

The following schedule details asst. camp director and instructor's duties. Any questions should be directed to the appropriate person on the "who to call list". Most days of the camp will range from 8:00 – 8:30 in the morning to 4:30 – 5:00 in the evening.

1 Week before Camp

- Confirm Instructor team and staffing on travel site
- Make sure all instructors have travel information
- **Call school contact and confirm set up date and time**
- Check out school special requirements **on travel site**

Saturday Before Camp:

- All instructors will arrive in Camp City.
- CD's will rent cars if necessary.
- Coordinate arrival patterns and transportation instructions to hotel.
- CD's will help coordinate getting instructors to hotel and checking in process.
- Separate meeting for new instructors may be held if necessary.

Sunday Before Camp:

- Group meeting held at host school around 10am.
- CD's go to Sam's or Walmart for snacks. This is to be done either before meeting or after.
- All teachers must be present with supplies to be provided at the beginning of the summer. Camp director will outline week's events and what is to be expected of each instructor.
- Camp will be set up, including classrooms, chess boards and pieces, tables, chairs, demo boards, group lists, sign out sheets and signs, including USA Chess, INC banner, and snack table. Label sign out sheets day one, two etc.
- Instructors will give requests for supplies and copies to asst. camp director. Instructors will be given score books for the children. These books are to be labeled with name and camper's session and will hold all work done throughout the week.
- Everything must all be assembled on Sunday prior to camp's opening on Monday.
- Camp director will discuss lunch arrangements for the week with instructors and any special requests must be made at this time.
- Children are not admitted without a waiver.
- Setup for the camp will take approximately two to three hours.
- Camp director will check email for any last minute registrations and make adjustments to sign out sheets and group listings.
- Instructors will prepare nametags for students and assemble lesson plans for the day.
- CD will post group assignments and check to make sure all rooms are unlocked. This will be done each morning as well.

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- Instructors & CD will make any copies and buy any last minute teachers supplies if needed.
- Any moved or borrowed furniture must be noted and moved back on last day of camp. Camp should be left broom clean at the end of each day.
- Tee shirts should be placed at each group table for first day based on sizes campers ordered.
- Camp Director should make signs outside labeling each group's classroom and in hallways directing parents to classes and practice room(s).
- Camp Director must post signs on classroom doors and near group assignments reminding parents of Parents Only class, of graduation times on Friday and to sign out children.
- CD will have extra registration forms and waiver forms available.
- CD will complete note to parents and have sufficient copies on hand.

Monday- First Day of Camp

At 7:30:

- Instructors and CD leave from hotel to school. Everyone must be on time for departure. Anyone who is not in the lobby of the hotel by the time of departure will be given a 5-minute grace period. After that, the van will leave and instructor or CD is responsible for getting to camp at his or her own expense.
- CD will order lunch for teachers, to be delivered at 12:00.

At 8:00:

- Instructors will be at host school.
- Instructors & CD will make any copies teachers have requested from previous night.
- CD will post group assignments and check to make sure classrooms are open.
- Instructors will prepare nametags for students and assemble lesson plans for the day.

At 8:30:

- Children begin to arrive. Instructors will be at group tables by 8:30 and will assess the children until 9:30.
- Instructors must greet the campers and give them each a nametag that is to be worn each day. Campers cannot be without their nametags.
- Instructors are to be standing at all times and should be rotating the group and table monitoring and getting to know the campers and their abilities. Instructors are not to sit down and play with campers or other instructors.
- Instructors will collect waivers for children. Check off sign out sheets when a waiver has been received. If the child does not have a waiver, the parent **must** fill out a blank one before leaving.
- Any special instructions for the child, such as allergies, special pick up times, medications, etc... will be noted here.
- All children must be seated quietly at their group tables and may play chess before the first lesson begins.

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- Observation of children by instructors begins, and adjustments to group placement are made as necessary.
- Any adjustments must be recorded in sign out sheets immediately.
- All group changes must be finalized during this period.
- Tee shirts passed out and worn.

At 9:15:

- **Camp Director and Parent Q and A session will take place. Camp Director will explain week's activities and schedule to parents and will answer any questions. All parents must either attend Q and A session or leave the camp. No parent may stay with the children through the observation period.**

At 9:45:

- Q and A session ends.
- Campers group picture is taken.
- CD should lead groups out one by one starting with the tallest groups, to the picture area. If possible group picture should take place under banner.

