



# **ATHLETE HANDBOOK**

***Summer 2015***

# WELCOME LETTER

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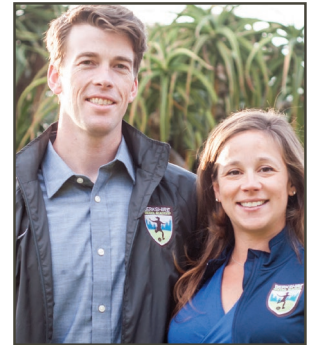
Dear Families,

Welcome to the Berkshire Soccer Academy! Summer 2015 will be our BEST season yet, but before it begins, we ask you to **please review this handbook** to prepare you and your daughter. The symbols in the key below will help you navigate this handbook.

We strive to create a very special environment at the Academy that allows all campers and staff to feel secure and supported. **Please help promote our community by adhering to the BSA rules and policies and by ensuring that your athlete understands them as well.** Thank you for your assistance and support.

We are available full-time, year-round to answer your questions. You can also visit our website, [www.berkshiresocceracademy.com](http://www.berkshiresocceracademy.com).

We look forward to seeing you soon!



Eric & Liza Wittenberg

Warmly, 

## KEY:



NEW for 2015



Important or Required



Talk to Your Athlete



Coach's Tip



Multiple Session Campers

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**WWW.BERKSHIRESOCCERACADEMY.COM**

# FORMS CHECKLIST

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## All forms are due 2 weeks prior to your arrival

ALL forms are easily accessible through your BSA Account. To access this account, click on the "Login" button on our website at [www.berkshiresocceracademy.com](http://www.berkshiresocceracademy.com). Use the same username and password that you used for your Camper Application. **All forms are due 2 weeks prior to camper arrival.**



### REQUIRED ONLINE FORMS

**HEALTH HISTORY FORM:**

This *online* form is the place to include information on your child's health background and needs. Immunization records can be submitted online via this form.

**TRANSPORTATION FORM:**

This *online* form informs the Academy of your travel arrangements for both Arrival and Departure Days.



**ATHLETE PROFILE FORM:**

This *online* form supplies our staff with valuable information about your daughter's personality, so we can make her feel welcome from the first day. We recommend your athlete complete this one!

**BSA KIT ORDER FORM:**

Each athlete receives BSA apparel as part of tuition during orientation on Arrival Day. This form allows campers to request specific sizes. See page 9 for more information.

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### REQUIRED HARDCOPY FORMS\*

**PARENT AUTHORIZATION FORM:**

This *hardcopy* form requires both a copy of current health insurance cards and a parent signature.

**PHYSICIAN'S EXAMINATION FORM:**

This *hardcopy* form should be printed and completed by a licensed medical provider and requires parent and physician signatures.

**IMMUNIZATION FORM:**

The Academy makes this standard *hardcopy* form available for your convenience. Or, you can submit your daughter's immunization records as part of our online "Health History Form", or via a standard form provided by your physician.

**\* Hardcopy forms can be submitted in the ways listed on the next page.**

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## CONDITIONAL FORMS

### **BSA STORE FUNDS:**

To allocate a set limit of funds for your daughter to use at the BSA Store while at the Academy:

1. Log in to your BSA Account
2. Go to "View Accounts"
3. Under BSA Store, click the "Fund" button

More information on the BSA Store can be found on page 10 of this handbook.



### **CABIN REQUEST FORM:**

If two athletes want to room together, each must request the other on this form, found on your BSA Account dashboard. We limit cabin requests to only one other athlete to prevent cliques and promote an inclusive environment in every cabin.

### **MEDICATION COLLECTION FORM:**

This *hardcopy* form is **ONLY** for athletes bringing prescription or over-the-counter medication to the Academy. This form must be complete and accompany any medication that is handed to our Health Center Staff during athlete arrival. \* **DO NOT MAIL THIS FORM.**

### **CARPOOL FORM:**

Complete this online form if you need a carpool to transport your daughter to camp or are willing to offer a ride. We will help connect you.

## SUBMITTING FORMS

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There are 3 ways to submit hardcopy forms:

### ① Upload forms directly to your profile on your BSA Account dashboard

\* *Preferred Method*

### ② Fax to: (855) 315-3030

### ③ Mail hardcopies to:

**The BSA Winter Office:** (September 1 to May 20)

Berkshire Soccer Academy for Girls  
2242 Village Center Drive  
Encinitas, CA 92024

**The BSA Summer Office:** (May 21 to August 31)

Berkshire Soccer Academy for Girls  
P.O. Box 1323  
East Otis, MA 01029

# ARRIVAL AND DEPARTURE DAYS

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## ARRIVAL DAY:

Arrival time is between 10:00 am and 11:00 am on the first day of each session. We suggest last names **A-M** arrive at 10:00 am, and last names **N-Z** arrive at 10:15. It is our goal to warmly welcome each athlete, so we ask that you arrive **ONLY** during this one-hour window. Review the Arrival Day schedule below for more details.

