



# 2020 Zone Diversity Select Camp Manual

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## Section 1: Introduction & Purpose of the Manual

Welcome to USA Swimming's Zone Diversity Select Camp program. Your responsibility will be to help lead athletes, coaches, and volunteers in the zone and bring them together for an exciting weekend of education, motivation, camaraderie and training.

The following materials cover administrative issues, camp logistics, training details, and team meeting themes. Also included are evaluations, as well as information designed to make your experience more enjoyable.

Feedback from previous USA Swimming Zone Diversity Select Camp organizers, coaches and participants has been highly favorable; clearly, these camps are rewarding experiences for the athletes and coaches who participate. Your involvement in this year's program is greatly appreciated, and USA Swimming looks forward to continue offering the best camp series in its history.

If you have questions, need guidance or require USA Swimming assistance, please do not hesitate to contact Morgan Weinberg, Senior Manager of Education & Programs, at 719- 866-3211, or [mweinberg@usaswimming.org](mailto:mweinberg@usaswimming.org)

Please take notes and mark this manual. You do not need to return it to USA Swimming. However, your suggestions, input and evaluations are encouraged and welcome throughout the planning and follow-up phases of your camp.

The purpose of this manual is to act as a guide of suggested and required best practices to help ensure a great camp. This manual is a living document. In other words, this manual will be up- dated at the end of each summer with information from camp organizers on what can be done to make the camp experience better.



## Section 2: Overview

### **Fundamental Objectives and Purpose of the Camp:**

- Motivation
- Education
- Leadership
- Excellence

The purpose of the camp is to create an atmosphere of motivation and educational opportunities for athletes of underrepresented cultural, ethnic and socioeconomic groups to develop the necessary leadership skills to achieve excellence in their sport and their home communities.

### **Pool Sessions: How should they feel and be structured?**

To facilitate a positive camp experience USA Swimming suggests pool sessions should be focused on the fundamental objectives of camp: motivation, education, leadership and excellence. Using the swimmer training logs staff will receive prior to camp, the camp coaching staff can design work load and intensity appropriate sessions that challenge not only the fitness of the swimmers but the mental focus and team building environment a swimmer needs to be successful in swimming. This is not a training camp and workouts should not be designed with high volume in mind.

### **Reporting to USA Swimming, Your Zone and Your LSC**

In order to create a system of continuity from year to year and zone to zone, USA Swimming will require the following reports be submitted prior to and at the end of camp: camp itinerary (prior), budget (prior), and final financial report (post). USA Swimming recommends these reports be shared with your Zones and LSC's as well. More detail on reporting will be discussed later in the manual



## Section 3: Developing a Camp Plan

### Eligibility

Any USA Swimming registered athlete member who is eligible to represent the USA in international competition: a U.S. citizen who has NOT represented another country in international competition, in the case of dual citizens (your sport nation must be the United States), meets the qualification time standards, has not previously attended a USA Swimming Zone or National Diversity Select Camp and represents an ethnically underrepresented population that is less than 10% of the current USA Swimming membership. These populations can include: African American, Hispanic, Asian or Pacific Islander, Native American, and others.

Athletes must be 11-16 at the time of the camp. It is suggested that athletes have a 13-14 AA Time Standard, but it is not required.

### Selection

LSCs are responsible for selection of the athletes they wish to send to camp. The Zone/Camp Host will determine how many athletes per LSC will be allowed. USA Swimming will provide an online application for athletes to use and send submissions to LSCs for selection.

### Budgeting

The budget for your camp will be unique to your area, your resources and the activities you plan. However, there are a few hard expenses to consider no matter where the camp will be hosted. These are listed below but please understand you may have more or less:

- Pool rental
- Housing
- Meeting space (camp & summit)
- 3 meals per person per day
- Snacks/drinks
- Transportation to/from airport
- Athlete Representative travel/appearance fee
- Social activities
- Camp speakers
- Camp coaching staff travel expenses and pre-employment screening
- Camp Host/directors pre-employment screening

The camp host will receive up to a \$10,000 stipend from USA Swimming to help fund the camp. 50% of those funds will be available prior to camp upon receipt of a written request and copy of the proposed camp budget. The remaining funds will be reimbursed post camp once the host submits their final receipts, financial reports, final attendee roster and camp staff travel expenses have been deducted. The price per participant may vary based on what activities have been planned and additional funding that may or not be provided from the Zone, LSC's, home teams and the participants themselves.