At 10:00:

- Children will line up and be taken to classrooms for their first lesson.
- Each lesson lasts 45 minutes.
- While children are at lessons, camp director will make the practice room presentable (reassemble chessboards, place any stray lunch boxes or bags against designated wall) and periodically check classrooms to take children to the restroom and get teachers needed supplies.
- Camp director should also take "action shots" for website, future publication, etc. at every camp.
- Any parent volunteers should be instructed to do this also.

At 10:45:

- Each teacher will lead children back to the practice room.
- Each child will get one snack and one drink. Children must eat snacks on floor (no drinks on the tables with chessboards and pieces).
- OR each director must clean chess sets of food and drink between lessons. Teachers will take all children to the restroom during snack break.
- Until 11:15 children can practice chess or do work given by instructors during lessons.

At 11:15:

- Children will be lined up and taken to the second lesson of the day.
- Repeat instructions for 10:00.

At 11:55:

- Parents arrive for pick-up. All children MUST be signed out prior to leaving. Tell parents that each subsequent drop off and pick up will take place from this classroom.
- All-day campers will be taken to practice room for lunch and practice chess.

At 12:00:

- When possible teachers will eat lunch until from 12:10-12:40 in a separate room from campers.
- CD will supervise All Day campers in lunch and recess.

At 12:40:

- PM campers arrive. PM teachers should be back at group table.

At 12:45:

- AD teachers take their groups back to classroom.
- Instructors with both all day and PM campers will take all day campers to practice room.
- PM teachers follow same observation routine until picture time at 1:30.

At 1:00:

- Children begin to arrive. Instructors will assess the children until 1:30.
- Instructors must greet the campers and give them each a nametag that is to be worn each day. Campers cannot be without their nametags.
- Instructors will have a sign in/sign out sheet that parents must sign to leave their children and pick them up.
- Instructors are to be standing at all times and should be rotating the group and table monitoring and getting to know the campers and their abilities. Instructors are not to sit down and play with campers or other instructors.
- Special notes for campers such as allergies and pickup times should be noted in appropriate place on sign out sheet on table.
- Any special instructions for the child, such as allergies, special pick up times, medications, etc... will be noted here.
- All children must be seated quietly at their group tables and may play chess before the first lesson begins.
- Observation of children by instructors begins, and adjustments to group placement are made as necessary.
- Any adjustments must be recorded in sign out sheets immediately.
- Every child must wear a nametag at all times for every day of the camp.
- All group changes must be finalized during this period.
- Tee shirts passed out and worn.

At 1:15:

- Camp Director and Parent Q and A session will take place. Camp Director will explain week's activities and schedule to parents and will answer any questions. All parents must either attend Q and A session or leave the camp. No parent may stay with the children through the observation period. Young campers (age 4) may be accompanied by parents for **first lesson only**.

At 1:30:

- Q and A session ends.
- Campers group picture is taken.
- CD should lead groups out one by one starting with the tallest groups, to the picture area. If possible group picture should take place under banner.

At 2:00:

- Children will line up and be taken to classrooms for their first lesson.
- Each lesson lasts 45 minutes.
- While children are at lessons, camp director will make the practice room presentable (reassemble chessboards, place any stray lunch boxes or bags against designated wall) and periodically check classrooms to take children to the restroom and get teachers needed supplies.
- Any parent volunteers should be instructed to do this also.

At 2:45:

- Each teacher will lead children back to the practice room.
- Each child will get one snack and one drink. Children must eat snacks on floor (no drinks on the tables with chessboards and pieces).
- OR each director must clean chess sets of food and drink between lessons. Teachers will call children to the restroom during snack break.
- Until 3:15 children can practice chess or do work given by instructors during lessons.

At 3:15:

- Children will be lined up and taken to the second lesson of the day.
- Repeat instructions for 2:00.

At 3:55:

- Parents arrive for pick-up. All children **MUST** be signed out prior to leaving. Tell parents that each subsequent drop off and pick up will take place from this classroom.

