

# **Marcus Lewis Racquet Club Summer Camp 2026 Policies & Procedures**

## **Summer 2026 Locations**

9 Weekly sessions dating starting Monday 6/22 and ending Friday 8/21. No camp Friday 7/3.

UTC...Marcus Lewis Racquet Club 102 Nonset Path, Acton

JTC & HPC...Nashoba Brooks School 200 Strawberry Hill Rd Concord, MA

All 3 tennis camps run by MLRC are licensed camps under **MA 105 CMR 430.101**.

## **Contacts**

Marcus Lewis RC Main #                    978-264-8349

General Manager: Bo Webb                828-545-6916

HPC Director: John Hattersley          617-309-7440

JTC Director: Pete Kolifrath            978-519-9288    Asst Director, Bob Gambale 978-815-7805

UTC Director: Carlson Beale            978-877-6973

## **Camp Staff/Tennis Instructors**

Al Punke, Rishi Desari, Peter Burhoe, Peter Bannon, Daniel Rinkert, Jackie Schaefer, Elaine Chin & Nammon Gross

## **Absences**

If your player is not going to attend camp as scheduled for the day, please report any absence by calling the front desk at 978-264-8349.

## **Camp Hours**

AM Session = 9:00am to 1:00pm

FD Session = 9:00am to 5:00pm

PM Session = 2:00pm to 5:00pm

### **Player/Coach Ratio (maximum)**

UTC 1:5 (ages 6-11)      JTC 1:10 (ages 12-17)      HPC 1:6

### **Drop Off & Pick Up**

All campers will be dropped off at the applicable camp location and check in directly with the coach each day. Drop off can begin 15 minutes before the start of camp and pick up will be promptly at the camp end time. Attendance will be taken at the time of drop off and pick up. When driving into and out of any of the 3 camp facilities, please use caution and drive slowly. There will be other players and campers entering and leaving the facilities. **Note:** Nagog Woods parking lot is one way so when driving into the lot you will travel around the bend with the club house to the right and drop off at the walking path to the courts, then continuing around through the lot to the exit. Players will be released to their parent or a previously approved adult at the end of camp each day. Parent pick up will be at the same location as drop off.

Nashoba Brooks School: Parents will enter off Strawberry Hill Rd. Park near the soccer field and follow the walkway to the tennis courts to drop off their player. Drop-off and Pick-up will be made by parents at our pop-up tent at the tennis courts. For the morning session, drop-off/pick-up will be 8:45 am/12:45 pm. For the afternoon sessions, drop-off/pick up will be 1pm/4:45 pm

### **Tennis Camp Organizational Chart**

Club Owner  
General Manager  
Camp Program Directors  
Camp Coaches  
Camp Junior Coaches

### **Allergies**

If your player has allergies of any kind this should be noted on both their cam physical as well as on a completed allergy form to be provided no later than 3 weeks before the start of camp.

### **Bug Spray**

We encourage players attending JTC & HTC to wear bug spray and bring this with them to camp each day.

### **Camp Attire**

Proper tennis attire should be worn to camp each day. For boys, tennis sneakers, t-shirt or tank top & athletic shorts. For girls, tennis sneakers, t-shirt or tank and athletic shorts or tennis skirt.

## **Children at Risk**

Parents who arrive at camp in an incapacitated condition (ie alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding transporting their child home. Options that may be exercised are as follows:

- \*Staff calling another adult on the players emergency contact form
- \*Staff calling the players other parent or guardian

If a reasonable solution cannot be reached, the parent will be advised that either Child Protective Services or Town Police will be contacted. A staff member who suspects abuse or neglect must document his or her observations including the child's name, time, injuries, child's behavior and any other pertinent information. The General Manager along with applicable Camp Director will make a verbal report to DCF to be followed by a written 51A report within 48 hours. The DCF phone # is 617-748-2000. Reporting procedures in accordance with MGL c119 s51A. Written notification to MDPH and LBOH if 51A report is filed with DCF.

