

OTA
Summer Session
Section 5:
Camp IHT

- Camp Staff Training Notes
- Camp Director Training Notes
- Camp All Staff IHT System
- Reference Documents: Email Templates

*Please refer to the IHT System Sections of the OTA Operations Manual. All the materials and processes addressed there also apply here.

**What follows in this Section are the additional steps to add to the OTA IHT System from school year programming to summer camp.

Camp Staff Training Notes

*Be sure to reference and have access to the following materials in the OTA IHT System covered in the Operations Manual when Interviewing, Hiring and Training Camp staff:

- Employment File Checklist
- Interview 1 Notes
- Interview Questions
- Hiring Appointment Steps and Materials

IHT System – Summer Staff

The OTA IHT System is an outline of the on-boarding and training for New Employees. It is to be followed every time. Deviating from the IHT System, taking shortcuts/skipping steps, or rushing the process are all mistakes that will contribute to issues with staff and programming later on.

The OTA Employee Resources Section of the Company Website (Instructor Login Portal) is a central HUB for the IHT Process that New Hires and Franchisees/Program Directors will utilize throughout the Hiring and Training Program.

Camp Director Training Notes

The Camp Director Training includes every step outlined in the IHT System (for summer session), but also includes the following additional steps:

1. Preview Meeting
 - Camp Assignment and Location
 - Staff Training Process and Role
2. Camp Director WEB Training
 - Director Reading / Quiz
 - Camp FAQ Reading and Discussion
3. Training Role Meeting
 - Classroom
 - Field
 - On-Site
 - Payroll
 - Camp Team Meeting
4. Camp Director Admin Meeting
 - Topics Review
 - Quality Control Measures

IHT System Outline

Interviewing – Hiring – Training

1.Screening Phone Call

2.Interview

3.Hiring Preview Appointment

- **WEB Training 1**
- **WEB Training – Part 2 (Section 1)**

4.“Classroom” Training Session

- **WEB Training – Part 2 (Section 2)**

5.“Field” Training Session

- **WEB Training – Part 2 (Final)**

6.“On-Site” Training Session

***Decision – Hire or No Hire.**

Once you have considered the applicants qualifications, work experience, skill set (and recommendations depending on the position being filled), it's time to make a decision.

Hire: Send Job Offer Email to Applicant

- **Email should contain details about position, compensation, assignment details (where applicable)**
- **If applicant accepts, make appointment for “Hiring Preview”**
 - **Hiring Preview Appointment should be In Person or Virtual**

1. Hiring Preview Appointment

The hiring process is the same for school year and summer staff. Once this section of IHT has been completed for summer personnel, proceed with the following steps:

- Objective – this discussion is to outline the WEB Training location and steps to complete. You can “screen share” the Login Portals in order to expose the New Hire to the platform and answer any preliminary questions
- **Send New Hire Email: OTA – Instructor WEB Training – PART 1**

Once all required Submittals have been completed:

- **Send New Hire Email: OTA – Instructor WEB Training – Part 2 (Section 1)**

2. OTA Summer Staff “Classroom” Training – In Person or Virtual

OTA Summer Staff “Classroom” Training

Expectations and Goals

Our Mission: To Give H.I.G.H. F.I.V.E.S

(Health, Involvement, Growth Happiness, Fun, Instruction, Value, Enrichment, Safety)

- Job Description
 - Action – Ask participants for their definition

Counselors will implement lesson plans, organize games and activities, and supervise children during all segments of the day including water breaks, lunch, swimming, ice skating, field trips, free play, station exercises, and dismissal. Counselors will report to the Camp Director any discipline situations or camper issues requiring a solution. Counselors will aid in the set-up and clean-up of all camp functions and activities.

Essential Functions:

- Help comply with Camp Regulations
- Implement Overtime Athletics Curriculum
- Lead and support camp activities
- Referee and participate in camp games
- Provide customer service to parents and campers

- Employee (Instructor/Coach/Counselor) Qualities: Good Qualities vs. Bad Qualities
 - Action - Create List

2. Camp Handbook / Quiz Review

- Q&A Discussion Topics

3. Camp Training Presentation Review

4. Emphasis & Game Plan/Summer Landmines

5. IHT Paperwork – Employee File

- Review Instructor File for any outstanding paperwork

- Objective – this discussion is to confirm receipt of all required submittals from WEB Training Part 1 and Web Training Part 2 – Section 1 and to highlight key points from training materials in these WEB Trainings. This should include a Q&A format giving the New Hire an opportunity to ask any questions and address any concerns about the materials they have reviewed and the forms and exercises they have completed.