## **Itinerary**

A camp itinerary is the daily, step-by-step plan of activities for all camp participants. The itinerary should include time for the group to move from location to location and some down/social time for both the athletes and the staff. You may also want to take into consideration the impact weather may have on your itinerary and plan accordingly. There are sample itineraries in the appendix of this manual. The itinerary will include but is not limited to:

- Days and times for scheduled events.
- Speakers and their topics.
- The length and location of presentations.
- Swimming times and locations.
- Planned extracurricular activities.

A major part of the itinerary is selecting the speakers. USA Swimming suggests using the fundamental objectives of the camp (Motivation, Education, Leadership and Excellence) as a guide for topic and speaker selection.

## **Insurance**

Most facilities will request a certificate of insurance naming them an additional insured. You can request this document or answers to any insurance question from George Ward, Senior Director of Risk Management. E-mail George at [gward@usaswimming.org](mailto:gward@usaswimming.org) with the name of the facility, the name and contact information of the facility contact person and any other special instructions the facility may have. All activities during the camp, including extracurricular activities, are covered under the USA Swimming insurance program. However, a participant must have a current USA Swimming membership. Non-USA Swimming members are not covered by the USA Swimming insurance program.

## **Site Selection**

The facility is a key component to the success of camp. A college or university campus is ideal because it typically allows for all facilities to be in one place. Having the camp in a facility is doable; however, having to stay in a hotel will typically increase the cost. Proximity to the airport is also important.

Here are some things to consider when assessing facilities:

- 50m pool with a minimum of 6 lanes and access to locker rooms, dry erase boards and equipment (kickboards/ buoys/fins)
- Meeting Space (need two separate spaces)
  - A/V equipment availability
- Lodging (one person per bed)
- Cafeteria or catering
- Proximity of dorms/hotel, meeting space, cafeteria and pool

## **Staffing**

USA Swimming will select the coaching staff for the camp. If you have suggestions, please make sure and share them with USA Swimming staff. Camp staff will consist of one head coach and four assistant



coaches. The Zone DEI chair and designee should act as camp managers. All camp staff will need to undergo screening by the U.S. Center for Safe Sport. Cost per screening is approximately \$125.

### **Volunteers/Chaperones**

You may want to enlist the aid of volunteers to coordinate the camp. Should you decide to use either or both you need to consider the USA Swimming Safe Sport definition of having “close and constant contact” with the athletes. Should they fall under this definition then they will be required to go through pre-employment screening process. This additional expense is not covered by USA Swimming and must be accounted for in your budget. Cost per screening is approximately \$125.

### **Transportation**

Transportation to and from the airport and any extracurricular activities for the camp staff, athletes and home coaches is provided by the camp host. Consider the number of camp participants and their bags. Whether you use vans or buses is up to you and what your budget will allow. During the camp you may find it beneficial to have 2-3 rental vehicles. Be creative when considering this expense and make sure you review the USA Swimming car rental partnership with National/Enterprise Car Rental.

### **Community Involvement/Extracurricular Activities**

Leadership in the community is an important aspect for the camp participants. If time allows there’s a great opportunity for your camp to host an event that engages the camp participants with the local community. This shows the participants the value of reaching out to the community and creating a mutually beneficial relationship.

Community events can include but are not limited to:

- Hosting a Make A Splash Event
- Reading at a local elementary school
- Helping at a local food bank
- Cleaning up a local park or beach

Past camp organizers also encourage having an extracurricular activity for the camp participants that may have nothing to do with swimming. These could be educational in nature while allowing the participants to socialize, get to know one another and HAVE FUN!

The events may include but are not limited to:

- A ropes course
- A city tour
- Time at the beach
- Bowling, Putt-Putt
- Water Park
- Laser Tag

Both the community and extracurricular events are covered under the USA Swimming insurance program for registered USA Swimming members.