Upon your arrival at the Academy by car, an Academy staff member will help unload your car and deliver baggage to your daughter's cabin. **Please do not unpack your child's bags.** The counselors will assist your child and use this time to get acquainted.



**Tip:** We recommend that you do not stay too long, as a quick departure will help ease any separation issues. We welcome you for a lengthier visit on Departure Day when you pick up your daughter.

## ARRIVAL DAY AGENDA:

- **10:00 am** - The front gates open on Arrival Day.
  - Lunch is provided for campers only.
  - Parents should plan to stay for at least 30-45 minutes to go through a brief arrival process.
- **10:00–11:30 am - Orientation Stations:** Families visit each Orientation station. Stations include (but are not limited to):
  - Health Screening
  - Phone-Call Appointment
  - Electronics & Food Drop-Off
  - BSA Kit Pick-Up
  - Pick-Up Authorization
  - BSA Store
  - Health Center Tour
  - Photo Booth
- **10:15–11:15 am - Camp Tours:** After completing the Orientation Stations, families can take an optional guided tour of the Academy. The **last** tour begins at **11:15 am**.
- **11:30 am** - We gather on the Rec Deck for a brief introduction that is **optional** for families to attend.
- **12:00 pm** - All families depart.
- **12:30 pm** - Lunch for campers & staff.



## DEPARTURE & VISITING DAY:

Departure time is between 3:00 pm - 4:00 pm on the last day of each session. We strive to provide a cohesive closing to each session, so we ask that you arrive **ONLY** during this one-hour window. Review the Departure Day schedule below for more details.



Athletes will **only** be allowed to depart with their parent/guardian unless written authorization for alternate arrangements is provided on our required online "Transportation Form", due 2 weeks prior to arrival. If a last-minute pick-up change must be made, please notify the Academy office prior to departure day.

## DEPARTURE DAY AGENDA:

- **3:00 pm** - The front gates open on Departure Day
- **3:00–4:00 pm** - Families are welcome to watch the last soccer training, usually a tournament style session.
- **4:00 pm** - Closing Ceremonies
- **4:15 pm** - Snack for all athletes and families provided
- **4:30 pm** - All families depart
  - Upon departure, families pick up camper baggage, medication, and electronics.



### Please note these important policies during ALL Arrival and Departure Days:

- **BAGGAGE:** Whether flying or driving to the Academy, baggage should be brought with the athletes. Please do not ship baggage to the Academy. One large, soft-sided duffel and one small equipment bag should suffice. **Do not bring a hard-faced trunk.**
- **NON-PARENT VISITORS:** If you bring other family members to the Academy, either on Arrival or Departure Day, you are responsible to supervise them at all times, as the Academy cannot be responsible for their safety.
- **NO OPEN VISITATION POLICY:** The Academy does NOT have an open visitation policy, however we do invite families to visit on Departure Day. No exceptions will be made.
- **NO PETS:** Please do not bring pets to the Academy.

## BRIDGE PROGRAM ARRIVAL AND DEPARTURE DAYS:



- **Arrival** - If arriving to the Academy for the Bridge Program, plan to arrive ONLY between 9:00 am - 10:00 am on the arrival date indicated below. Arrival is located at the Cliff House. Please enter through the Upper Parking Lot.
- **Departure** - Pickup at the end of a Bridge Program is from 9:00 am - 10:00 am on the departure date indicated below. Pickup is located in the center of camp at the office or on the RecDeck.



	<b>Arrival 9am-10am</b>	<b>Departure 9am-10am</b>
<b>Bridge A</b>	July 11	July 12
<b>Bridge B</b>	July 17	July 19
<b>Bridge C</b>	July 24	July 26
<b>Bridge D</b>	July 31	August 2
<b>Bridge E</b>	August 7	August 9



**NOTE:** It is important to adhere to these times to avoid regular arrival & departure day traffic. If alternate arrangements are necessary, please contact the office at least one week prior to your arrival.

# DAILY SCHEDULE

## A SAMPLE DAY AT THE ACADEMY:

7:30 am	Wake-up
8:00 am	Breakfast
9:00 am	Mental Skills session
9:30 am	Soccer Session I
11:30 am	Elective I
12:30 pm	Lunch
1:30 pm	Rest Hour in Cabins
2:30 pm	Soccer Session II
4:00 pm	Elective II
5:30 pm	Dinner
6:30 pm	All Camp Evening Activity
8:00 pm	Evening Snack
9:00 pm	Cabin time, Showers
10:00 pm	Lights Out



### TIPS ON DAILY ROUTINES:

- Campers do not typically change clothes during the day.
- Most campers shower in the evening before bed.
- During rest hour in the cabins, campers typically nap, read, journal, or play quiet games.
- Campers only spend time in their cabins during wake-up, rest hour, and bedtime.

## SOCCER PROGRAM:

- There are typically 2 soccer sessions per day.
- Campers are divided both by skill level and by age when working with coaches on the field.
- Soccer balls are provided for all campers during every soccer session.
- Cold water and a sports drink are available for campers at every soccer session.
- The Goalkeeper Track is free of charge, and must be selected prior to the start of each session. Select this track on your Camper Application or by contacting the office.
- Private and Semi-Private training sessions are available for an additional charge. Private Training sessions take place during elective periods. Select these sessions on your Camper Application or by contacting the office. Private and Semi-Private training sessions are not available during TFSA Session II.



