

OTA
Summer Session
Section 4:
Camp Director Prep

- Pre-Camp Admin Meeting
- Regulations and Policy Binder

“MVP”

*The most important role for Summer Camp Programs is the Camp Director (whether it is Franchisee or not)

This should inform how you prepare and manage the position before and during the course of the session

Pre-Camp Admin Meeting

Once you have determined whether you will be running a camp site as camp director yourself or bringing a camp director on to your team to fill that role, you must begin identifying the relevant topics that should be addressed before and during the camp session.

Creating this topics list should follow a wide-ranging approach. Anticipating logistics, customer service, program issues, and staffing scenarios are all paramount to setting a program up for a successful camp session.

The training of a Camp Director is the centerpiece for a successful program. The Camp Director is the most important role of summer camp. Identifying someone who possesses the skill set to be able to execute the job description (to include staff management, parent interaction, and camper instruction, leadership, and coaching) is where the process begins.

Camp Director Training requires time, a runway leading up to the first day of camp, and a combination of office and camp site meetings. What follows are sample topics that should be reviewed and discussed with a Camp Director as a part of their training:

Camp Director (Pre-Camp) Admin Meeting:

1. Facility Information

- History of Partnership
- Point of Contact – Facility
- Point of Contact – OTA

2. Presentation is Everything

- Uniform, Attire, and Name Tag Expectations
 - Everyone should be wearing these every day of camp
- Greeter and Gate-Keeper
 - All camps should have staff greeting campers and parents at most forward location of arrival and departure (lobby, doorway entrance, end of field where sign in takes place)
- Camper's Gear
 - Bags, Jackets, Lunches
- Storage
 - Bagging Equipment by Type
- **Camp Desk:** Highlight Board – Sign In/Out – Announcements

Highlight Board

- This is a marketing tool to be displayed at Admin Desk for parents and campers to see
- Based on daily agenda choose 3-4 highlights (games, activities) that campers will participate in throughout the day

OTA Sign In/Out Sheet

- All Camps prior to the first day of camp will have all registered campers alphabetically on an attendance spread sheet
- The Spreadsheet should include logo and date at the top
- The Spreadsheet should be organized:
 - Sign IN Column – Far Left
 - First Name – Middle Left
 - Last Name – Middle Right
 - Sign OUT Column – Far Right
- Blank Spaces should be included at the bottom to accommodate walk up registrations

Sign in Sign out Procedure

- Parents will sign by participants name on Sign in sheet at Admin Desk
- Sign out - parent will sign by participants name (Director needs to check authorized pick up names)

ON-SITE Announcements

- The Sign In Desk or Camp HQ Desk should include posted announcements
- Announcements could include:
 - Before and After Care
 - Special Activity (swimming, ice skating, etc.)
 - Reminder about camp Highlight later in week (Carnival, Olympics, Talent Show)
 - Sample Daily Agenda
 - Camp Reminders

3. System of Operation

- Start Times vs. End Times
- Open and Close Procedures
- Meeting Spot – Attendance and Announcements
- Bathroom System
- Water Break System
- Lunch System
- Discipline Procedure
- Rain Policy and Procedure (shelter)

Walk Up Stations

- All Camps are encouraged and should be prepared to have “walk up stations” for campers to jump right into following sign in
- The purpose of these stations is so that campers have an immediate option to participate in an activity once they arrive (also so parents see we are on point)
- Sport Specific Camps should have:
 - Coaches Challenges
 - Player Contests
- Traditional Day Camps should have:
 - Free Play Sports
 - Lego Station
 - Drawing Station
 - Cards Station

Monday Morning Walk Around

- Be sure that you have your counselors spread the groups out so that not every Attendance Team is going on the same route

Water Break and Snack and Popsicles

- ALL camps need access to WATER
- Water Fountains are sufficient
- If there are no water fountains, you must have water jugs ready
- There will be no snack provided for campers
- Campers should be encouraged to bring snack (parents should be reminded)
- ALL camps must get permission to give out water based fruit flavored popsicles at the end of the day

Staff Lunches

- Instructors should be prepared to bring lunch everyday
- No lunch will automatically be provided for instructors
- HQ will determine if lunch will be provided for staff at any time during summer session