## **Summit**

The Regional Diversity and Inclusion Summit is managed by the USA Swimming staff leader and the Zone DEI Coordinator. The goal of the Summit is to help coaches, LSC Leaders, parents and any other interested audiences engage communities that may not be participating in their programs through cultural competency. This track runs concurrently with the camp track; however, this group is not attending the camp to coach the swimmers. That is the role of the camp staff. Please plan to secure the classroom space for the Summit and work with the USA Swimming staff leader on scheduling.

## **Athlete Representatives**

There may be elite level athletes that are available to come and speak with the camp. If athletes are available, USA Swimming staff will schedule them for an appearance.

## **Section 4: Executing the Camp Plan**

### **Pre-Camp Timeline/Check List**

A successful and memorable experience for all camp participants hinges on detailed pre-camp planning. The pre-camp timeline and checklist is perhaps one of the most important tools you have to show what needs to be done and by when. This tool will help keep you and your team on-track and on the same page. A sample document is available in the appendix. Keep in mind this is a living document so don't be afraid to adjust as you go through the process. For the benefit of future camp directors please consider writing down your thoughts as you go through the process. Write down what works, what didn't and what we could do to make the experience better.

### **Pre-Camp Questionnaire/Survey of Participants**

This survey can help you know what participants are expecting to get from their camp experience. This survey can be sent out with the swimmer and coach applications. You can use Survey Monkey which has free survey software available or you can submit a draft of your survey to USA Swimming and we can set a survey up for you in our Qualtrics platform. The results of this survey can be used to set the final topics for the camp and will increase the impact of the participants' time at camp.

### **Pre-Camp Paperwork**

The camp director should collect all required paperwork from camp participants prior to the start of the camp. This paperwork should include an honor code, medical form, authorization/waiver/release, travel form and any other information you need to collect.

### **Pre-Camp Training Log**

The pre-camp training log is a useful tool for the camp coaching staff. This information will give the coaches an idea of a swimmer's level of experience, the type of training they have done leading into camp and their level of fitness. This information will help them design and implement workouts that will benefit the athletes.

### **Pre-Camp Staff Meetings**



The meetings are facilitated by USA Swimming staff and allow the coaching staff the opportunity to get to know one another and plan prior to arriving to camp. If the coaches know one another and are cohesive then the odds of them creating the same environment for the athletes are greatly increased. USA Swimming suggests a minimum of 2 but no more than 3 pre-camp meetings. These meetings will be held via Skype. The agenda for these meetings should be set by USA Swimming staff with input from the camp director and head coach.

### **Camp Marketing & Promotion to LSCs Pre-Camp**

Promoting the camp before, during and after is critical to the success of camp. Using social media such as Twitter, Facebook and Snap Chat are great conduits to get the information out fast. A marketing strategy should be developed as soon as planning for the camp begins. USA Swimming will host a webinar for LSCs on the selection process to explain the application for their athletes prior to the application opening.

## **Section 5: Camp Wrap-Up**

### **Resources/Presentations**

Once the camp is over USA Swimming will have a hidden page on the USA Swimming website to make all camp presentations available for camp participants. As the camp presenters are set make sure to ask for their presentations in a PDF format. These files should then be sent to USA Swimming no later than 1 to 2 days after the end of camp. The presentations will be loaded onto the site, a link will be generated and sent back to you for distribution to all camp participants. The link is live for 60 days once it is sent out.

### **Participant Survey**

USA Swimming staff will generate a link to a post camp survey you will distribute to all camp participants. The purpose of this survey is to provide feedback that will help us all make the camp experience better for everyone.

### **Reporting**

There will be some pre and post reporting sent to USA Swimming which has been outlined below. There are sample documents you can use in the appendix. USA Swimming suggests you submit the same reports to your Zone so your swimming community can see how the camp went and how funds were used.

#### **Pre-Camp Reporting to USA Swimming**

- a. Budget
- b. Planning Timeline
- c. Camp/Summit Itinerary
- d. All logistical information including:
  - Housing
  - Pool Facility
  - Meeting Facility
  - Ground Transportation



- Meals
- e. Athlete Roster
- f. Speaker List

**Post-Camp Reporting to USA Swimming**

- a. Final Budget with receipts and breakdown of expenses
- b. Short report with Camp Director's feedback



## Appendix:

USA Swimming can electronically collect these documents for you. However, we will require contact email addresses for all participants **no later than six weeks before the camp start**. It will be the Zone's responsibility to ensure paperwork is collected from all attendees.

