SUMMER CAMP
WELCOME GUIDE

TOP OF THE PODIUM
22370 Davis Drive, #150
Sterling, VA 20164
www.topofthepodium.org
Hello Campers,

Thanks so much for registering for a summer camp at TOP OF THE PODIUM! We are excited you will be joining us and will try our best to create a superb camp experience.

Please review this document carefully as it provides important information and should answer many of your questions. If you need additional information, please feel free to call me at 703-509-3728 or email at tomh@topofthepodium.org.

Your camp fees help support our 501c3 organization and youth wrestling in our area. So again, thank you very much!

See you this summer!

TOM HOUCK

22370 Davis Drive, #150     Sterling, VA 20164

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**CAMP HOURS**

Full-day camps begin at 9:30 AM and conclude at 4:00 PM, unless otherwise noted. Doors open at 8:45 AM and remain open until 4:45 PM, if necessary. If you require additional “early care” or “after care,” this may be arranged for a modest fee, however hours never extend beyond 8:15-5:30. If these official hours are adjusted for a particular camp, participants will be notified in advance via email.

Our only “half-day” camp this summer is Chris Marshall’s FFSG Camp. This camp has a morning and afternoon option, and the hours are 9:30-noon and 1:30-4:00, respectively.

Lunch typically occurs from 12-1:30 pm. The exact time may vary depending on the activities taking place. Lunch is not provided, however campers are welcome to pack food and eat at the facility (see more below).

**ARRIVAL/DEPARTURE POLICY**

Parents/guardians should arrive early for the first session, if possible, and sign-in their campers at the desk (except for high school students who can sign-in themselves). Parents/guardians are solely responsible for ensuring their campers arrive and depart safely from camp. While drop-off is easier (i.e., you can see them enter the building), we prefer younger children in particular are picked up inside the facility. If you prefer your child be formally signed in/out each day, please let TOP personnel know.

Campers are never allowed to leave the facility without express permission from TOP personnel or unless accompanied by parent/guardian. If leaving for lunch or other reasons, the camper must sign out with an authorized adult (unless 16 years or older).

**CONTACTING YOUR CAMPER**

TOP does not maintain a dedicated phone line, so reaching your camper via cell phone (voice call or text) is ideal. If this isn’t possible (or in case of an emergency), call or text TOP’s Tom Houck on his cell phone at 703-509-3728.

**LUNCH AND SNACKS**

As previously noted, lunch is not provided. Campers may store packed lunches in our lockers and use the facility microwave to heat food. Alternatively, campers may visit nearby restaurants if they have transportation. On some days, TOP may arrange to have food available for campers. If so, this information will be communicated in advance via email.

Campers generally take one or two breaks in the morning and afternoon. Campers may bring non-peanut snacks or utilize the TOP vending machine which offers sports drinks, bottled water, and a variety of snacks. In some instances, TOP may provide snacks or special treats.

**CAMP HYGIENE/CLOTHING**

Each camper is responsible for maintaining proper hygiene during camp. This is especially important in a wrestling facility and entails the following:

- Campers should wear clean athletic clothes at all times. This includes t-shirt/compression shirt, gym shorts, socks, wrestling shoes (if applicable), and sneakers for outside activities. Street
shoes and bare feet are not allowed on the wrestling mats. Headgear is optional for wrestling camps but always encouraged.

- Campers should bring at least one extra shirt to change into before lunch each day. If preferred, individuals may also want to change socks and shorts. TOP does not have shower facilities, but campers are encouraged to wash their hands, face and arms frequently (especially before eating). Restrooms are conveniently located near the activity area, and campers are encouraged to bring towels to wipe down as necessary (these should not be shared with other campers). TOP will also make sanitary wipes available.

- Individuals are highly encouraged to take showers with antimicrobial soap immediately after leaving the facility each day. The TOP Wrestling Store sells DEFENSE soap which is made specifically for wrestlers. Comparable products (e.g., Hibiclens) are available at most CVS, Target and Walgreens stores.

- TOP takes hygiene and safety extremely serious. Our wrestling mats will be cleaned twice daily (including over lunch break), and TOP personnel will stress the importance of proper hygiene to the campers. If a camper notices a rash, skin infection (e.g., like a boil or abscess) or other skin lesion during camp, he/she should immediately notify the camp director or an instructor. If camp personnel determine that a camper should not participate due to a potential skin condition, a refund will be given.