- **Submittal Confirmation: WEB Training Part 1**
 - TOP Sheet
 - Staff Emergency Contact
 - W4
 - I9
 - Instructor Agreement
 - Child Abuse and Inappropriate Contact
 - General Knowledge Answer Sheet
 - Curriculum Answer Sheet
 - HIGH FIVES Moments
 - Game Plan
 - Employee Pledge

- **Submittal Confirmation: WEB Training Summer Part 2 (section 1)**
 - Summer Handbook Answer Sheet
 - Professionalism Answer Sheet
 - Technique Answer Sheet
 - Teasing and Bullying Answer Sheet
 - Harassment Answer Sheet
 - Emphasis
 - Employee Receipt

- **“Field” Training Preview**
Objective – this discussion concludes the Hiring Review and Training Preview Meeting and is to outline the next WEB Training location and steps to complete. You can “screen share” the Login Portals in order to expose the New Hire to the platform and answer any preliminary questions

- Send New Hire Email: **OTA – Instructor WEB Training – Part 2 (Section 2)**

3. OTA Summer Staff “Field” Training – In Person

Coaching

“OTA Game Plan” – Be Prepared

- Be prepared to create a One on One moment with campers
- Be prepared to use TRIVIA to pace transitions and keep kids focused
- Be prepared to teach games by having the proper equipment and knowing the rules

“The whole point” – Key Fun Factors: embracing silliness and enthusiasm

- FUN does not mean a sacrifice in safety, organization, or discipline.
1. Know Your Audience
 - It is extremely important to factor the age group you are working with to apply fun factors appropriate for that group.
 - Prepare for the AGE GROUP you are working with.
 2. Stay Tuned In
 - Listen when the kids think you aren’t listening.
 3. No Negotiations
 - Not every single thing a child does or says needs to be validated. Learn to appropriately ignore and brush off insignificant complaints.
 4. Move ON...
 - If something isn’t working, STOP, and move on to something else.
 - Don’t DWELL
 5. Follow the System
 - Warm-Up, Skill, Drill, Games was designed with the concept of FUN in mind. The Programming Day Card is a strategy to manage enthusiasm and excitement. Instructors make their life more difficult running classes and diminish the results of FUN when they deviate from the system.

“Dumb it Down” – Method for getting the most out of an activity with different age groups

- You must be able to bring the skill or game down to the appropriate level of the age group of the class.
- Apply appropriate rules and directions for the age group that is participating in the program.

“Cones are your best friend” – children respond to boundaries

- Not utilizing the tools you have been given in your programs is a mistake
- Cones can be used to make your life easier
- Planning ahead pays off

OTA Discipline Procedure

- In our classes discipline helps keep class **safe** and **fun** for all students
- It is about teaching kids right from wrong
- Emphasize **RESPECT** (coaches, other kids, equipment)

First Five Minutes

- Set a tone for class
- Go over rules
- Enforce rules if they are being broken
- Consistency and follow through are essential

Tone

- Normally, an OTA coach should have a lighthearted, fun and silly tone
- If enforcing a rule, your tone should be serious, but not yelling
- Stay calm, don't lose your temper

Be Clear

- Clearly state **what rule was broken** or what the child did wrong

3 STRIKES SYSTEM

- There should be a 3 strike process when disciplining kids
- Strike 1 – (**WARNING**) Remind child of what rule they broke
- Strike 2 – (**PENALTY BOX**) Sit child out for a few minutes
- Strike 3 – (**DONE**) They cannot participate for the rest of class, coach must address issue with parent or PTA Coordinator at conclusion of class

The Penalty Box

- If a child breaks a rule, have them sit out on the sideline for a short amount of time (1-2min)
- Use the term 'penalty box' rather than timeout.

Consequences

- Can be effective motivators for good behavior
- Example: **“You can't play in the game if you keep breaking the rules”**
-

No Physical Punishments

- We are not drill sergeants
- Do not punish a child by making them do pushups, sit ups or any other physical activity
- **No physical contact with the students AT ALL**

Be Consistent

- If you sit one child out for breaking a rule, you must also sit out any other child that breaks the rule

Follow Through

- When the child's timeout is over, ask them if they are ready to follow the rules and rejoin class

Persistent Behavior Issues

- If there is a behavior issue that arises each class, **notify your PD**. The PD will bring the issue to the attention of the PTA and parents.