At 4:10:

- Grace period ends. Any child not picked up will be charged one dollar per minute until parents arrive. CD discretion.
- All teachers must have sign out sheets with marked group placement adjustments at hand, along with any questions and pertinent information.
- Teacher meeting will begin.
 - Beginning with group one, camp director will ask the corresponding instructor for names of campers who have been removed from or placed into their group.
 - Camp director will make proper adjustments to group lists and post them for parents.
- Sign out sheets for the following day will also be adjusted accordingly.
- Completed sign out sheets will be placed in corresponding folder to be filed back at the office in Dallas.
- Any child who was absent on 1st day must be noted and called. Any problems or suggestions by instructors and asst. camp directors will be noted at this time.
- Instructors will give camp director copy and supply requests.
- “What did we learn today sheets” should be copied.
- Practice room and classrooms will be set up for following day.
- When this is completed, instructors may return to hotel.
- The first day of camp is typically the longest; most likely will not leave before 5:00

Tuesday, second day of camp

At 8:00:

- Teachers and CD leave hotel for school.
- Camp director will order lunch for teachers, to be delivered at 12:00.
- Instructors/Camp director will make any copies teachers have requested from previous night.
- Camp director will post group assignments and check to make sure classrooms are open.
- Instructors will prepare nametags for students and assemble lesson plans for the day.

At 8:45:

- All Instructors must be in classrooms.
- Children begin to arrive.
- Instructors take roll.
- Drop off takes place in classrooms and will for the remainder of the week.
- Any adjustments must be recorded in sign out sheets immediately.

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- Every child must wear a nametag at all times for every day of the camp.

At 9:00:

- First lesson starts.
- Final adjustments to group placement will be made.
- Each lesson lasts 55 minutes.
- While children are at lessons, camp director will make the practice room presentable (reassemble chessboards, place any stray lunch boxes or bags against designated wall) and periodically check classrooms to take children to the restroom and get teachers needed supplies. Camp director should also begin printing photos and certificates, making any necessary name changes. This can be continued during any free time.
- Any parent volunteers should be instructed to do this also.

At 9:55:

- Each teacher will lead children back to the practice room.
- Each child will get one snack and one drink. Children must eat snacks on floor (no drinks on the tables with chessboards and pieces).
- OR each director must clean chess sets of food and drink between lessons. Teachers will all children to the restroom during snack break.
- Until 10:55 children can practice chess or do work given by instructors during lessons.
- Snack table will be covered with a cloth or tarp when campers finish snack.

At 10:55:

- Children will be lined up and taken to the second lesson of the day.
- Repeat instructions for 9:00.

At 11:55:

- Parents arrive for morning pick up, and children MUST be signed out of classroom prior to leaving.
- Camp Director will stand at door and direct parents to classrooms and confirm children sign out.
- All-day campers will eat lunch and practice chess.

At 12:00:

- Teachers will eat lunch until from 12:10-12:40 in a separate room from campers.
- CD will supervise AD campers in lunch and recess.

At 12:45:

- PM campers arrive. PM teachers should be in classrooms.
- Instructors take roll.
- AD teachers take their groups back to classroom.
- PM campers arrive to classroom.

At 1:00:

- First lesson starts.
- Each lesson lasts 55 minutes.
- While children are at lessons, camp director will make the practice room presentable (reassemble chessboards, place any stray lunch boxes or bags against designated wall) and periodically check classrooms to take children to the restroom and get teachers needed supplies.
- Any parent volunteers should be instructed to do this also.

At 1:55:

- Each teacher will lead children back to the practice room.
- Each child will get one snack and one drink. Children must eat snacks on floor (no drinks on the tables with chessboards and pieces).
- OR each director must clean chess sets of food and drink between lessons. Teachers will all children to the restroom during snack break.
- Campers can practice chess or do work given by instructors during lessons.
- Snack table will be covered with a cloth or tarp when campers finish snack.

At 1:55

- Instructor teaching parent class should begin preparation for lesson and be in classroom.
- Parents arriving for class should be directed to classroom.

At 2:00

- Campers are moved to another class if necessary.
- Parent class begins.
- Parent Class ends at 4:00pm

At 2:55:

- Children will be lined up and taken to the second lesson of the day.
- Repeat instructions for 1:00.

At 3:55:

- Children must be seated at all times, and **MUST** be signed out of classroom prior to leaving.

At 4:00:

- Pickup will begin.
- All children must be signed out.