4. Communication

- Monday Report (submit report on Mondays by Noon)
- Friday Report
- OTA Point of Contact
- Requesting Equipment, Supplies, Gear
 - In order to request camp needs email must be submitted to management
 - Phone Call should be made to confirm details of email

5. Regulations

- Forms (Review of Forms Information)
- Camp Binders
- Incident Reports
- Ratios – Splitting up Campers by Age Group
- Staff Discord (instructor issues with each other)
- Camp Director and Instructors Requesting Off
- Camper Suspension – Sending a kid home policy

Instructor Clearance

- All Clearance Reports should be completed and results should be printed out and included in the staff section of the Camp Policy&Reg Binder
- Any additional Clearance, Background Checks, or Fingerprinting outside of the normal OTA Procedure that is required should also be documented in binder

Emergency Contact Binder

- 1st page of binder will be camper registration information
- Collect all forms at arrival on Monday Morning. (have hard copies available for those who do not have on hand)
- File away alphabetically in Emergency Contact Binder (if new campers arrive later in day or next day, be sure to file away)
- Binder should be accessible at all times

Archiving Camper Health and Information Forms

- These should not be thrown away at the end of the week
- Please archive these forms in the accordion folder that has been provided to you
- Should a camper come to a later week in the summer, they may use the same health and information form that they had previously submitted.

Health Log/Incident Report Procedures

- Directions for how to fill out Health Log will be provided
- Must have blank copies of Incident Reports at admin desk at all times
- File away all incident reports in binder once properly filled out and proper notification has been completed.

Medication

- Remember to remind parents that they must pick up medication the last day of camp or it will be disposed of

Camper Groups/Teams/Attendance Lines

- Campers will be split up into groups prior to camp starting
- Each group will have an assigned COACH
- These groups will be for the week
- Coaches will have a list of their groups and be able to take attendance at any time during the day
- The purpose of these groups are for accountability and also for campers to feel as though they have a specific person to bring questions or concerns to
- These groups are not necessarily teams split up for competition purposes
- NOTE – they should be for competition purposes as sport specific camps (i.e. – basketball camp, flag football camp, etc.)
- For traditional day camps, the team groups should be identified with names that are colors – Red Team, Blue Team, Green Team, etc.

Staffing Schedule (Calendar)

- Have on hand summer schedule for your instructors
- Regularly confirm with staff availability for up coming weeks

6. Daily/Weekly Agendas

- Week Ahead Submittals
- Free Play Stations
- Camp Segments (Review of Special Activities)

7. Business

- Instructor Hours – Payroll Log and System
- Walk Up Registration

Payroll Procedure

- Camp Directors will record sign in/sign out daily for coaches
- Camp Directors will total hours for pay period for each coach and submit log on Fridays

Prices – weekly and before/after care

- Have hard copy of camp flier
- Be aware of weekly prices and specials
- Check with management about any payment plan questions
- Refer to flier for prices regarding before/after care

On Site Registration

- Have hard copy of registration form, health form and consent forms (where applicable)
- Payment made in cash or check only (made out to Overtime Athletics)
- Notify Management of onsite registration (Include in AM Monday Director Report)
- File away forms and payments

Collecting Payment

- Should a walk up registration take place, please collect payment (cash or check) and put it in an individual envelope with the following written on the envelope:
 - Parent Name
 - Camper Name
 - Name/Location of Camp
 - Camp Date

Checks/Camp Bank

- Make sure all checks are made out to Overtime Athletics
- Have Camp Bank available each week
- Store in (weekly) envelope in camp lock box
- Notify management of checks or money that has been delivered

Refund Policy/Credit

- Have on file OTA Refund and Camp Policy (notify management if parent does understand or questions our policy)