## ELECTIVE PROGRAM:

- The elective activities offered vary depending on weather, availability of qualified staff, and programming considerations.
- The Waterfront elective is a popular selection for campers, and is available during every elective period, weather permitting. The Waterfront elective includes: swim, blob, canoe, Stand-Up Paddleboard.
- Each evening, campers select their elective periods for the following day. Electives include, but are not limited to: Yoga, Waterfront, RecDeck, Arts and Crafts, Outdoor Adventure, Fishing, Cooking, Music, and Private Soccer Training.



## SPECIAL EVENTS AND EVENING ACTIVITIES:

- Each session will host a special guest, either a professional coach or player.
- Special Events and Evening Activities are unique to each session, ensuring a variety of experiences for multiple session campers.
- For Special Event attire options, refer to the Events Calendar or the 2015 Parent Facebook group, <http://www.facebook.com/groups/2015BerkyParents>



# PACKING FOR THE ACADEMY



## IMPORTANT PACKING TIPS:

- Order your BSA Kit.
- Label all clothing and equipment.
- Do not bring a hard-faced trunk.
- Food and cell phones are not allowed.
- Consult the *2015 Calendar of Events* (emailed in May) for details on specific apparel requests.
- We provide **soccer balls** for all athletes.
- Laundry is provided for multiple session athletes only.



## PACKING LIST

This is a suggested list of items to bring to one week-long session. Adjust quantities accordingly for multiple sessions.

While summer days in the Berkshires can reach 80-90° F, nights can cool down to as low as 50° F.



## CLOTHING

- Underwear (10)
- Bras and Sports bras (4-6)
- Athletic/casual socks (10)
- Short sleeve T-shirts (2)
- Long sleeve t-shirt (1)
- Sweatshirt or warm-up jacket (1)
- Soccer shorts (5)
- Sweatpants or warm-up pants (1)
- Warm sleepwear (1)
- Lightweight sleepwear (1)
- Waterproof rain jacket or poncho (1)
- Hat (cap, visor, or bucket hat) (1)
- One-piece athletic swim suit (1)  
(no bikinis, monokinis, or tankinis)

## ATHLETIC

- Shin guards (1)
- Soccer socks (6-10)
- Goalie gloves (1-2)
- Knee/ankle brace (1)
- Athletic eyewear (1) \* required
- Water bottle (1)

\* See page 9 for BSA Kit information.

## FOOTWEAR

- Athletic sneakers (1)
- Soccer cleats (1)
- Waterproof sandals or water shoes with heel strap (ie: Crocs) (1)
- Slippers or flip-flops for cabin only (1)
- Shower shoes (1)

\* Shoes with heel-straps must be worn at all times

\* Fresh, dry socks should be worn as often as necessary to maintain clean, dry feet.



## BED & BATH

- Standard pillow (1)
- Set of cotton twin sheets (1)  
(fitted sheet, top-sheet, and pillowcase)
- Comforter or sleeping bag
- Personal laundry bag
- Bath towel (1)
- Beach towel (1)
- Shower caddy/organizer
- Toothbrush, toothpaste, floss
- Travel size body wash or bar of soap
- Travel size shampoo and conditioner
- Hair brush or comb
- Hair elastics, clips, headbands
- Feminine hygiene products
- Sunscreen
- Lip Balm
- Insect repellent
- Deoderant

## ACCESSORIES

- Flashlight or head lamp (with extra batteries)
- Disposable or basic camera
- Personal music player, ie: iPod shuffle or nano (optional)
- Non-Electronic Game: Book, deck of cards, Sudoku/Crossword book

\* Please refer to the Academy's Electronics Policy on page 12



## BSA KIT

Each athlete receives the BSA Kit as part of her tuition. Please indicate apparel sizes on the BSA Kit Order Form, found on your BSA Account dashboard. The kit is picked up at the Academy during orientation on Arrival Day.

The kit includes:



- **BSA Session:** 5 Cotton T-Shirts, 1 Berky Cinch Bag

- \* **Multiple Session Campers:** Athletes enrolled in more than one session will have their training kit laundered between sessions.



- **TeamFirst Session:** 4 Cotton T-Shirts, 1 Nike Ball, 1 Berky Cinch Bag

- \* Each athlete will also receive one item autographed by TeamFirst.

- Athlete should plan to wear their own soccer shorts and socks to all training sessions.
- Casual/non-active clothes are not necessary at camp.
- Athletes generally wear the same clothes all day, but are allowed to change clothes if necessary.
- The **2015 Calendar of Events**, emailed to enrolled campers in May, outlines which BSA Kit shirt is worn on each day, as well as special apparel requests.
- The **Berky Cinch Bag**, included in the **BSA Kit**, will be used to carry daily essentials such as sunscreen, a beach towel, a swimsuit, and a water bottle.
- Additional BSA apparel is available for purchase through our **online BSA Store**, found on our website. A limited supply of Academy apparel is also available for sale at the Academy.