## **Communication**

The camp registrar will send out an email to the players email contact at the time of registration. This email will include dates of registration, camp location & times, links to required camp forms (including medication & allergy forms to be used if applicable) and when they are due. This email also includes information on Meningococcal Disease and the spread & prevention, Extreme Heat flyer, Rabies Flyer, Preventing Disease spread by ticks and How to Capture a Bat.

## **Conduct**

Marcus Lewis Tennis is dedicated to providing a safe environment to learn and practice the game of tennis. We ask that all participants and parents act appropriately while at any of our tennis facilities. Language or actions that may hurt or frighten others will not be tolerated.

- \*Angry or vulgar language which includes swearing, name calling & shouting
- \*Physical contact with another player, parent or coach in an angry or threatening way.
- \*Any sexual activity or sexual contact with another person
- \*Intimidation, harassment or bullying of any kind (words, gestures, body language etc)
- \*Behavior intended or resulting in theft or destruction of property.
- \*Stealing
- \*Carrying or concealing any weapon or item that can be used as a weapon.

Our staff is trained and expected to respond to any reported violation. Please notify a staff member immediately if your player experiences any of the above or if you see any of the above actions happening. The above actions may result in dismissal from camp without a refund or account credit of any kind.

## **Players with Disabilities**

The Marcus Lewis Tennis Center camps can accommodate all players. All courts are wheelchair accessible. A Junior coach will accompany any camper with a physical disability throughout the day to ensure their safety. We ask that prior to registration, you consult with the Camp Registrar regarding any special needs your player may have. There are some medical procedures and treatments that our tennis staff are not licensed, trained or qualified to perform so players will be registered on an individual basis upon completion of a conversation with the Camp Registrar and the General Manager.

### **Discipline Policy**

The discipline policies utilized at all 3 camps will be consistent and will take into account the individual and developmental needs of each child. Acceptable disciplinary measures may include; stern verbal warning, time-out from activity, removal from current drill/skill, suspension from camp or removal from camp. Unacceptable measures include; verbally degrading a player, physical punishment or isolation of player without proper supervision by staff.

### **Emergency Plan**

Both camp locations have site specific emergency plans which include a fire evacuation plan, emergency evacuation plan and gathering location, first aid kits, fire extinguishers and parent/staff notifications. All staff members have been trained on the plans at their specific location and the evacuation route w/meeting location is shared with all players at the start of camp every Monday morning. The meeting location at Nagog Woods will be the clubhouse located next door to the tennis courts. The meeting location at Nashoba Brooks School will be at the soccer field. The Camp Director will take a head count and be sure that everyone has left the impacted area. At Nagog Woods, in the event of inclement weather, coaches will bring their players inside the clubhouse.

### **Expectations**

Marcus Lewis Tennis is a place where we promote tennis for all abilities, levels and backgrounds. All staff members work together with their site coaches, the Camp Director and General Manager to keep parents informed of any behavioral issues and the methods that were used to address the behavior. Behavior problems that cannot be resolved together with the parents will result in your players removal from camp with no refund or account credit provided. Certain abusive behaviors will result in immediate removal from camp. If your player has been receiving treatment for behavioral management throughout the school year, it is important that this information be shared with their Coach on Monday at the time of camp drop off. This will help us work more effectively and productively with your player.

### **Extended Hours**

We do not offer any extended hours in either the morning or afternoon sessions.

### **Field Trips**

We do not go on any field trips. Players remain at the same location for the duration of their camp session each day.

### **Healthcare Policy**

All participants must provide a physical no later than 3 weeks before the start of camp confirming that they are healthy enough to participate in tennis activities. If your player wakes up sick, please keep them home until they feel better so that we are not passing their illness to other players or staff. Kindly contact the front desk and let them know that your player will be absent for the day. If your player has a fever of 100+ or is experiencing nausea or diarrhea, please keep them home for at least 24 hours after their temperature & symptoms return to normal. If your child becomes sick during camp, you will be contacted and asked to pick your child up as soon as possible. Your child will be removed from the group and will sit in our infirmary area until you arrive. The following are defined as illness or communicable health problems:

- \*COVID 19
- \*Influenza
- \*Conjunctivitis aka Pink Eye
- \*Chronic runny nose with colored discharge
- \*Chronic cough
- \*Fever
- \*Signs of general fatigue or discomfort
- \*Open rash
- \*Knowledge that your player has had a fever within the last 24 hours

### **Disease Outbreak Plan**

- **Prevention:**
  - Require pre-camp health screenings and vaccinations.
  - Enforce handwashing and provide sanitizer stations.
  - Sanitize equipment and surfaces daily.
- **Monitoring:**
  - Train staff to spot illness (e.g., fever, cough).
  - Log camper/staff interactions for contact tracing.
- **Response:**
  - Isolate sick individuals immediately.
  - Notify parents for prompt pickup.
  - Contact health authorities for guidance.

- **Containment:**
  - Quarantine camper/s if necessary.

### **Healthcare Consultant**

Dr Alexandra Iannini 978-635-8700  
Acton Medical Associates 321 Main St Acton, MA  
Board Certified; American Board of Pediatrics  
aiannini@actonmedical.com

### **Late Pick-Up**

Upon the completion of the camp session our coaches need to move onto the next camp session, teach a class or have a lesson booked. It is important to arrive 5 to 10 minutes before the end of camp so that their coach can get on with their schedule. Chronic tardiness will not be tolerated and may result in additional fees or penalties.

### **Lost & Found**

We recommend that your player bring a backpack with them to camp each day so that they can keep their snacks, extra water, jacket etc in one place that they are responsible for. Coaches will set aside any items left behind and ask the group the following day. Marcus Lewis Tennis is not responsible for lost items left behind though we will make every effort to find the rightful owner.

### **Tennis Camp Lost Camper Plan**

- **Prevention:**
  - Assign campers to groups with designated staff.
  - Conduct headcounts before/after activities.
- **Immediate Action:**
  - Staff must immediately report a missing camper to the camp director.
  - Gather group to confirm last known location and time.
- **Search:**
  - Assign staff to search designated areas (e.g., courts, common areas).
  - Check boundaries and nearby areas.
  - Use phones for communication.
- **Escalation:**
  - If not found within 15 minutes, call 911 and notify parents.
  - Provide police with camper's description, photo, and last location.
- **Resolution:**
  - Once found, reunite campers with the group and notify all involved.

- Document incident and review plan for improvements.

### **Lunch & Snack**

All players should bring with them water and a snack with them to camp every day. **No** players, even siblings may share water bottles. Players who attend the full day session should also bring a lunch with them in a cooled lunch bag. Please do not send any glass containers. Please be sure that lunch bags are labeled with your players name. We do not have the facilities to heat up any foods so please do not send your player with food that must be heated/microwaved. On occasion we have extra snack breaks so please pack extra in the event this occurs.

### **Medical & Emergency Forms/Information**

As required by the Board of Health, all players must have the following on file:

- \*Recent physical dated within the last 18 months w/immunization; all dates on the physicals w/immunization history are checked to be sure they have been done within the last 18 months.
- \*Completed Emergency Contact Form
- \*Completed Sunscreen Form
- \*Completed TSP Waiver (for JTC & HPC only)
- \*Completed medication and allergy form (if applicable)

All forms must be emailed to [juniors@marcuslewisenterprises.com](mailto:juniors@marcuslewisenterprises.com) no later than 3 weeks prior to the start of camp. Forms will not be accepted in person or on the first day of camp. Failure to provide these forms via the required method of delivery or by the required timeframe will result in your player not being able to participate in camp.

Most recent form available at:

<https://redcap.ehs.mass.gov/redcap/surveys/?s=RX4HWLRFWRLM8MY9>

### **Unknown Individuals**

Camp staff will monitor for unknown individuals. In such a situation where an unknown individual is identified, our staff will politely speak with the unknown individual with regard to their presence. Any unauthorized individual at camp will be asked to leave. If they refuse the appropriate authorities will be called.

### **Walkie Talkies**

Staff at both Acton & Concord locations have walkies where they can communicate with each other should an urgent matter arise.