At 4:10:

- Grace period ends. Any child not picked up will be charged one dollar per minute until parents arrive.
- All teachers must have sign out sheets with marked group placement adjustments at hand, along with any questions and pertinent information.
- Teacher meeting will begin.
 - Beginning with group one, camp director will ask the corresponding instructor for names of campers who have been removed from or placed into their group.
 - Camp director will make proper adjustments to group lists and post them for parents.
- Sign out sheets for the following day will also be adjusted accordingly.
- Completed sign out sheets will be placed in corresponding folder to be filed back at the office in Dallas.
- Any child who was absent again must be noted and called. Any problems or suggestions by instructors and camp directors will be noted at this time.
- Instructors will give camp director copy and supply requests.
- “What did we learn today sheets” should be copied.
- Practice room and classrooms will be set up for following day.

At 1:45

- Instructor teaching parent class should begin preparation for lesson and be in classroom.
- Parents arriving for class should be directed to classroom.

At 2:00

- Parent class begins.
- Parent Class ends at 4:00pm

Wednesday, third day of camp

At 8:00:

- Teachers and CD leave hotel for school.
- Camp director will order lunch for teachers, to be delivered at 12:00.
- CD makes coffee and tea
- Camp director will make any copies teachers have requested from previous night.
- Camp director will check to make sure classrooms are open.
- Instructors will set up classrooms and prepare lessons for the day.

At 8:45:

- All Instructors must be in classrooms.
- Children begin to arrive.
- Instructors take roll.
- Drop off takes place in classrooms and will for the remainder of the week.
- Any adjustments must be recorded in sign out sheets immediately.
- Every child must wear a nametag at all times for every day of the camp.

At 9:00:

- First lesson starts.
- Final adjustments to group placement will be made.
- Each lesson lasts 55 minutes.
- While children are at lessons, camp director will make the practice room presentable (reassemble chessboards, place any stray lunch boxes or bags against designated wall) and periodically check classrooms to take children to the restroom and get teachers needed supplies.
- Any parent volunteers should be instructed to do this also.

At 9:55:

- Each teacher will lead children back to the practice room.
- Each child will get one snack and one drink. Children must eat snacks on floor (no drinks on the tables with chessboards and pieces).
- OR each director must clean chess sets of food and drink between lessons. Teachers will all children to the restroom during snack break.
- Until 10:55 children can practice chess or do work given by instructors during lessons.

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- Snack table will be covered with a cloth or tarp when campers finish snack.

At 10:55:

- Children will be lined up and taken to the second lesson of the day.
- Repeat instructions for 9:00.

At 11:55:

- Children must be seated at all times, and **MUST** be signed out of classroom prior to leaving.
- All-day campers will eat lunch and practice chess.

At 12:00:

- Teachers will eat lunch until from 12:10-12:40 in a separate room from campers.
- CD will supervise AD campers in lunch and recess.

At 12:45:

- PM campers arrive. PM teachers should be in classrooms.
- Instructors take roll.
- AD teachers take their groups back to classroom.
- PM campers arrive to classroom.

At 1:00:

- First lesson starts.
- Each lesson lasts 55 minutes.
- While children are at lessons, camp director will make the practice room presentable (reassemble chessboards, place any stray lunch boxes or bags against designated wall) and periodically check classrooms to take children to the restroom and get teachers needed supplies.
- Any parent volunteers should be instructed to do this also.

At 1:55:

- Each teacher will lead children back to the practice room.
- Each child will get one snack and one drink. Children must eat snacks on floor (no drinks on the tables with chessboards and pieces).
- OR each director must clean chess sets of food and drink between lessons. Teachers will all children to the restroom during snack break.
- Campers can practice chess or do work given by instructors during lessons.
- Snack table will be covered with a cloth or tarp when campers finish snack.

At 2:55:

- Children will be lined up and taken to the second lesson of the day.
- Repeat instructions for 1:00.

At 3:55:

- Children must be seated at all times, and **MUST** be signed out of classroom prior to leaving.

At 4:00:

- Pickup will begin.
- All children must be signed out.

At 4:10:

- Grace period ends. Any child not picked up will be charged one dollar per minute until parents arrive.
- All teachers must have sign out sheets with marked group placement adjustments at hand, along with any questions and pertinent information.
- Teacher meeting will begin.
 - Beginning with group one, camp director will ask the corresponding instructor for names of campers who have been removed from or placed into their group.
 - Camp director will make proper adjustments to group lists and post them for parents.
- Sign out sheets for the following day will also be adjusted accordingly.
- Completed sign out sheets will be placed in corresponding folder to be filed back at the office in Dallas.
- Any child who was absent again must be noted and called. Any problems or suggestions by instructors and camp directors will be noted at this time.
- Instructors will give camp director copy and supply requests.
- “What did we learn today sheets” should be copied.
- Practice room and classrooms will be set up for following day.