The forms below are samples. It is the responsibility of the zone to customize any documents that you would like to collect.



## Honor Code

As a participant in the Zone Diversity Select Camp conducted by the \_\_\_\_\_ Zone and USA Swimming, Inc., I, understand and will comply with the following guidelines as set forth by the \_\_\_\_\_ Zone and USA Swimming regulations at all times during the Zone Diversity Select Camp.

1. The possession or use of alcohol, tobacco products or controlled substances by any athlete or staff member participating in the Event is prohibited throughout the duration of the trip (until the team has officially disbanded).
2. Curfews established by the staff will be adhered to each day of the camp through departure.
3. Team members and staff will attend all functions including meetings and practices, unless otherwise excused or instructed by the head coach or other designated person.
4. To ensure the propriety of the athletes and to protect the staff, there will be no male athletes in female athlete's rooms, and no female athletes in male athlete's rooms.
5. Team members and staff will comply with USA Swimming uniform requirements. Details of this policy will be further explained at the beginning of the camp.
6. Team members and staff will refrain from any illegal or inappropriate behavior that would detract from a positive image of USA Swimming and its Camp participants or be detrimental to its performance objectives.
7. Camp members will display proper respect and sportsmanship toward coaches, officials, administrators, fellow athletes. This includes no cell phone / smart phones usage during any presentations etc.
8. Any additional guidelines for the participants in the Camp will be established as needed by the Director of the Zone Diversity Select Camp or other designated person.

### IMPLEMENTATION:

1. All team and staff are apprised in writing of this policy. Signature of this document constitutes unconditional agreement to comply with Honor Code of the \_\_\_\_\_ Zone and USA Swimming.
2. USA Swimming shall have the right to establish and use one or more systems to determine if all aspects of the policy have been followed by team and staff members.
3. Failure to comply with the Honor Code as set forth in this document may result in disciplinary action.

Such discipline may include, but may not be limited to: Dismissal from the camp and immediate return home at the participant's expense or at the expense of their guardians.

**Participant Signature:**

**Parent/Guardian Signature:**

**Date:**



## Medical Form

Date(s): Athlete Name:

Camp Name:

I do hereby voluntarily consent to clinic care including routine diagnostic procedures, medical and /or surgical treatment by the physician facility chosen by him/her for (athlete name)

I am aware that the practice of medicine and surgery is not an exact science and I acknowledge that no guarantee is to be made to me as to the result of the treatments or examinations by these persons or facilities.

Signature of Parent/Guardian

Date

PLEASE INCLUDE TELEPHONE NUMBERS WHERE AN EMERGENCY CONTACT CAN BE REACHED:

EMERGENCY CONTACT NAME:

CELL PHONE NUMBER:

MEDICAL INSURANCE PROVIDER:

MEDICAL INSURANCE POLICY #:

MEDICAL INSURANCE GROUP #:

Allergies: Is there a history of skin or other untoward reaction or sickness following injection or oral administration of:

- (a) Penicillin or other antibiotics Yes No
- (b) Morphine, Codeine, Demerol (narcotics) Yes No
- (c) Novocain or other anesthetics Yes No
- (d) Aspirin, Emperin, other pain remedies Yes No
- (e) Sulfa Drugs Yes No
- (f) Tetanus, antitoxin or other serums Yes No
- (g) Adhesive Tape Yes No
- (h) Iodine or Methiolate Yes No
- (i) Any other drug or medication Yes No
- (j) Any foods (eggs, milk, chocolate, etc) Yes No
- (k) Insect bites, bee stings other Yes No
- (l) Other Yes No

Drugs taken recently: within the last six months has the athlete taken-

- (a) Cortisone Yes No



- (b) ACTH Yes No
- (c) Anticoagulants Yes No
- (d) Tranquilizers Yes No
- (e) Hypotensives (high blood pressure medicine) Yes No

**Has the athlete ever received treatment for:**

Asthma/ Rheumatism, Rheumatic Fever Yes No

**Any other physical conditions of which we should be aware of:**

**Parent/Guardian Signature:**

**Date:**



## **Authorization/Waiver/Release:**

### **General Acknowledgement & Acceptance**

I hereby acknowledge that all information and signatures on this form are applicable to my participation in this USA Swimming activity and I agree to abide by the regulations specified in these documents and in the Rules and Regulations of USA Swimming for the management and conduct of the USA Swimming Program.