### **Mildly Ill Campers**

Players that are mildly ill will be removed from activities until they feel better. If they don't begin to feel better within a reasonable amount of time, their parents will be contacted to pick them up from camp

### **Medical Emergencies**

Marcus Lewis Tennis Camps make every effort to prevent against serious injury or health risk to our players. In the event of a minor injury, first aid will be administered accordingly at the camp location by our certified & trained staff members. The infirmary will be located outside under a separate canopy for shade. There will be a cot so that the player can lay down if needed as well as, fan, ice packs and cold water available as needed. If the lighting is not sufficient outside, we will move the ill camper inside where there is sufficient lighting. The following procedures will be followed:

- \*First Aid administered and the incident will be recorded in the camp log book.
- \*Player will be observed at various times after First Aid has been administered.
- \*Parent will be notified at time of pick up.
- \*In the event of a medical emergency, immediate action will be taken by the staff with the General Manager and applicable Camp Director notified. 911 will be called and the player will be transported to the nearest hospital for necessary treatment along with parent notification.

If a major health problem or injury occurs, and professional medical care is required, the following steps will be taken:

- \*Immediate First Aid will be administered by trained and certified staff on site.
- \*911 will be called
- \*Parent will be contacted and if you cannot be reached we will call the contact on the emergency contact form provided.
- \*A staff member will accompany your player to the hospital and remain there until your arrival (or the designated emergency contact arrives).
- \*The incident will be reported in writing within the camp Emergency Report log.

Should an accident occur in Concord, accident report will be sent to the Concord BOH. Accidents that occur in Acton, a report will be sent to the Acton BOH.

Healthcare Supervisor @ Nashoba Brooks School - John Hattersley  
Healthcare Supervisor @ Nagog - Carlson Beale & Nammon Gross

## **Medication Policy**

The medication policy of MLTC is to accommodate the administration of medication commonly prescribed by physicians for the treatment of short-term illness. Prescription and OTC medication will not be distributed without a Medication Form on file for your player. This form can be found in the Summer Camp Confirmation email that you received at the time of registration or it can be found on the Summer Camp page of our website. Keep all medication in the original container with instructions and hand them to the camp director (this includes epi-pens and inhalers). Medication must have dosage information and the time or times to be given. Medications will be returned to parent at the end of each day. If you would like to authorize your player to have Tylenol or Benadryl, please send your player to camp with the medication and give the bottle to the coach. MLTC will not be providing medications. Players are not to keep medications in their backpacks or lunch bags. Staff who can administer medication are as follows;

Bo Webb	Nammon Gross
John Hattersley	Carlson Beale
Pete Kolifrath	Bob Gambale

Allowable medications are as follows:

Antibiotics	Ointments
Inhalers	Tylenol
Epi-pens	Benadryl
ADD/ADHD Medications	

Dr Ianini conducted a training session on June 4th where she reviewed how to use an EpiPen, administering prescription medication, diabetes medicine, OTC medicine along with heat-related illness, allergies and diabetes. Staff in attendance: Peter Kolifrath, John Hattersley, Nammon Gross, Carlson Beale, Bo Webb. Additional zoom call done 6/20 with Bob Gambale & Dr. Iannini

## **Sharps & Biohazard Disposal**

Any medical needles/sharps or biohazard will be disposed of in a labeled sharps container. Said container will be dropped off at the Concord Police Department located at 219 Walden St Concord, MA at their 24 hour kiosk. Medical/biological waste will be managed in accordance with 105 CMR 480.000. Medical/biohazard waste will be collected & placed in biohazard bags. Disposal/pick-up of medical/biohazard waste will done by Med Waste Disposal Services, N. Pembroke, MA, (781) 812-6100

## **Payment**

Payment for camp weeks is taken in full at the time of registration.

### **Personal Belongings**

If you are sending your player to camp with a phone it must remain in their backpack at all times.

### **Refunds**

Summer camp has a no refund policy as our camp registrations are closed once we reach capacity and camp is staffed according to the players registered. If you need to change your registered week that will be done at the discretion of the Camp Registrar and requested to the Registrar no less than 2 weeks before the start of camp. Refunds will not be issued in the event of inclement weather or missed days.