Thursday, fourth day of camp.

At 8:00:

- Teachers and CD leave hotel for school.
- Camp director will order lunch for teachers, to be delivered at 12:00.

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- Camp director will make any copies teachers have requested from previous night.
- Camp director will check to make sure classrooms are open.
- Instructors will set up classrooms and prepare lessons for the day.

At 8:45:

- All Instructors must be in classrooms.
- Children begin to arrive.
- Instructors take roll.
- Drop off takes place in classrooms and will for the remainder of the week.
- Any adjustments must be recorded in sign out sheets immediately.
- Every child must wear a nametag at all times for every day of the camp.

At 9:00:

- First lesson starts.
- Final adjustments to group placement will be made.
- Each lesson lasts 55 minutes.
- While children are at lessons, camp director will make the practice room presentable (reassemble chessboards, place any stray lunch boxes or bags against designated wall) and periodically check classrooms to take children to the restroom and get teachers needed supplies.
- Any parent volunteers should be instructed to do this also.

At 9:55:

- Each teacher will lead children back to the practice room.
- Each child will get one snack and one drink. Children must eat snacks on floor (no drinks on the tables with chessboards and pieces).
- OR each director must clean chess sets of food and drink between lessons. Teachers will all children to the restroom during snack break.
- Until 10:55 children can practice chess or do work given by instructors during lessons.
- Snack table will be covered with a cloth or tarp when campers finish snack.

At 10:55:

- Children will be lined up and taken to the second lesson of the day.
- Repeat instructions for 9:00.

At 11:55:

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- Children must be seated at all times, and **MUST** be signed out of classroom prior to leaving.
- All-day campers will eat lunch and practice chess.

At 12:00:

- Teachers will eat lunch until from 12:10-12:40 in a separate room from campers.
- CD will supervise AD campers in lunch and recess.

At 12:45:

- PM campers arrive. PM teachers should be in classrooms.
- Instructors take roll.
- AD teachers take their groups back to classroom.

At 1:00:

- First lesson starts.
- Each lesson lasts 55 minutes.
- While children are at lessons, camp director will make the practice room presentable (reassemble chessboards, place any stray lunch boxes or bags against designated wall) and periodically check classrooms to take children to the restroom and get teachers needed supplies.
- Any parent volunteers should be instructed to do this also.

At 1:55:

- Each teacher will lead children back to the practice room.
- Each child will get one snack and one drink. Children must eat snacks on floor (no drinks on the tables with chessboards and pieces).
- OR each director must clean chess sets of food and drink between lessons. Teachers will all children to the restroom during snack break.
- Campers can practice chess or do work given by instructors during lessons.
- Snack table will be covered with a cloth or tarp when campers finish snack.

At 2:55:

- Children will be lined up and taken to the second lesson of the day.
- Repeat instructions for 1:00.

At 3:55:

- Children must be seated at all times, and **MUST** be signed out of classroom prior to leaving.

At 4:00:

- Pickup will begin.
- All children must be signed out.

At 4:10:

- Grace period ends. Any child not picked up will be charged one dollar per minute until parents arrive.
- All teachers must have sign out sheets with marked group placement adjustments at hand, along with any questions and pertinent information.
- Teacher meeting will begin.
 - Beginning with group one, camp director will ask the corresponding instructor for names of campers who have been removed from or placed into their group.
 - Camp director will make proper adjustments to group lists and post them for parents.
- Sign out sheets for the following day will also be adjusted accordingly.
- Completed sign out sheets will be placed in corresponding folder to be filed back at the office in Dallas.
- Any child who was absent again must be noted and called. Any problems or suggestions by instructors and camp directors will be noted at this time.
- Instructors will give camp director copy and supply requests.
- “What did we learn today sheets” should be copied.
- Practice room and classrooms will be set up for following day.
- T-shirts, trophies and award certificates will have been shipped.
- Trophies on display in classrooms, and certificates divided into groups and put in folders.

Completed by Thursday 4:30– Graduation Preparation:

- Each teacher will begin to assemble each child’s folder which should include, but is not limited to, an award certificate; a corresponding group photo; a set of five “What Did We Learn Today Sheets;” any other work completed during the camp; recommended book list and camp brochures.
- The unused chess sets and board will be bagged and placed in graduation bag. CD will discuss graduation ceremony at this meeting with teachers.