## LABELING

We strongly encourage all clothing and possessions, including sports equipment and footwear, be labeled with the athlete's first and last name. Sewn nametapes are best, but iron-on tapes and indelible pens and stamps also work. We recommend [www.LabelDaddy.com](http://www.LabelDaddy.com) for your labeling needs.



## CLOTHING POLICIES

These policies have been established for safety purposes and to make all athletes and staff more comfortable at the Academy.

- 1. TOPS:** All attire should be casual or athletic. Tops must have two straps and be long enough to fully cover midriff. Athletes may not train or swim in sports bras.
- 2. SWIMWEAR:** One-piece athletic bathing suits are required. Bikinis, tankinis, and monokinis are not allowed.
- 3. JEWELRY:** Refrain from bringing unnecessary jewelry. Earrings must be straight studs. Dangling jewelry can be dangerous and is not allowed. Jewelry may not be worn during soccer sessions.
- 4. FOOTWEAR:** In order to prevent injuries, all staff and athletes are required to wear shoes with **heel straps** outside of the cabins at all times. We strongly encourage athletes to wear breathable footwear, allowing feet to dry between training sessions. The examples below serve as a guideline for acceptable footwear. **Flip flops may ONLY be worn inside the cabins.**

• **Open-toe with heel support = OKAY!**



• **Closed-toe with heel support = OKAY!**



• **Covered heel and toe = OKAY!**



## LAUNDRY

**Laundry service is not provided during any camp session.** We recommend ALL athletes bring a separate personal laundry bag to collect laundry to be washed at home.



\* **Multiple Session Campers:** Athletes enrolled in more than one session will have the opportunity to submit items to be laundered during the Bridge Program(s), free of charge.

**Acceptable Items:** all clothing, under-garments and towels.

**Unacceptable Items:** pillows, shoes, shin guards, goalkeeper gloves.

## BSA STORE

### BSA STORE - ONLINE:

ALL of our logoed apparel and gear is available for purchase year-round through the online BSA Store found on our website. Please ship all items directly to your home.



### BSA STORE - AT THE ACADEMY:

A physical store at the Academy is open daily all summer long, including Arrival and Departure Days. Athletes can purchase convenience items such as toothbrushes, toothpaste, soap, stationary, batteries, and more. BSA clothing is also available for purchase, however the selection is limited. Food and beverages are not sold at our BSA Store.

**The BSA Store does not accept cash or checks.** Athletes can purchase items at the BSA Store only by using funds in their “BSA Store Account”. There are two ways to allocate money to this account at any time prior to, or during a camp session:

#### 1. ONLINE

1. Log in to your BSA Account
2. Go to “View Accounts”
3. Under BSA Store, click the “Fund” button

#### 2. AT THE ACADEMY

Parents can also fund this account on Arrival Day by completing a form at the BSA Store during Orientation.

Parents can choose any dollar limit. Athletes cannot exceed the limit. Parents can fund the account as often as they like. **Money that is not spent will not be charged to the credit card.**

During the Academy session, parents can refer to the “View Accounts” section of your BSA Account and click on the “View” button to track items purchased and account balance.

## COMMUNICATION

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We understand that parents and athletes want to maintain contact while away from home, but we have found that **too much communication** with home increases home-sickness and distracts our athletes from engaging in all the Academy has to offer. With that in mind, we have established the following communication policies:



- **CELL PHONES:** Cell phones are not allowed at the Academy. We understand the desire to bring a cell phone to camp. Nowadays, many parents feel they are a safety measure. In actuality, it is more of a risk and problem than a benefit. Please contact the office directly if you have any questions about this policy.

- **SCHEDULED PHONE CALL HOME:** We permit one *optional* phone call home for athletes, ages 10-12 and first-time campers, for each session they attend. Calls are made from the office phone lines, typically before or after meal times or during rest times to prevent missing any training sessions or activities. **Families must schedule this call appointment during orientation on Arrival Day.** This phone call home is optional. More than one call per session is not permitted.
- **BERKY APP:** Download our App on your Android or iPhone device to get the latest updates and easy access to our videos and photos.
- **SOCIAL MEDIA:** The Academy uses Facebook and Instagram to post some photos. We invite families to “follow” us at @berkysoccer! Use hashtag #berkygirl when posting photos.



- **PHOTOS:** Easily accessible and sharable camp photos will be available. We will provide more information about this on Arrival Day Orientation.
- **VIDEOS:** The Academy produces videos throughout the summer. Each video will be made available upon completion. Families of enrolled campers will be notified as soon as videos are published.



- **2015 PARENT FACEBOOK GROUP:** Upon enrollment, parents are invited via email to join a private Facebook group, allowing families to connect before the summer begins.  
<http://www.facebook.com/groups/2015BerkyParents>

- **SNAIL MAIL:** Letter kits are sold at the BSA store. We highly encourage this age-old camp pastime.