### **Oath of Eligibility**

I declare that I am eligible and in good standing with regulations laid down by USA Swimming and the \_\_\_\_\_ Zone. I also declare I am not under suspension or disciplinary action imposed for use of illegal drugs or other athlete regulation infractions. I agree to sign additional documents to this effect when required to do so by USA Swimming or the local organizing committee.

I certify that, to the best of my knowledge and belief, I am in good physical condition and have no disease or injury that would impair my performance in this activity and agree that while a participant in this activity, I will keep myself in top physical condition and retain my eligibility status.

### **Authorization & Event Promotion**

I agree to be filmed and photographed by the official photographer(s) and network(s) of USA Swimming under the conditions authorized by USA Swimming and give the event organizers the right to use my name, picture, likeness, and biographical information before, during and after the period of my participation in these activities to promote the activity in which I participate or to promote the success of the team on which I compete.

I understand and agree not to use or authorize use of pictures of myself in the uniforms and equipment provided by USA Swimming for the purpose of trade, without the consent of USA Swimming.

### **Authorization for Medical Services**

I hereby give consent for USA Swimming to provide or obtain for me medical care and treatment and emergency medical services for any injuries arising from my participation in this activity. Additionally, I hereby agree that, in the event I elect to obtain any of these services or treatments from any sources other than that provided or obtained by USA Swimming, I shall accept full and complete responsibility. I further authorize release of any medical information necessary to process a claim for accident/medical payment insurance for an injury or illness incurred while I am participating as a member of the USA Swimming delegation in this activity.

### **Risk of Serious Injury**

I understand and appreciate that my participation in the sport of swimming carries a risk of serious injury, including permanent paralysis or death. I voluntarily and knowingly recognize, accept and assume this risk.



**WAIVER & RELEASE**

In consideration of allowing me to participate in this activity, I hereby release and hold harmless USA Swimming, members of its board of directors, and its officers, employees, members, volunteers, other participants, and agents (collectively, the "Released Parties"), of and from, and do discharge and waive, any and all claims, demands, losses, damages, and liabilities that I may have or sustain with respect to any and all damage and/or injury, or any type, arising out of my participation in this USA Swimming activity.

**Participant's Signature (athlete or staff):**

**Parent/Guardian's Signature on behalf of participant (if under 18):**

**Relationship:**

**Date:**

**(If applicant is under 18 years of age, the parent(s) or guardian (s) must execute the following additional waiver and release.)**

**Waiver and Release - Parents'/Guardian/s Rights**

In consideration of allowing my child or the minor for whom I act as a guardian ("Minor Participant") to participate in this activity, I hereby release and hold harmless the Released Parties (as described above), of and from, and do discharge and waive, any and all claims, demands, losses, damages, and liabilities that I may have or sustain with respect to any and all damage and/or injury, of any type, arising from Minor Participant's participation in this activity.

**Indemnification by Parent/Guardian**

The undersigned parent/guardian further agrees to indemnify, save and hold harmless the Released Parties from any and all claims, demands, losses, damages and liabilities for indemnities, contribution or otherwise with respect to any damage and/or injury, of any type, arising from Minor Participant's participation in this activity.

**Parent/Guardian Signature:**

**Date:**



## Travel Form:

Please use this form to let us know your travel plans for the \_\_\_\_\_.

The camp will take place at \_\_\_\_\_.

If you plan on flying to the camp, you must fly into \_\_\_\_\_ (Code \_\_\_\_), as this will be the only airport from which transportation will be provided.

Please refer to the Travel Instructions for arrival/departure requirements.