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- The number of trophies in each classroom will be checked and chairs set up to provide seating for parents to watch the ceremonies.
- All unused chess sets and boards will be bagged and placed in morning campers' bags. Camp director will discuss the awards ceremony proceedings and sign out sheets will be collected.
- Teachers and instructors will set up merchandise table for following day.

Friday, final day of camp...GRADUATION!

- Teachers and instructors will need to be at the host school no later than 8:30.
- Teachers must have enough bags for the chess sets in their classrooms, and must double-check each child for a folder with the proper materials inside.
- Camp director will run merchandise table as parents drop off and pick up children.

At 9:00:

- AM Teachers will conduct first lesson of the day which will last 45 minutes.
- All day teachers will keep morning schedule the same as Tuesday through Thursday.
- Camp director will continue to run merchandise table until 9:30 or all parents have left and then make rounds as done earlier in the week.

At 9:45:

- AM Teachers will bring children back for their snacks, and allow children to practice.

At 9:55:

- All day teachers will bring children back for snacks.

At 10:30:

- Teachers will return to classrooms for the final lessons, which will vary in length according to class's time of graduation.

At 11:15:

- A.M. Parents should begin arriving for graduation.

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- CD will conduct Q & A session and talk about USA Chess, Inc.

At 11:30:

- Camp director will continue to run merchandise table at this time.
- Parents go to their camper's classroom to observe teachers handing out awards. Each camper will be given trophy, folder, chessboard and pieces.
- Each ceremony will take approximately 15 minutes.
- Teachers will say a few sentences about the class and what they learned.
- Each child will then be called to the front, given a trophy and folder and will shake hands with teacher. All children get treated exactly the same. NO SPECIAL AWARDS!!!
- When all children have been presented with their awards, parents MUST sign the child out before being permitted to leave with child.
- Teachers will stand at the door and sign each child out before they leave and answer any parent's questions.
- Any questions regarding tournaments, lessons and merchandise shall be directed to USA Chess's web site and affiliates.
- Instructor watches all day campers IN THE CLASSROOM until director picks them up.

By 12:00:

- All graduation ceremonies should have reached conclusion.
- All-day campers will be taken to lunch, along with half of the teachers. Other half of teachers is still responsible for campers.
- Camp director is running merchandise table.

At 12:00:

- Teachers will eat lunch until from 12:10-12:40 in a separate room from campers.
- CD will supervise AD campers in lunch and recess.

At 12:40:

- PM campers arrive. PM teachers should be in classrooms.

At 12:45

- All Day teachers take their groups back to classroom.
- PM campers arrive to classroom.

At 1:00:

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- First lesson starts. Lesson will last 45 minutes.
- Camp director will continue to run merchandise table until 1:30 or all parents have left and then make rounds as done earlier in the week.

At 1:45:

- Campers will have snack break, followed by a short practice session.
- Before returning to classrooms for final lesson, all practice room chess sets will be bagged and distributed to the rest of the PM and All day campers bags.

At 2:15:

- Campers will return to classrooms for final lesson.
- Final chess sets will be put in camper bags.

At 3:00:

- P.M. and All Day Parents should begin arriving for graduation.
- CD will conduct Q & A session and talk about USA Chess, Inc.

At 3:30:

- Camp director will continue to run merchandise table at this time.
- Parents go to their camper's classroom to observe teachers handing out awards. Each camper will be given trophy, folder, chessboard and pieces.
- Each ceremony will take approximately 15 minutes.
- The teachers will say a few sentences about the class and what they learned.
- Each child will then be called to the front, given a trophy and folder and will shake hands with teacher.
- When all children have been presented with their awards, parents MUST sign the child out before being permitted to leave with child.
- Teachers will stand at the door and sign each child out before they leave and answer any parent's questions.
- Any questions regarding tournaments, lessons and merchandise shall be directed to USA Chess's web site and affiliates.

By 4:00:

- All ceremonies shall have reached conclusion.
- Teachers will collect all belongings from classrooms and bring to practice room.
- All extra and unused supplies will be packed for the next camp.
- Any unsold merchandise is to be inventoried.

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- Once camp is completely torn down, and everything has been accounted for (check supply list) teachers and camp director will have final meeting to discuss travel arrangements for the following day, and the past and future camp.
- Approx. time of camp conclusion: 4:15.

Friday Evening or Saturday:

- Teachers and directors depart from Host City.