIT A LETTER OF REFERENCE FROM A TEACHER, COACH, PASTOR, OR NEIGHBOR FOR WHOM HE/SHE BABY-SITS, RUNS ERRANDS, ETC, OR OTHER FORMER EMPLOYER, AND ALSO MUST GO THROUGH AN INTERVIEW PROCESS. THE CANDIDATE WILL THEN BE CONTACTED AS TO WHETHER OR NOT HE/SHE IS ACCEPTED. PAYMENT IS MADE AFTER CANDIDATE IS ACCEPTED.

Please read all the rules, check the box, and sign below:

- I HAVE READ AND UNDERSTAND THE CAMP RULES, DROP-OFF/PICK-UP POLICY AND
- I HAVE READ AND UNDERSTAND THE DROP OFF/PICK-UP POLICY
- I HAVE READ AND UNDERSTAND THE JUNIOR STAFF CODE OF CONDUCT

Signature \_\_\_\_\_

Date \_\_\_\_\_

City of Vero Beach  
Recreation Department

**JUNIOR STAFF DISCIPLINE POLICY**

Junior Staff!

These are the steps that we will follow with MOST discipline problems. Please understand that there may be circumstances where we might move through these steps more quickly.

In case of a severe discipline problem, we have the right to dismiss a participant from that day's activity and subsequent days of activity, if they pose a safety problem not only to themselves, but to other participants and staff as well.

FIRST STEP: Verbal warning.

SECOND STEP: Written warning; parent notified.

THIRD STEP: Expulsion from all Recreation Department camps for the remainder of the summer.

These steps are implemented for your candidate's safety and the safety of others.

NO REFUNDS and NO CREDITS for disciplinary actions.

\_\_\_\_\_

I have read and understand the Junior Staff Discipline Policy.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Witness \_\_\_\_\_

**CITY OF VERO BEACH RECREATION DEPARTMENT**

**2266 14<sup>th</sup> Avenue  
Vero Beach, FL 32960  
Phone 772-567-2144**

**JUNIOR STAFF VOLUNTEER CODE OF CONDUCT**

**JUNIOR STAFF ARE EXPECTED TO ABIDE BY THE FOLLOWING  
RULES. ANY DISCREPANCIES WILL RESULT IN POSSIBLE  
SUSPENSION OR EXPULSION.**

1. Junior Staff are required to assist and participate in camp activities including bowling, skating, mini golf, baseball games, movies, sports and Performing Arts instruction, facility clean-up, etc.
2. Junior Staff are to assist the Camp Director, Assistant Director, and Group Leader, and be alert to any hazards or problems that may cause injury; be aware of camper needs.
3. Be ambitious. Take the initiative when a tasks needs to be completed.
4. Under no circumstances will profanity and misbehavior be tolerated.
5. Do not take anyone's personal property or any city property including concession stand items.
6. Remember that you are a role model for the campers.
7. You are required to stay with your group of campers and Staff Leader at all times.

REMEMBER, our main goal at the City of Vero Beach Recreation Department is to keep the campers safe, and to have fun!

**I have read and understand the Junior Staff Volunteer Code of Conduct. Candidate will abide by these rules.**

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Witness \_\_\_\_\_

**CITY OF VERO BEACH  
RECREATION DEPARTMENT  
LEISURE SQUARE CAMPS**

*Parents: Please read and discuss with your child before the start of camp.*

**JUNIOR STAFF RULES AND REGULATIONS**

***We are very pleased to have you at one of the camps this summer. This experience will be an excellent opportunity and valuable learning experience for future job prospects. Our efforts are dedicated to continuing these positive educational experiences.***