Emergency Behavior Issue

- If there is an emergency behavior issue (a child is acting in a way that is putting the safety of another child at risk) then find a PTA rep, teacher or administrator to help regain control of the class
- If there is a violent incident (fighting) the child should be immediately removed from the program

The 2 Minute Rule

- Do not take more than 2 minutes to deal with a discipline situation
- Address the issue and then MOVE ON
- Don't dwell or fixate on the problem
- Don't negotiate with children. You are the adult, what you say goes.
- Learn to ignore "unworthy" issues regarding misbehaving participants
 - Often these students are simply looking for attention

Remember

- These discipline suggestions are for extreme or persistent cases
- Our classes are **silly** and **fun**, always keep things upbeat and lighthearted

****Kids are going to test. You will be "reminding" kids to follow directions, stop talking, pay attention, stand in the proper place, put down equipment, keep their hands to themselves, hurry up, slow down, be nice, wait your turn, watch your language, don't cheat, be a good sport, don't be a sore loser, play fair, stay in a straight line, raise your hand, don't call out, etc. This is NOT part of the discipline plan. This is simply the process of being an adult in charge of a group of children. Be sure to recognize the difference.**

Camp Strategy: High Energy, Fun, Fitness, Teamwork, Sportsmanship, Participation

****Select the best answer (or answers) for each below question**

1. To be ready to work camp, I should:
 - a. Be hygienically prepared
 - b. Be on time
 - c. Be in uniform
 - d. Have a name tag on
 - e. Help set up for the day
 - f. Know the agenda/itinerary and what my responsibilities are
 - g. All of the above

2. Great camps are:
 - a. High Energy
 - b. Organized
 - c. Age appropriate
 - d. Fair
 - e. Activities and Segments are set up and prepared before campers participate
 - f. So competitive that losing teams or players can't come back the next day

3. Camp can be made fun and interesting by:
 - a. Using Trivia
 - b. Having Contests
 - c. Creating One on One Moments

4. Camp can be made safe by:
 - a. Announcing the rules every morning
 - b. Doing regular headcounts
 - c. Making sure playing areas aren't dangerous
 - d. Regular water breaks
 - e. Spending most of my time texting

5. Parents expect our camps to be:
 - a. Majority of the time being free play
 - b. No teaching of athletic skills
 - c. Kids picking teams
 - d. All sports
 - e. A military level of discipline and punishment

6. When a parent approaches, I should:
 - a. Look down and ignore them
 - b. Turn around and walk the other way
 - c. Smile, introduce myself, and ask if I can help them

7. When fixing a problem with a customer (parent)
 - a. I should handle it myself
 - b. I should discuss best course of action with Camp Director

8. I should entertain myself at camp by:
 - a. Daring kids to do stupid shit
 - b. Getting kids to say funny or inappropriate things
 - c. Make fun of the fat kid
 - d. Win the games the kids are playing
 - e. Score, dunk on, strikeouts a child
 - f. Eat the kids lunch
 - g. Give special treatment to the campers I like
 - h. Sun tan

9. Every day/week of camp should include:
 - a. Warm Up Games
 - b. Skills
 - c. Drills
 - d. Scrimmages / Stations
 - e. Low intensity games
 - f. Daily Segments
 - g. Sportsmanship
 - h. Special Activity (brain games, arts and crafts, projects, etc.)

10. The proper way to discipline kids is to:
 - a. To punch them in the face if they do something wrong
 - b. Warn them about their behavior
 - c. Sit them out for 2min (penalty box)
 - d. Take away playing opportunity or activity
 - e. Punish with cleanup task or disqualification from prizes
 - f. Discuss issue with parent

11. The proper way to get kids to pay attention is to:
 - a. Scream at them to shut the F up
 - b. Wait in silence
 - c. Talk quietly
 - d. Use the Whistle

Station and Segment Review and Responsibilities

- Daily Agendas
 - Traditional vs. Non-Traditional Sports and Games
- Walk Up Stations - Structured Free Play Morning Activities
 - Free Play Zone, Beat the Coach Zone, Lego Zone, Card Game Zone, Board Game Zone, Coloring Zone
- High Intensity vs. Low Intensity Activities
 - Post-Lunch Activities / Movie Time
- Pick'm
 - Campers are given the option to choose from a variety of activities for an afternoon segment. (Playground / Scrimmage Game / Board Games)