### **Rules & Safety**

All players must be dropped off and picked up from camp on time and by an authorized individual. Camp rules will be communicated to all participating players on the Monday of each week. A fire drill will also take place every Monday at the beginning of the AM and PM sessions. Please review the following with your player;

- \*Stay with your group at all times.
- \*No climbing on fences, walls or trees
- \*Do not use inappropriate language or gestures
- \*No hitting, kicking or other forms of physical abuse.
- \*Listen to and respect the rules of the game/drill as well as your fellow players and staff

### **Special Diets**

If your player has a nut allergy or food allergy of any kind please inform the camp staff at the time of drop off.

### **Staff**

All tennis pros working summer camp have been First Aid, CPR and Concussion certified & MLRC staff has been interviewed & vetted by at least three reference checks along with CORI & SORI background checks. If the CORI/SORI does not come back or comes back with adverse information, then the staff member will not be permitted to work with MLRC. CORI & SORI checks will be done for all camp staff and will be securely stored on our company's database. At least 3 references have been done for all MLRC camp staff. Resumes for staff that outline required experience are also stored on MLRC's database.. In accordance with the DPH policy, a current physical including immunizations or a letter of physical fitness from their physician is required and on file for each pro. All will attend Staff Orientation on 6/1/26. Training will be led

by Camp Director, Peter Kolifrath and cover all camp procedures & protocols. All camp staff have also completed CPR and Basic First Aid training with the American Heart Association.

Being a tennis pro at MLRC for our summer camp program means that all coaches can accurately diagnose the technical issues relating to strokes, formulate the appropriate corrections and convey the solutions to the player. All pros must have their certification through either USPTA, PTR and/or have gone through the formal training course given by MLRC. All pros are friendly and patient. All professionals working at MLRC understand that our camps must comply with the regulations of the MDPH and be approved by the local BOH.

### **Sunscreen & Hand Sanitizer**

A sunscreen form is part of our required set of forms needed for each player. Your players preferred sunscreen should be kept in their backpack and be applied daily. Our staff will provide assistance to our younger players with applying their sunscreen as long as we have their signed permission. Hand sanitizer will be provided at each location.

### **Swimming**

We do not offer any swimming activities as a part of tennis camp.

### **Transportation**

We do not offer any transportation to or from camp.