- **E-MAIL:** During camp, parents and campers can keep in touch via e-mail by using the “E-mail” tool on your BSA Account dashboard.
  - **Parent-to-Camper Messages:** Parents can compose and send **unlimited e-mail messages** to their camper(s) free of charge. E-mails are printed in black & white ink and delivered to athletes at lunchtime each day during “Mail Call”. E-mails received before 10:00 am will be distributed on the same day. E-mails received after 10:00 am will be distributed the next day.
  - **Camper-to-Parent Messages:** Athletes do not have access to computers while at the Academy, however parents may choose to request an “eLetter” response to a Parent-to-Camper Message using a *CampStamp*. *CampStamps* can be purchased on the BSA Account dashboard in packages of 5 for \$6.00. The camper handwrites a reply letter on a special “eLetter” page, using **black** or **blue** ink only. Campers are responsible for placing their reply letters in the Berky Mailbox after Rest Hour each day. All eLetters are scanned and emailed to parents daily.
- **PACKAGES:** The Academy does not permit packages to be sent to athletes. If a package is received, the Academy office will hold it until departure, when the package will be delivered to the parent/guardian picking up the athlete.
- **OFFICE HOURS:** We encourage parents with questions or concerns to contact the main office phone number at (800) 326-9219. The best time to call us is between 8:00 am and 8:00 pm. The office sometimes closes during meals, but you may always leave a message. We will return your call as soon as possible. While we always try to keep a phone line open to receive your calls, you may occasionally experience a busy signal. If the phone is busy, you can e-mail us.
- **CONTACT WITH TRAVELING PARENTS:** We ask that parents who are vacationing or traveling during the session notify the Academy and provide alternative contact information, if necessary.

# ACADEMY RULES AND POLICIES

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## GENERAL POLICIES

Please reinforce the following rules with your daughter before her arrival at the Academy:



- **FOOD:** Food is not allowed outside the Dining Hall, especially in the cabins. Please do not bring outside food to the Academy.
- **CANDY, GUM & SEEDS:** Candy, gum and sunflower seeds are not permitted at the Academy. These can be dangerous and are messy.
- **SUBSTANCES:** The use of cigarettes, drugs (including marijuana) and alcohol is strictly prohibited. Any athlete violating this rule will be asked to leave without a refund.
- **BULLYING:** We cannot and will not tolerate disrespectful and/or inappropriate language or behavior to peers or staff. Athletes engaging in such behavior may be dismissed at the discretion of the Directors.
- **PRANKS & PRACTICAL JOKES:** Behavior involving any kind of prank or practical joke is not tolerated at camp. This is a form of bullying, and campers or staff participating in such antics will be sent home.
- **GRAFFITI:** Any athlete defacing Academy property will be billed for damages and may be dismissed at the discretion of the Directors. This includes the writing of names or initials on furniture, walls or other property throughout the Academy.
- **HAZARDOUS ITEMS:** Knives, blades, and weapons of any type are strictly prohibited. Laser pointers, matches, lighters, and fireworks are also prohibited. These items will be immediately confiscated, and athletes possessing such items will be sent home.

## GRATUITIES

We prohibit offering gratuities to counselors and staff. Every staff member is apprised of this policy and understands that if they accept a gratuity, they will be forfeiting their position at the Academy. Giving gifts to your daughter's counselors is also prohibited. The American Camp Association has established this policy as a camp standard.



## ELECTRONIC DEVICES

It is our goal to provide positive experiences for all of our athletes. One of the ways we accomplish this is by giving them a break from electronics while at the Academy, thereby encouraging them to socialize and recreate in other ways. This policy also safeguards and protects your daughter. We thank you in advance for your cooperation and support with these policies:



- **CELL PHONES:** We ask that athletes leave their cell phones at home. During athlete arrival, remaining cell phones are collected, labeled and securely stored in the Academy office. Cell phones can be picked up prior to departure on the last day. Athletes, ages 10-12 and first-time campers, do have the opportunity to schedule one phone call home per session from the office line (see the Communication section for more information).
- **CAMERAS:** Simple point-and-shoot or disposable cameras are permitted at the Academy, and athletes are allowed to keep them in their cabins if they choose. Cameras that access the Internet or place phone calls are not permissible. We recommend choosing an inexpensive or disposable camera.
- **MUSIC:** iPods and MP3 players that simply play music and have no other photo, Internet or phone capabilities are permitted at the Academy (ie: an iPod shuffle or similar version). Athletes are **only** allowed to use these devices in their cabins.

*All other electronic devices are strictly prohibited, including but not limited to: video game players such as tablets, iPads, iPod Touch, Gameboys and PSP's, DVD players, video cameras, laptops, TV's and large stereos. Any such items that are brought to the Academy will be stored in the office and returned upon departure.*

# HEALTH POLICIES

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## HEALTH CENTER

The Academy Health Center is staffed 24-hours a day. We have a team of nurses and an Athletic Trainer. Our local doctor is on call 7 days a week. In addition, many of our staff have been trained in First Aid and CPR. If your daughter encounters any serious medical problem, our Head Nurse or one of the Directors will contact you immediately.