1. Please apply sunscreen before coming to camp. If you wish us NOT to apply sunscreen, please check off the appropriate box on the registration form.
2. You are expected to remain in camp during activity hours (9 am to 4 pm). If you need to leave camp **FOR ANY REASON**, we must have a written permission note or letter from your parent/guardian. (Please, **NO** verbal permission.) If you walk or ride a bike to and from camp, we will need written permission. If the walker or bike rider leaves early, we will need a separate note of permission.
3. One-piece bathing suits are preferred. Please, no sandals, roller sneakers, or *Heelies*. If your child's hair is longer than shoulder length, please tie it back.
4. You should not bring valuables such as jewelry, or ANY ELECTRONIC DEVICES SUCH AS CELL PHONES, I-Pads, I-Phones, I-Touch, MP3 PLAYERS, MINI-TV's, GAMEBOYS, etc., to camp.
5. Your name should be clearly marked on all items brought to camp so they will not be mistaken for another camper's.
6. You are responsible for money *you* bring to camp. We do not hold money for campers. We do offer a Prepaid Concession Card, which is held at the Concession Stand, so that you can get refreshments (drinks, snacks, chips, etc.) You must pay the desired amount when dropping your child off the first day of camp (and renew as needed).
7. Lost and found items (towels, hats, shoes, etc.) will be held for two (2) weeks, then discarded. Please check with the Centerstage lost and found A.S.A.P. if your child misplaced or lost something. Every Friday afternoon, we will display our lost and found articles.
8. Pets are NOT permitted in camp.
9. **No weapons are permitted in camp!** Including toys that resemble weapons, toy guns, toy knives, etc. These items will not be tolerated and will result in expulsion. **Even verbal discussion of weapons is subject to expulsion.**
10. The office phones in Leisure Square are for emergency use only. If a child needs to make a telephone call, he/she must see a counselor or the camp director.

(Continued)

# JUNIOR STAFF RULES AND REGULATIONS

(Continued)

11. Tobacco products, alcoholic beverages, and any items such as illegal non-prescription drugs are not permitted.
12. You will be charged the cost for any intentional damage he/she inflicts upon any facility, equipment, transportation bus, or other campers' personal property.
13. You are expected to respect other campers (no fighting, no name-calling, no abusive language and no bullying) Bullying will not be tolerated and may result in expulsion. Campers must also respect the camp staff, the Leisure Square facilities and any facility they attend.
14. You **MUST NOT TOUCH** or **TAKE** another camper's property or anyone's possessions. If it does not belong to you, you must leave it alone.
15. You are expected to follow all safety regulations of the camp and always listen to camp staff. No campers are allowed in the swimming pool unless there is a lifeguard on deck and a camp counselor accompanies them. No running on the pool deck or sidewalk areas of Leisure Square, the bowling alley, skating rink, etc. No horseplay (pushing, shoving, hitting) is allowed in the swimming pool or any other location the camp visits.
16. If a camper is in the gymnastics room (Centerstage), he/she must **STAY OFF** the equipment unless supervised by safety-certified camp staff.
17. Campers will not be permitted in any room at Leisure Square unless accompanied by a camp counselor. No camper is allowed in the weight room/exercise room.
18. Campers are encouraged to participate in all camp programs.
19. If a camper needs medicine and/or requires assistance, please call Angie Holshouser at 978-4535.

## **TO ALL PARENT(S)/GUARDIANS**

**PLEASE BE AWARE THESE CAMP RULES HAVE THE CAMPERS' BEST INTERESTS IN MIND.  
FUN COMBINED WITH SAFETY IS OUR GOAL.  
WHEN THESE BASIC CAMP RULES ARE FOLLOWED, YOUR CHILD'S SUMMER CAMP  
EXPERIENCE WILL BE SUCCESSFUL AND EXCITING!! !!**

**I have read all of the Junior Staff Camp Rules and agree that I will abide by them.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Parent/Legal Guardian Full Name: \_\_\_\_\_

Witness \_\_\_\_\_

CITY OF VERO BEACH  
RECREATION DEPARTMENT  
2266 14<sup>th</sup> Avenue  
Vero Beach, FL 32960  
(772) 567-2144