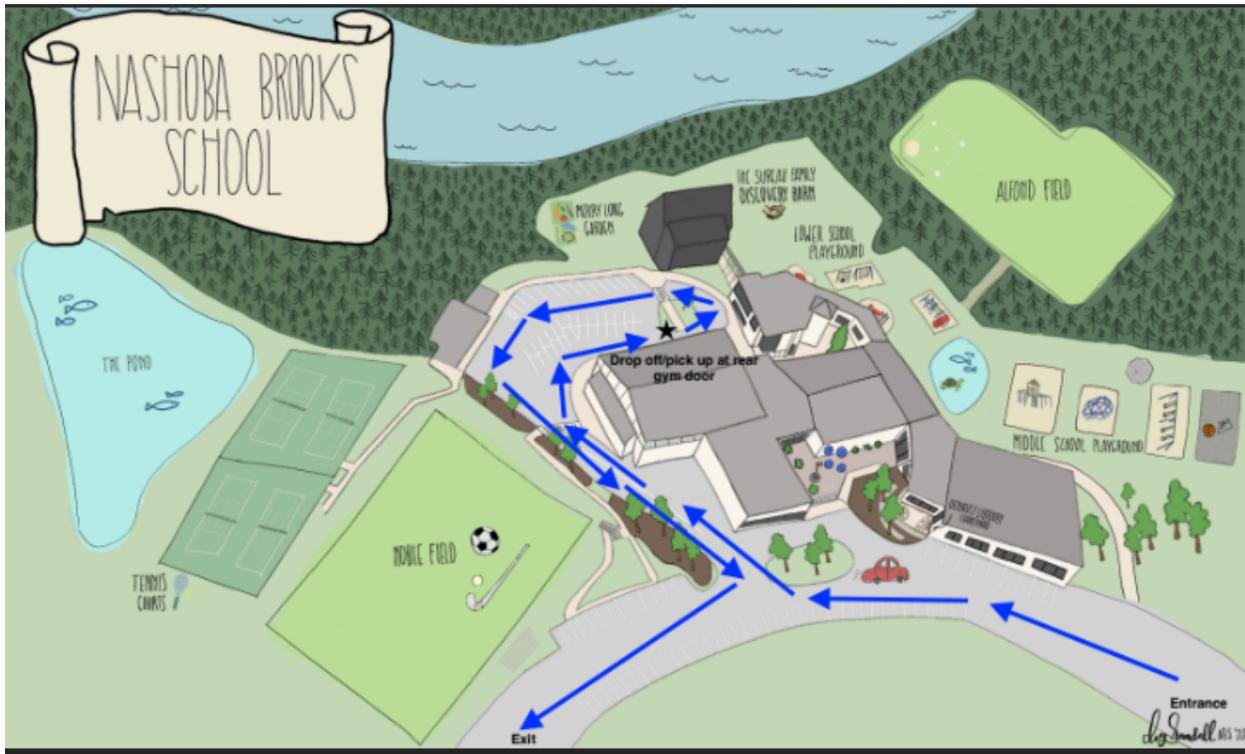
### **Weather**

Tennis is an outdoor activity. We expect all players to come to camp prepared with sunscreen, bug spray and have taken any allergy medication if needed. Players should dress appropriately for the days weather (hats, sunglasses & cooling towels are encouraged). During extreme heat, our staff will increase the amount of breaks taken. Pros will remind players frequently to drink water and stay hydrated. All precautions will be taken to prevent heat related injuries. In the event of inclement weather we will make every effort to move camp inside and notify parents accordingly. In the event players need to be picked up early due to weather, parents will be called immediately for player pick up.

### **Traffic Plan**

102 Nonset Path: Entry is one way traveling past the clubhouse and courts on the right and then around through the parking lot to exit.

Nashoba Brooks School: There is one way traffic at Nashoba Brooks School. Vehicles will enter the main entrance, traffic will flow past the school on the right and past the soccer field to exit the school. In the event of rain and we are inside, drop off will be around back and drop off near the gym.



### **Discipline Policy**

Appropriate discipline methods & prohibitions 1) Corporal punishment including spanking is prohibited 2) No camper shall be subjected to cruel or severe punishment, humiliation or verbal abuse 3) No camper shall be denied food, water, or shelter 4) No child be punished for soiling wetting or not using the toilet.

### **Abuse & Neglect**

Prevention Policies & Procedures will be reported according to MGL c 119s51A, Written notification will be issued to the Commonwealth of MA MDPH via website and the Acton Board of Health.

### **Parental Review**

All parents have the right to review background check, healthcare forms, grievance procedures upon request.

### **Player Contingency Plan**

If a player is a no show to camp, a call will be made to the parent.

If a player shows up who is not registered for camp they will not be received by parent and sent home.

If a player is not picked up after a 10 minute wait, a call will be made to the parent.

### **Disaster Plan (lightning, flash flood, wildfire)**

If advised by authorities to evacuate the area we will do so immediately. The group will retreat to the inside area of the facility camp is being held (clubhouse or school). If camp cannot be continued at the inside location or the weather event does not pass, parents will be notified that camp is being dismissed and immediate pick up is to occur. For emergency or disaster situations (severe weather and/or unsafe outdoor conditions) campers will be moved indoors into the gym (or basement) for shelter.

### **Unregistered Player**

Parents must drop off their children, players not registered will not be accepted to camp until they are properly registered. If a player who is not registered arrives without a parent, our staff will supervise them until their parent picks them up.

### **Emergency Phone Numbers**

Dr Iannini	978-635-8700	Healthcare Consultant
Bo Webb	828-545-6916	General Manager
Police or Fire	911	
Poison Control	800-682-9211	
DCF	617-748-2000	Child Abuse
Emerson Hospital	978-369-1400	Route 2 Concord, MA