- **EYEGLASSES:** If your daughter wears prescription eyeglasses or contacts, please send a second pair with her to the Academy. We will keep the extra pair in the Health Center. Please label both pairs with your daughter's first and last name. **Casual eyeglasses are not permitted on the soccer field. Contact lenses or athletic eyewear are required.**
- **DENTAL CHECK-UP AND ORTHODONTURE:** Parents of children undergoing orthodontic treatment should relay any special instructions to us on the "Health History Form".
- **INSURANCE:** Please complete the insurance information on the "Health History Form" and attach a copy of all medical, prescription and dental insurance cards using the "Parent Authorization Form". Medical attention in our Health Center is covered by tuition. Any additional charges incurred while at the Academy are the responsibility of the child's parents.
- **PARENT/GUARDIAN NOTIFICATION GUIDELINES:** Our medical staff will contact home if:
  - your child is injured and unable to train;
  - your child needs to be seen by an outside practitioner;
  - your child needs to spend the night in the Health Center;
  - there is an emergency;
  - your child menstruates for the first time; or
  - we have a medical concern or question about your child.



We will generally not contact home for routine issues unless the medical staff deems such contact necessary.



## MEDICAL FORMS

The Health Department of the State of Massachusetts requires that complete and up-to-date medical forms be on file for each athlete. We ask that parents submit ALL forms (noted on page 3 of this handbook) no later than **2 weeks prior to arrival**. Please read the directions carefully for each form. Your child will not be permitted to remain at the Academy if we do not have her forms in hand upon her arrival.

If your daughter develops an illness or medical condition **after** you have submitted your medical forms, please contact us by phone or e-mail. It is important that we are aware of all medical conditions ahead of time so that we can provide a safe environment for our athletes.

## IMMUNIZATIONS

The Massachusetts Department of Health requires that the exact and actual dates of immunizations be included in our health history records. The statements: "All immunizations are up-to-date" or "This child is in good health" are **not** acceptable.

## HEALTH SCREENING AT THE ACADEMY

In order to maintain a healthy camp community, **ALL athletes and staff undergo a health screening upon arrival**. During this screening, families can speak directly with our Nurses and Athletic Trainer to relay any concerns or special instructions.



During the health screening, our Health Staff is also looking to detect any communicable illnesses or conditions.

**Campers will be sent home if the following are detected:**

- **TEMPERATURE:** A camper has a temperature of 100 degrees F or above.
- **LICE:** ANY form of lice or nits are found on a camper’s body or on the camper’s belongings.
- **COMMUNICABLE ILLNESSES:** A camper displays symptoms of chicken pox, strep throat, flu, or other communicable illnesses.
- **OTHER UNTREATABLE CONDITIONS:** A camper has any condition that the Academy deems “untreatable” during a camp session.



**HEALTH CHECK-IN AT HOME**

Upon your child’s return home, we suggest you check in with her about her health. If she mentions or you notice any changes in her health, we ask that you communicate with us, in addition to contacting your family medical professional.

**MEDICATION**

Athletes are **not** allowed to keep any medication (except for inhalers and Epipens) on their person or in their cabin while at the Academy. All medication (over-the-counter or prescription) must be reported on the “Health History Form” and stored in the Health Center. This includes birth control pills, vitamins, TUMS, etc.

- **PRESCRIPTION:** If your child requires prescription medication while at the Academy, indicate this on the “Health History Form”. The medication should be transported to the Academy **in its original container**. Place the medication in a plastic zip-lock bag along with the completed and signed “Medication Collection Form”.

*\* We strongly advise that your daughter not take a “break” from her medication while at the Academy. If her doctor has prescribed medication, she should continue this medication while at the Academy.*

- **OVER-THE-COUNTER:** Our Health Center stocks an array of over-the-counter medication and treatment options. Parents can indicate on the “Health History Form” the medications that are appropriate to treat minor ailments. The following is a **partial** list of items we stock in the Health Center. **Please do not send any of these items with your athlete:**

- |  |   |
|--|---|
| • Advil (Ibuprofen) – pills and liquid                 | • TUMS                                    |
| • Throat Lozenges                                      | • Dramamine                               |
| • Throat Spray and Cough Syrup                         | • Mylanta                                 |
| • Tylenol (acetaminophen) – pills, liquid and chewable | • Benedryl                                |
| • Immodium   | • Bacitracin & Triple Antibiotic Ointment |
| • Sudafed  | • Calamine, Caladryl & Anti-itch Cream    |
| • Midol  | • Aloe Gel Sun-Burn Cream                 |
|  | • Swimmer’s Ear Drops                     |



- **SELF-ADMINISTERED MEDICATIONS:** All medication, with the exception of inhalers and epi pens, are kept in the Health Center. Please note on the “Health History Form” if your daughter needs to keep an inhaler or Epipen on her person. If so, please send her with **two** inhalers and/or Epipens (one for her and one to be kept in the Health Center.) The health staff must evaluate the child’s technique for administering the medication to ensure proper administration.