8. Camp Do's and Don'ts

- Camp Director – SMART PLAY
 - Demonstrating games, stations, contests, activities for the entire group of campers before they split up with their coaches is a smart way to “teach” the coaches what you want them to do at the same time
 - Also can be a great way to pace the segment of the day
- Making Copies
 - You should find out day one, if you have the ability to make copies on-site
 - Check with a representative from the facility
 - We are happy to provide paper
 - This is an asset for doing dittos and worksheets out of the Camper Activities Binder
- Movie Time
 - If you choose to incorporate a movie time into your week, there are a couple of rules:
 1. Can't watch movie on Monday of camp
 2. Can't watch movie unless it is RATED G (no exceptions)
 3. Before setting up a Movie Time, make sure you have proper equipment and that you test it to make sure it works

9. Bottom Line

- Does camp look “tight”?
 - Organization of camp areas?
 - Organization and storage of equipment?
 - Organization of OTA Marketing Stuff?
 - Organization of sign in and dismissal?
 - Organization during special activities (Field Trips, Ice Skating, Swimming)?
 - Organization of who counselors are working with?

Camp Director: Frequently Asked Questions

1. Do I get keys to: building, gym, office, etc.?
2. What is the camp phone number/do I tell Parents to call the facility?
3. Do we give any information to front desk?
4. Where do we store equipment and gear?
5. Can we use equipment and gear in the gym (or Phys Ed Closet)?
6. What bathrooms do we use?
7. Where and when do we have lunch?
8. What classrooms can we use?
9. Where can we watch the movie?
10. Can we use the copier?
11. Where do we take trash? Can we get trash cans for our space?
12. Who do I go to if there is a problem? (facility)
13. Who do I go to if there is a conflict with space?
14. What's the procedure for cleaning up a mess? (Supplies? Custodian?)

Regulations and Policy Binder

Each camp site should prepare to have a Regulations and Policy Binder onsite. This is a useful tool for camp staff to access important information and essential for when/if a regulatory department were to inspect the camp (Health Department, Youth Commission, etc.). Franchisees are responsible for investigating and determining whether they are operating in a territory that requires youth camps to be “licensed” or “approved”. Regardless of licensing requirement, all OTA Camp Programs should still have a Regulations and Policy binder on hand.

Recognize that NOT ALL types of camps are required to operate under the same guidelines and it’s important to investigate the specifics of camps that need to go through a licensing or inspection process. For example, some territories have licensing requirements for overnight camps, but not day camps. Some territories have licensing requirements for multi-week camps, but not 1-week camps. Some territories have licensing requirements for full day camps, but not half day camps. Some territories have licensing requirements for 5-day camps per week, but not shorter week camps (3,4-day camps). Some territories have licensing requirements for “Host Organization”, but not partnering vendors.

Here is a sample format for the Regulations and Policy Binder:

Camp Regulations and Policy Binder – Outline

- Cover Page
- Insert – Record of Weekly Evacuation Drill

- 1. Camp Flyer
- 2. OTA Brochure/OTA Summer Brochure
- 3. Summer Camp Rules and Regulations
- 4. Before and After Care Information
- 5. **Camp Daily Agenda Template**

- Tab 1: Blank Forms
 - Camper Health and Info Form
 - Medication Form
 - Swimming Consent Form
 - Activity Consent Form
 - Field Trip Consent Form

- Tab 2: Admin Section
 - Camp Director Checklists
 - Open/Close Procedure
 - Camp Director Admin Responsibilities
 - Summer Camp Topics and Notes
 - Summer Camp Payroll Procedure

- Tab 3: Policies and Procedures
 - Camp Staff Handbook
 - Medical Program
 - OTA Discipline Procedure

- Tab 5: Emergency Plans
 - Notification
 - Accountability Plan
 - Evacuation
 - Parent Pick Up
 - Fire
 - Natural Disasters
 - Code Red Ozone Alerts
 - Special Activity (Water Watching, Field Trip, Ice Skating, etc.)

- Tab 6: First Aid Guide

- Tab 7: Staff Training Program
 - Outline
 - Classroom Training
 - Field Training
 - On-Site Training

- Tab 8: Camp Staff Section
 - Roster
 - Blank Forms
 - Application
 - Health Form
 - Abuse Clause
 - Abuse Policy
 - Health Test
 - Emergency Test
 - Individual Instructor Documents
 - ALL Blank Forms Completed in that above order
 - Background Check Documentation

- Insert – Incident Reports