- Campers may wish to bring a hat, sunscreen, and bug spray in case they engage in outdoor activities (especially for 50/50 Camp, Faith & Fitness Camp, and Chris Marshall’s FFSG Camp).

**MEDICAL CONDITIONS**

When signing in on the first day, participants should make TOP personnel aware of any relevant medical conditions or allergies. In the event of a potential injury, TOP prefers to err on the side of caution and will urge (and often require) campers to sit out. In the event of medical emergencies, appropriate action will be taken, including calling medical authorities if necessary. Parents/guardians will be contacted as soon as possible in such instances.

**WRESTLING MAT RULES**

Please be sure your camper is familiar with standard rules for activities on wrestling mats:

- Campers must wear socks or wrestling shoes on the mats at all times. Bare feet are not allowed.

- No zippers, jewelry, sharp objects, belts or glitter are allowed on wrestling mats.

- Food and drink are not allowed on the mats. Water fountains are available near the mats. Lunch and snacks should be consumed on the bleachers, locker area or outside of the facility.
INAPPROPRIATE BEHAVIOR

Foul language, unsportsmanlike behavior, bullying, etc. will not be tolerated. Further, campers that continually disturb the group (or specific individuals) will be warned before being required to sit out of activities. When necessary, campers may be expelled due to misbehavior. In all such instances, attempts will be made to contact parents/guardians to keep them informed of the situation.

MISCELLANEOUS

- Parents are welcome to observe camp from our bleachers or other standing areas. Unless approval is obtained from an instructor, only staff members are allowed on the mats. When permission is obtained, please abide by the above “wrestling mat rules.” If siblings accompany parents to a session, please keep them off the mats (and quiet during instruction periods).

- Parents are welcome to videotape sessions for personal use. Some clinicians don’t like their sessions shown on the Internet, so please ask TOP personnel for permission before doing so. Your camper will be able to obtain autographs and photos with instructors during the week.

- For wrestling camps, we encourage campers to have a notepad or tablet on hand to write down key points during breaks or immediately after sessions (see next bullet point on valuables).

- TOP is not responsible for your camper’s personal possessions. Lockers are available for use but do not have locks. If your camper has valuable property that must be locked, he/she can request that it be held by TOP personnel. Alternatively, it is acceptable to put a padlock on a locker during the week of camp. If this is done, please notify TOP personnel prior to installing the padlock. Padlocks not removed by the owner at the end of camp will be removed by TOP.

- The TOP Wrestling Store will be open frequently during camps. The store sells wrestling shoes, headgear, apparel, DEFENSE Soap, knee pads, and other products. Your purchases support our 501c3 nonprofit organization, so it’s a great place to buy gear!

- TOP maintains a LOST AND FOUND box along the wall near the restrooms. All items picked up at the end of the day will be deposited in this area.

- Wi-Fi is available in emergency or important situations. In general, we do not share passwords because the TOP A/V system uses the same Wi-Fi account (and we don’t want to affect the campers’ experience while spectators are surfing the web).

- Parking may be limited during camps because nearby businesses are operating. TOP has limited reserved spots, but there is typically parking available around the building or in nearby parking lots in the building complex.

- For promotional purposes (e.g., brochures, social media), TOP may take photographs of camp activities. If you do not wish your child to be photographed, please let TOP personnel know. In general, we find kids love to see pics of themselves on our web sites 😊
HOTEL ACCOMODATIONS

For out of town campers, there are numerous hotels in the nearby area. Two hotels recommended by TOP are:

Springhill Suites by Marriott
22595 Shaw Road, Sterling VA 20166
703-444-3944

Country Inn & Suites
45620 Falke Plaza, Sterling VA 20166
844-482-4744

REFUNDS

A full refund less a $50 administrative fee will be issued for cancellations received at least 30 days prior to camp. A full refund less a $100 administrative fee will be issued for cancellations received at least 15 days prior to camp.

No other refunds are granted except for medical injury or illness in which case supporting documentation from a doctor is necessary. In all cases, a prorated refund is granted only if the camper misses the majority of the camp, and a credit card processing fee of 2.75% will always be deducted.

Requests for refunds must be made within 10 calendar days from the conclusion of the camp session. Campers who are injured while at camp but remain at camp are not eligible for refunds.

ANY QUESTIONS?

Please contact:

Tom Houck
703-509-3728 (cell)
tomh@topofthepodium.org