**General Liability Release and Indemnity Agreement**

In consideration of the acceptance of my participation and/or the participation of my child or ward in the City of Vero Beach Recreation Department program, its activities and events, and with the understanding that the program, activities, and events in which I and/or my child or ward participate carry with them the potential for serious injury, death, and property loss or damage, which risks include, but are not limited to, those caused by terrain; facilities and equipment; swimming pools and fountains; water conditions, including, but not limited to, pollution, temperature, currents and waves; participant's abilities and equipment; vehicular, pedestrian and vessel traffic; weather; temperature; and actions of other people, including, but not limited to, participants, volunteers, spectators, coaches, officials, monitors, media, and sponsors/producers of the program, activity, or event, I RECOGNIZE AND AGREE TO ASSUME ALL RISKS known and unknown that arise or might arise incidental to such participation, and, on my own behalf, on behalf of my child or ward, and on behalf of my and my child's or ward's parents, guardians, heirs, executors and administrators, next of kin, successors and assigns, RELEASE and forever discharge the released parties defined below, of and from any and all liabilities, claims, demands, damages, actions, costs or expenses of any nature, known or unknown, arising out of or in any way connected with my participation and/or the participation of my child or ward in the City of Vero Beach Recreation Department program, its activities and events, and I further agree to indemnify and hold each of the released parties harmless against any and all liabilities, claims, demands, damages, actions, costs or expenses of any nature, including, but not limited to, all attorney's fees and disbursements, arising out of or in any way connected with my participation and/or the participation of my child or ward in the City of Vero Beach Recreation Department program, its activities and events.

The released parties are the City of Vero Beach, its elected officials, officers, employees, agents, representatives, volunteers, their successors and assigns, and event sponsors, producers, their agents, successors and assigns. I understand and agree that this General Liability Release and Indemnity Agreement includes any claims based on the negligence, actions or inaction of any of the released parties and covers bodily injury, death and property damage or loss, whether suffered by me and/or my child or ward, before, during, or after such participation, including travel to or from an activity or event whether by private transportation or City of Vero Beach provided transportation, or on account of any first aid treatment or service.

I certify that I and/or my child or ward are physically fit, sufficiently trained and capable to participate in the City of Vero Beach Recreation Department program, its activities and events, and have not been advised otherwise by a qualified medical person. I authorize medical treatment and services for myself and/or my child or ward if the need arises and I assume all responsibility and will fully indemnify the released parties for all medical and other costs incurred for such treatment and services.

I understand that participants may be videotaped or photographed during recreation department program activities and events. My photo, video and film likeness, and that of my child or ward, may be used by the program, activity, and event holders, producers, sponsors, organizers and/or their assigns for any legitimate purpose and I will hold the released parties harmless, on behalf of myself and my child or ward and the parents, guardians and others as outlined above, for such use.

If the participant is a minor or otherwise legally incapacitated, the undersigned parent and natural guardian or legal guardian of the participant hereby represents and certifies that he or she is, in fact, the parent or legal guardian of said child or ward and that he or she possesses the authority to act in such capacity and does hereby so act and agrees to indemnify and hold harmless the released parties from all liabilities and costs as outlined above as may be imposed upon the released parties because of any defect in or lack of legal capacity to execute this release and so act and to release said parties on behalf of the child or ward and parents or guardians and others as outlined above.

I have carefully read this release, understand its contents, and voluntarily signed it below.

\*\*\*PLEASE PRINT\*\*\*

Participant Name: \_\_\_\_\_ Age: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Emergency Contact Name and Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(Parent/ guardian must sign for children under 18 or legally incapacitated)**