# TRAVEL TO AND FROM THE ACADEMY

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We ask parents to complete the online “Transportation Form”, found on your BSA Account dashboard, and submit it **2 weeks prior to Arrival Day**. This document informs us of your camper’s travel to and from the Academy.



**BY CAR:** Driving directions are provided on page 16 of this Handbook. Please adhere to the specified arrival and departure times on pages 5-6.



**BY CARPOOL:** Families in need of a carpool can complete the “Carpool Form” EITHER to request a ride or to offer a ride to the Academy. Please complete this form at least 2 weeks prior to your arrival so we can do our best to help connect families living in the same area. We cannot guarantee that a carpool will be available.



**BY PLANE:** Athletes traveling by air to the Academy as unaccompanied minors can take advantage of the Academy’s complimentary ground transportation, as long as the following arrival and departure specifications are adhered to:

- **AIR TRAVEL TO THE ACADEMY:**

Reserve a flight that is scheduled to arrive at Bradley International Airport (BDL) by 10:00 am on Arrival Day. We will contact you before the session to let you know the exact name and cell phone number of the BSA staff member who will meet your daughter at BDL airport. Once your daughter is off the plane and met by our staff member, he or she will call you to confirm your daughter’s arrival.

- **AIR TRAVEL RETURNING FROM THE ACADEMY:**

Schedule a flight to depart from Bradley International Airport (BDL) after 6:00 pm on Departure Day. Your daughter will be accompanied to the security check-point at Bradley International Airport (BDL) by one of our staff members

- **If the time parameters above do not work for your family, please contact the office.**



## IMPORTANT TRAVEL NOTES

- Please make sure that your daughter has a **photo ID**; and that her luggage complies with airline guidance. Consult your carrier for current travel requirements and plan to arrive at the airport well in advance of the scheduled flight.
- Athletes traveling internationally or across the country should plan to arrive the day before camp begins and to depart the day after camp ends if flight times do not fit specified times. See list of recommended hotels in the area on pages 17-18.

# DIRECTIONS TO THE ACADEMY

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Directions are provided below. **For purposes of satellite navigation, our address is 620 Reservoir Road, Otis, MA.** Please feel free to contact the Academy with any questions about the best route. Enjoy the beautiful drive on Route 8, and be sure to allow a little extra time to insure a timely arrival.

## **FROM ALBANY** (approx. 62 miles; 1 hour 20 minutes)

Take I-90 East toward Taconic Parkway/Boston. Take Exit 2 for US 20 East. Turn Left at US 20 East (Housatonic St.). Follow for 6.9 miles and turn Right onto MA-8 South. Follow for 5.6 miles and turn Left onto MA-23 East. Follow for 3.1 miles and turn Right onto West Shore Road. Continue onto Pine Road and then onto Reservoir Road. Take second entrance on Left and proceed to the welcome gate.

## **FROM BOSTON** (approx. 115 miles; 2 hours 15 minutes)

Take I-90 West to Exit 3 toward US 202/MA-10 (Westfield/Northampton). Turn Right on MA-10 South/US 202. After 0.9 miles take slight Left on Union Avenue. In 0.4 miles, continue ahead on North Elm Street for 0.2 miles. Turn Right onto Franklin Street. Continue onto US 20 West (Russell Road) for 4.9 miles. Turn Left onto MA-23 W (Blandford Road) for 11.8 miles. Turn Left onto West Shore Road. Continue onto Pine Road, and then onto Reservoir Road. Take second entrance on Left and proceed to the welcome gate.

## **FROM HARTFORD** (approx. 55 miles; 1 hour 10 minutes)

Take I-91 North to Exit 3 to merge onto US-5 (toward West Springfield). Take the exit for US 20 West toward Springfield/West Springfield. At the traffic circle, take the 3rd exit onto Park Street. Turn Right onto Elm Street. Then take slight Left onto US-20 W (Westfield Street). Follow US 20 West for 7 miles. Slight Right onto Main Street, then slight Right onto North Elm Street. Turn Left at Franklin Street. Continue onto US-20 W (Russell Road) for 5 miles. Turn Left onto MA-23 West (Blandford Road) for 11.8 miles. Take a Left onto West Shore Road. Continue onto Pine Road and then onto Reservoir Road. Take second entrance on Left and proceed to the welcome gate.

## **FROM NEW JERSEY** (approx. 130 miles; 2 hours 20 minutes)

Garden State Parkway North to 87/287 East. Go over the Tappan Zee Bridge to I-684 North; or take George Washington Bridge to Henry Hudson Parkway North to Cross County East to Hutchinson River Parkway North to 684 North. From I-684 North follow directions below FROM WESTCHESTER.

## **FROM NEW YORK CITY** (approx. 130 miles; 2 hours 30 minutes)

Take 87 (Deegan Expressway) North to 287 East; or 95 North to 287 West or Hutchinson River Parkway North to I-684 North. From I-684 North follow directions below FROM WESTCHESTER.