**Athlete Last Name:**

**Athlete First Name:**

**Cell Phone Number During Travel:**

**Will you be flying to the camp?** Yes No

If you selected no and will be driving to the camp, please scroll to the bottom of the page and submit the form.

**Will your athlete be flying as an unaccompanied minor? (This means you have paid an additional fee and your athlete will have additional supervision by the airline.)** Yes No

**Please enter your arrival flight information to camp.**

**Flight #1 to Camp**

Airline:

Flight Number:

Departure City:

Departure Time:

Arrival City:

Arrival Time:

**Flight #2 to Camp (Skip if you are flying direct and do not have a connection)**

Airline:



Flight Number:

Arrival Time:

**Please enter your departure flight information from camp.**

**Departure Flight From Camp**

Airline:

Flight Number:

Departure Time:



## Training Log:

Please fill out this form for your selected athlete before they arrive to camp. Providing this information will ensure that their experience at Zone Diversity Select Camp is positive, healthy and in-line with your training.

**Athlete Name:**

**Zone:**

- Central
- Southern
- Eastern
- Western

**Team:**

**Primary Coach Name:**

**Primary Coach Email Address:**

**Please rank 1 (best fit)-5 (worst fit): Which training group do you think would fit your athlete best?**

- \_\_\_\_\_ Fly
- \_\_\_\_\_ Back
- \_\_\_\_\_ Breast
- \_\_\_\_\_ Free
- \_\_\_\_\_ IM
- \_\_\_\_\_ Let swimmer decide upon arrival

**Please rank 1 (best fit)-3 (worst fit): Which training group do you think would fit your athlete best?**

- \_\_\_\_\_ Sprint
- \_\_\_\_\_ Mid-Distance
- \_\_\_\_\_ Distance
- \_\_\_\_\_ Let swimmer decide upon arrival

**When was your athlete's last substantial (3+ days) break from swim practice? Dates please!**

**How many pool practices has your athlete attended, each week, for the last 3 weeks?**

**Is your athlete currently swimming long course? If so, how many workouts per week?**

- Yes \_\_\_\_\_
- No



**What type of dryland/weight training does your athlete do, if any? How many times per week?**

**Are there any injury or illness concerns with your athlete that we should have knowledge of?**

**Is there anything else you wish to add about your athlete that would help us with their experience at camp?**



## Sample Itinerary:

### Camp Track

#### Thursday

9:00am-1:00pm: Athletes Arrive  
2:00-3:30pm: Intros, Icebreakers, Rules  
4:00-6:00pm: Practice #1  
6:30-7:30pm: Dinner  
7:30-8:30: Team Building  
9:30pm: Lights Out

#### Friday

6:00-8:00am: Practice #2  
8:30-9:30am: Breakfast  
10:00am-12pm: Classroom Sessions  
12:30-1:30pm: Lunch  
1:30-3:30pm: Classroom Sessions  
4:00-6:00pm: Practice #3  
6:30-7:30pm: Dinner  
7:30-8:30pm: Team Activity  
9:30pm: Lights Out

#### Saturday

6:00-8:00am: Practice #4  
8:30-9:30am: Breakfast  
9:30-12:30pm: Community Involvement  
12:30-1:30pm: Lunch  
2:00-3:30pm: Presentations  
4:00-6:00pm: Practice #5  
6:30-7:30pm: Dinner  
7:30-8:30pm: Camp Closing  
9:30pm: Lights Out

### Summit Track

#### Thursday

9:00am-1:00pm: Attendees Arrive  
2:00-3:30pm: Welcome, Intros, Expectations  
3:15-3:45pm: USA Swimming DEI Updates  
4:00-6:00pm: Programming  
6:30pm-7:30pm: Dinner

#### Friday

8:00-9:00am: Breakfast  
9:00-12:00pm: Programming  
12:00-1:30pm: Lunch  
1:30-5:00pm: Programming  
6:00-7:00pm: Dinner

#### Saturday

8:00-9:00am: Breakfast  
9:00-12:00pm: Programming  
12:00-1:30pm: Lunch  
1:30-3:00pm: Programming  
3:00-3:30pm: Camp Closing  
4:00-6:00pm: Observe Practice  
6:30-7:30pm: Dinner