“THE OTA PLAYBOOK” – Summer Camp Segments

- 1. Group – DAILY**
 - Quick low intensity activity designed to bond with camp counselor
- 2. Group – WEEKLY**
 - Teamwork activity designed for groups to work together
- 3. Sports and Games**
 - Skills, Drills, Games, Scrimmages
- 4. Camp Contests**
 - Sample: Spelling B
- 5. “RISK” Games**
 - Sample: Card Game “War”
- 6. THINK TANK**
 - Sample: Minefield
- 7. PROJECT INC**
 - Sample: Camp Banner
- 8. CENTER STAGE**
 - Sample: Camp Counselor Demonstration
- 9. GAME SHOW**
 - Sample: Minute To Win It
- 10. BIG EVENTS / SPECIAL EVENTS**
 - Sample: Carnival Day
- 11. ARTS and Crafts**
 - Sample: Firework Art
- 12. Activities Sheets (handouts)**
 - Sample: Cross-Word Puzzle

IHT Paperwork – Employee File

- Review Instructor File for any outstanding paperwork
- Objective – this discussion is to confirm receipt of all required submittals from Web Training Part 2 – Section 2 and to highlight key points from training materials in these WEB Trainings. This should include a Q&A format giving the New Hire an opportunity to ask any questions and address any concerns about the materials they have reviewed and the forms and exercises they have completed.
- **Submittal Confirmation: WEB Training Summer Part 2 (section 2)**
 - Summer Camp Training Presentation Answer Sheet
 - Disciplining Kids Answer Sheet
 - Health and Emergency Answer Sheet
 - Summer Training Booklet
 - Game Plan Exercise
 - Emphasis Exercise
- **“On-Site” Training Preview**
Objective – this discussion concludes the Hiring Review and Training Preview Meeting and is to outline the next WEB Training location and steps to complete. You can “screen share” the Login Portals in order to expose the New Hire to the platform and answer any preliminary questions
- Send New Hire Email: **OTA – Instructor WEB Training – Part 2 (Final)**

4. OTA Summer Staff “On-Site” Training – In Person

OTA Safety and Emergency Training Review

OTA staff members in determining an injury or medical situation will:

Isolate – Evaluate – Communicate

- Procedure Review
 - Accountability Plan: Locating Missing Camper
 - Fire Plan
 - Evacuation Plan
 - Group Pick Up Plan
 - Heat Plan
 - Natural Disasters Plan
 - Notification Plan
- Procedure Review – Highlight
 - Sign in and Sign Out
 - Bathroom, Locker-room, Water Breaks
 - Concussion Awareness
- Procedure Review – Special Activity (where applicable)
 - Swim Plan
 - Ice Skating Plan
 - Field Trip Plan

Paperwork and Camp Binders Review

- Complete all Staff Paperwork for ON-SITE Binder
 - Instructor Health/Medical Training Document
 - Instructor Emergency Plans Training Document
 - Abuse Policy Acknowledgement
 - Employee Health Form

Camp Site - Logistics, Procedures

- The Facility: Who, Where, How - Review
- How to “open” camp / How to “close” camp

Facility Set Up

- Camp “Office/HQ”
- Health Treatment Area
- Equipment and Gear Storage
- Meeting Spot and Camper Bag Storage
- Arranging Stations
- Other: marketing materials, lost and found, trash, etc

IHT Paperwork – Employee File

- Review Instructor File for any outstanding paperwork
- Objective – this discussion is to confirm receipt of all required submittals from Web Training Part 2 – Final and to highlight key points from training materials in these WEB Trainings. This should include a Q&A format giving the New Hire an opportunity to ask any questions and address any concerns about the materials they have reviewed and the forms and exercises they have completed.
- **Submittal Confirmation: WEB Training Summer Part 2 (Final)**
 - Employee Training Receipt (Summer)

Day 1 Details

- Conclude with confirmation of “First Day” logistics
- Thanks, and Good Luck!

Reference Documents: Email Templates

SUMER CAMP IHT EMAIL TEMPLATES

Summer Camp – Job Offer:

Thanks for your time sitting down with me to discuss our program and the Instructor Job. I am emailing you to formally inquire whether you would like to accept the position and join our team of coaches.

I think you would be a perfect fit for our organization, and I hope you'll consider being a part of our staff.