## **FROM WESTCHESTER** (approx. 110 miles; 1 hour 50 minutes)

Take I-684 North to I-84 East towards Danbury. At Waterbury take Exit 20 on the Left to CT-8 North toward Torrington for 28 miles. Highway ends and brings you to traffic light. Turn Right onto South Main Street (still Route 8). Turn Right onto Park Place (still Route 8). Continue straight on CT-8 N for 16 miles. Route CT-8 becomes MA-8 when you enter Massachusetts. Turn Right onto Reservoir Road. Travel 1.5 miles. Turn Right into the first camp entrance. Proceed to the welcome gate.



# STAYING IN THE AREA

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We suggest making your hotel reservations well in advance, as rooms in the Berkshires are very scarce during the height of the summer. Many hotels require a two or three night reservation. For further information, we suggest calling the Berkshires Reservation Center at: 888-256-7480.

## OTIS, MA

*(5 minutes)*

Lakeside Estates Bed, Breakfast & Cottage Rentals  
99 Kibbe Road  
(413) 269-9900

Maplewood Lodging  
266 North Main Street, Route 8  
413-269-7351

## SOUTH LEE, MA

*(25 minutes Northwest)*

Federal House Inn  
1560 Pleasant Street  
Rte. 102  
(413) 243-1824

Merrell Tavern Inn  
Main Street  
(413) 243-1794

Oak 'N Spruce Resort  
Rte. 102  
(413) 243-3500

## LEE, MA

*(25 minutes Northwest)*

Black Swan Inn  
Laurel Lake  
Rte. 20  
(413) 243-2700  
(800) 876-SWAN

Chambery Inn  
199 Main Street  
(413) 243-2221  
(800) 537-4321

Haus Andreas  
Stockbridge Road  
(413) 243-3298

Morgan House  
33 Main Street  
(413) 243-3661

Pilgrim Inn  
165 Housatonic Street  
Rte. 20  
(413) 243-1328

## GREAT BARRINGTON, MA

*(30 minutes West)*

A Berkshires Lakefront  
Vacation House  
325 Long Pond Road  
(631) 261-6455

Acorn's Hope  
85 Alford Road  
(413) 528-2573

An English Hideaway Inn  
325 North Plain Road  
(413) 274-6149

Berkshire Pied-a-terre  
281 Main Street  
(413) 274-6926

Briarcliff  
506 Stockbridge Road  
(413) 528-3000

Holiday Inn Express Hotel  
and Suites  
415 Stockbridge Road  
(413) 528-1810

Inn at Sweet Water Farm  
1 Prospect Lake Road  
(413) 528-2882

Lantern House Motel  
254 Stockbridge Road  
(413) 528-2350

Monument Mountain Motel  
247 Stockbridge Road  
Route 7  
(413) 528-3272

Mountain View Motel  
304 State Road  
Route 23  
(413) 528-0250

Thornewood Inn &  
The Point Restaurant  
453 Stockbridge Road  
(413) 528-3828

Travelodge  
400 Stockbridge Road  
Route 7  
(413) 528-2340

Wainwright Inn  
518 South Main Street  
(413) 528-2062

## LENOX, MA

*(30 minutes Northeast)*

Amadeus House  
15 Cliffwood Street  
(413) 637-4770

Apple Tree Inn  
10 Richmond Mountain  
Road  
(413) 637-1477

Birchwood Inn  
7 Hubbard Street  
(413) 637-2600 /  
(800) 524-1646

Blantyre  
16 Blantyre Road  
(413) 637-3556  
(413) 298-1661

Brook Farm Inn  
15 Hawthorne Street  
(413) 637-3013

Canyon Ranch Resort  
165 Kemble Street  
(413) 637-1364

Chesapeake Inn  
210 West Street  
(413) 637-3429  
(800) 966-3429

Cliffwood Inn  
25 Cliffwood Street  
(413) 637-3330

Cornell Inn  
203 Main Street  
(413) 637-0562  
(800) 637-0562

Cranwell Resort and Hotel  
55 Lee Road  
(413) 637-1364

Eastover Resort  
430 East Street  
(413) 637-0625

Econo Lodge  
130 Pittsfield Road  
(413) 637-4244

Gables Inn  
103 Walker Street  
(413) 637-3416

Garden Gables Inn  
141 Main Street  
(413) 637-0193

Gateways Inn  
51 Walker Street  
(413) 637-2532

Hampton Terrace B&B  
91 Walker Street  
(413) 637-1773

Howard Johnson's  
462 Pittsfield Road  
(413) 442-4000

Kemble Inn  
2 Kemble Street  
(413) 637-4113

Lenox Inn  
525 Pittsfield Road  
(413) 499-0324

Mayflower Motor Inn  
Rtes. 7 & 20  
(413) 443-4468

Rookwood Inn  
11 Old Stockbridge Road  
(413) 637-9750  
(800) 223-9750

Seven Hills Inn & Resort  
40 Plunkett Street  
(413) 637-0060  
(800) 869-6518

Walker House  
64 Walker Street  
(413) 637-1271

Wheatleigh  
Hawthorne Road  
(413) 637-0610

Whistler's Inn  
5 Greenwood Street  
(413) 637-0975

The Yankee Inn  
461 Pittsfield-Lenox Road  
(413) 499-3700