Witness Signature: \_\_\_\_\_

Print Witness Name: \_\_\_\_\_

**CITY OF VERO BEACH RECREATION DEPARTMENT**

**2266 14<sup>th</sup> Avenue  
Vero Beach, FL 32960  
Phone 772-567-2144**

**WILL NOT BE TOLERATED**

1. Junior Staff are not to discipline or antagonize campers, or instigate problems.
2. All Junior Staff will work under the supervision of a Camp Director, Assistant Director, and Staff Group Leader.
3. Junior Staff should try to prevent unsafe and inappropriate acts.
4. If there is a situation you are unable to handle, notify your Group Leader and the Camp Director A.S.A.P..
5. Do not have your boyfriend, girlfriend, or friends meet you at camp.
6. No dating behavior will be tolerated among camp staff, junior staff, or campers.
7. No smoking during camp hours.
8. Only positive attitudes will be tolerated.
9. Socks and Sneakers are the proper foot apparel, while flip-flops and sandals are not.  
If you show up at camp with flip-flops or sandals, you will be sent home.
10. One-piece swim-suits will be worn by Staff and Junior Staff - no exceptions.
11. Do not gossip.
12. You are not a camper. If there are disciplinary problems, we will call your parents and, if we deem necessary, send you home for good.
13. Do not take a child (children) away from a group without notifying the Camp Director/Staff Group Leader..
14. You are not responsible for campers' or other Junior Staff's personal belongings. Do not hold or accept anything that is not yours.

REMEMBER, our main goal at the City of Vero Beach Recreation Department is to keep the campers safe, and to have fun!

**I have read and understand how my candidate is to behave. Candidate will abide by these rules or be subject to dismissal.**

Candidate Name \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Witness \_\_\_\_\_

# USA GYMNASTICS

## Gymnastics Safety Guidelines

- I. ASSUMPTION OF RISK.** Participation in gymnastics activities involves motion, rotation, and height in a unique environment and as such carries with it a reasonable assumption of risk. **WARNING!** Catastrophic injury, paralysis, or even death can result from improper conduct of the activity.
- II. COMPETENT SUPERVISION.** Do not participate in any gymnastics without competent supervision.
- III. POTENTIAL MEDICAL EMERGENCIES.** Instructors, supervisors should be aware of the potential medical emergencies that could occur in gymnastics and be prepared to adequately respond to them in an appropriate manner.
- IV. BE PREPARED TO PARTICIPATE.** Dress appropriately, follow accepted warm-up practices, and be mentally prepared to engage in the activity.
- V. CAREFULLY CHECK EQUIPMENT.** Before directly engaging in any gymnastics activity, make sure the equipment is adjusted and secured and that adequate matting appropriate to the activity is in the correct position.
- VI. CARELESSNESS CANNOT BE TOLERATED.** Gymnastics is an activity requiring active concentration. **HORSEPLAY** or any other form of carelessness cannot be tolerated at any time for any reason. Consult your instructor.
- VII. FOLLOW PROPER SKILL PROGRESSIONS.** A safe learning environment includes a correct understanding of the skill being performed and following proper skill progressions.
- VIII. MASTERING BASIC SKILLS.** Safe learning practices demand mastering basic skills before progressing to new and/or more difficult levels.
- IX. ATTEMPTING NEW AND/OR DIFFICULT SKILLS.** The readiness and ability level of the performer, the nature of the task, and the new competency of the spotter all must be taken into consideration when attempting a new or difficult skill.
- X. PROPER LANDING TECHNIQUE.** Safe dismounts, as well as unintentional falls, require proper landing techniques. No amount of matting can be a fail-safe. Avoid landing on head or neck at all costs as serious catastrophic injuries may result.

I HAVE READ AND UNDERSTAND ALL OF THE GYMNASTICS SAFETY GUIDELINES/RULES AND REGULATIONS FROM USA GYMNASTICS AND THE CITY OF VERO BEACH RECREATION DEPARTMENT'S GYMNASTICS PROGRAM.

Participant's Name: \_\_\_\_\_

Print Parent/Legal Guardian's Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**JUNIOR STAFF**  
**Concession Stand**  
**Procedures**

You can purchase a concession card with Cash, Check, VISA or MasterCard.

If paying by check, please make it payable to The City of Vero Beach - (C.O.V.B.)

On your last day of camp, you may be eligible for a refund for the amount left on your account.

**IF A REFUND IS NOT REQUESTED WITHIN ONE WEEK AFTER THE LAST DAY OF THE FINAL CAMP SESSION, THESE MONIES WILL BE FORFEITED.**

If there are any questions regarding the concession stand at Leisure Square Camp, you can contact Jeff Matthews, Concession Stand Supervisor, at 770-6500.

Signature \_\_\_\_\_