In order to double check the logistics of the camp session and the position, please review the following information:

1. Camp:
2. Location:
3. Type of Camp:
4. Compensation:
5. Camp Hours:
6. Early Drop Off:
7. Late Pick Up:

Camp Dates:

- 6/17 – 6/21
- 6/24 – 6/28
- NO CAMP JULY 4th WEEK
- 7/8 – 7/12
- 7/15 – 7/19
- 7/22 – 7/27
- 7/29 – 8/2
- 8/5 – 8/9
- 8/12 – 8/16
- 8/19 – 8/23

*If you have any questions about the above info, please don't hesitate to ask

If you'd like to accept the position, please reply back letting me know so. Once I hear back from you, I will be sure to respond with a preview of some of the things that we need Camp Staff to complete prior to our start date. There is plenty of time and no rush to get these steps done, but what is important at this point is receiving the confirmations from our Camp Team that they are good to go for this upcoming summer camp session.

Thanks,

OTA – Instructor WEB Training – PART 2 (Camp Section 1) Email:

Thanks so much for completing PART 1 of our WEB Training and reviewing with me the Training Material. Here are the directions for PART 2:

New Hire Directions:

*Please visit our website (otathletics.com) and scroll to the bottom of the page

1. Find “OTA Employee Resources” and click on **Instructor Login Portal**
2. Enter Password: **PLAY**
3. Click On TAB: **CAMP STAFF RESOURCES (enter)**

4. Complete **WEB TRAINING-1** Section:
 - Step 1 (Rules of Engagement)
 - Step 2 (Summer Camp Handbook / Answer Sheet)
 - Step 3 (Professionalism Presentation and Answer Sheet / Technique Presentation and Answer Sheet / Teasing and Bullying Presentation and Answer Sheet / Harassment Presentation and Answer Sheet)

Once you have completed these steps (as the directions indicate in the portal, you will be forwarding the emails of the completed documents to me) we will set up our next appointment to review together the materials and answer any questions you might have.

*Feel free to click around the other parts of the Instructor Portal to become familiar with the resources/information and sections available to our team

If you have any questions, please let me know.

OTA – Instructor WEB Training – PART 2 (Camp Section 2) Email:

Thanks so much for completing PART 2 (Camp – Section 1) of our WEB Training and reviewing with me the Training Material. Here are the directions for PART 2 (Camp – Section 2):

New Hire Directions:

*Please visit our website (otathletics.com) and scroll to the bottom of the page

1. Find “OTA Employee Resources” and click on **Instructor Login Portal**
2. Enter Password: **PLAY**
3. Click On TAB: **CAMP STAFF RESOURCES (enter)**

4. Complete **WEB Training-2** Section:
 - Step 5 (Summer Camp Training Presentation)
 - Step 6 (Discipling Kid Presentation and Answer Sheet / Health and Emergency Presentation and Answer Sheet)
 - Step 7 (Summer Training Booklet)
 - Step 8 (Game Plan and Emphasis)
 - Step 9 (OTA Summer Camp Landmines)

Once you have completed these steps (as the directions indicate in the portal, you will be forwarding the emails of the completed documents to me) we will set up our next appointment to review together the materials and answer any questions you might have.

*Feel free to click around the other parts of the Instructor Portal to become familiar with the resources/information and sections available to our team

If you have any questions, please let me know.

OTA – Instructor WEB Training – PART 2 (Camp Final) Email:

Thanks so much for completing PART 2 (Camp – Section 2) of our WEB Training and reviewing with me the Training Material. Here are the final directions to complete your WEB Training:

New Hire Directions:

*Please visit our website (otathletics.com) and scroll to the bottom of the page

1. Find “OTA Employee Resources” and click on **Instructor Login Portal**
2. Enter Password: **PLAY**
3. Click On TAB: **CAMP STAFF RESOURCES (enter)**

4. Complete **FINAL WEB Training:**
 - Watch **“Summer Camp Training Videos”:**
 - . EpiPen Safety
 - i. Pool Safety 1
 - ii. Pool Safety 2
 - iii. Pool Safety 3

 - Read and Review **“OTA Policies and Procedures”:**
 - . Camp Rules and Regulations
 - i. Camp Open and Close Procedures
 - ii. Rosters / Attendance / Dismissal
 - iii. Head Counts and Bathroom Breaks
 - iv. OTA Discipline Procedure
 - v. Concussion Awareness
 - vi. Reporting Abuse
 - vii. Summer Camp Payroll Information
 - viii. Pool Safety Guidelines – Water Watcher Training

 - Step 11 (Employee Training Receipt)

Once you have completed these steps (as the directions indicate in the portal, you will be forwarding the emails of the completed documents to me) we will set up our next appointment to review together the materials and answer any questions you might have.

*Feel free to click around the other parts of the Instructor Portal to become familiar with the resources/information and sections available to our team

If you have any questions, please let me know.