



THE PROGRAM

Overtime Athletics



After School Programs (ASP)

- OTA's "core business" is after school programming
- Being an expert in the sales, operations, and customer service of after school programming is essential in order to achieve a favorable reputation amongst school communities
- This process of becoming an expert begins with an understanding of THE PROGRAM
 - *ASP Catalogue*
 - *Curriculum, Programming Day Card*
 - *Class Procedure, Instructors, Equipment and Gear*
 - *Program Formula and Process to Partner with Schools*
 - *Important Programming Information*

PROGRAM CATALOGUE

“The Menu”



Program Catalogue

- Franchisees should know the Program Catalogue backwards and forwards. It is the bases of our service. Understanding how to describe, market, sell, and answer questions from School Contacts (PTA Coordinators and Principals) is essential. Just telling someone what is in the program description is not sufficient.
- Understanding that customers expectations will stem from what is described in a program description is the first step in avoiding a service issue.
- **You must provide participants and families what was sold to them.**
- Our Program Catalogue for organizational purposes and ease of description is split up into categories: “WINNERS”, “CLASSIC”, and “FAVORITES”
- *NOTE: Refer to Catalogue to review Program Descriptions*

WINNERS:

OTA's most popular programs

■ Sports Spectacular Variety Program

Let's Play! Save the best for last by finishing up the school day with Sports Spectacular, a variety athletic program that features different sports throughout the session. Participants will practice skills and play games in both traditional sports and playground favorites. The Sports Spectacular Variety Program features the best "to-do" list ever – Basketball, Soccer, Flag Football, Kickball, Capture the Flag, Wiffle Ball, Bump and Bite, Knights and Dragons, Numbers Game, Tag Games, Safe Base and MORE! OTA covers all the bases with our emphasis on playing, teamwork, sportsmanship, and fitness. Don't miss out on the FUN!

■ Gotime (Game Play and Scrimmaging)

Play Ball! Come join OTA for our ALL games ALL the time after school program. GOtime's exclusive game-play format features a variety of sports (Basketball, Soccer, Flag Football, etc.) and will be structured as a REAL GAME from start to finish. Loosen up, warm-up, and choose up sides, then get ready to play! Coaches will organize each game to teach kids the rules of competition, team play, and sportsmanship. We have always believed athletes get better the more they play. Here is your chance! This organized scrimmage every week will give players the opportunity to test new skills and get more comfortable in game situations. Come be a part of our TEAM!

CLASSIC: Traditional Sports Offerings

- Fast Break Basketball
- Shooting Stars Soccer
- Go Long Flag Football
- Big Swing Wiffle Ball
- Lax-Tastic Lacrosse
- Slap Shots Floor Hockey
- Kids Tennis Club
- Pitch and Putt Golf

FAVORITES: Playground and Gym Class “Hero's”

- Kaboom Kickball
 - Head's Up Dodgeball
 - Jump For Joy Jump Rope
 - Cheer-IT With Spir-it
Cheerleading
- (and Jump Rope)
- iSprint Speed and Agility
Program
 - Scooter Dash
 - Parachute Play
 - HIGH FIVES Running Club
 - Countdown (minute to win it)
 - Connect 4 vs Checkers

The “Double Play” Option: Combination Programs

- Flexibility is a centerpiece of OTA’s customer service. One of the ways we achieve this is by providing After School Coordinators an option to select two activities to be run as one program for the session.
- For Example: Double Play of Soccer and Basketball
 - *The Program will have an equal number of classes focusing on each activity*
 - *Often alternating activities each week*
- Being on the same page regarding these logistics is essential for Instructors, Coordinators, and Parents/Kids in order to avoid some sort of disappointment or lack of preparedness (and organization) of how the session will run.

THE CURRICULUM

“The Parts of the Game”



Curriculum Note:

*** In addition to each Program's Curriculum, you can find sections on "General Games" and "Field Day"**

- The General Games section of the curriculum includes:
 - *Tag Games*
 - *Ball Games*
 - *Elementary Games*
 - *Motion Games*
 - *Big Games*
 - *Low Intensity / Rainy Day Games*
- OTA Field Day Options (strategies)
 - *Olympic Style*
 - *Station Style*
 - *Theme Style*

Curriculum Parts

- Each section of the OTA Curriculum has (at least) four parts:
 1. *Program Description Outline*
 - Description
 - Skills to Focus on
 - Facility Notes
 - Safety Concerns
 - Tips
 2. *Skills / Drills*
 3. *Games*
 4. *Sample PDC's (First 4 PDC's)*

THE PROGRAMMING DAY CARD

“The PDC”

THE PROGRAMING DAY CARD (PDC)

The Programing Day Card is an Instructors Lesson Plan for Each Class

OUR FORMULA WORKS EVERYTIME

OTA has created a formula that, when followed properly, will give each instructor the proper tools in order to achieve a successful after school program.



THE PDC

The PDC is designed with the coach and class in mind.

What does the PDC Do?

It is a way for coaches to:

- Think ahead and prepare for class
- Organize activities
- Plan games

You do not need to be an expert in a sport or activity to successfully run class. By reading the curriculum as well as following your PDC, you will seem like a pro in each class you coach

Programming Day Card

Warm Up (5-7mins):

Skill/Review (5-7min):

Drill (5-7min):

Games (30-45min):

- 1.
- 2.
- 3.
- 4.
- 5.

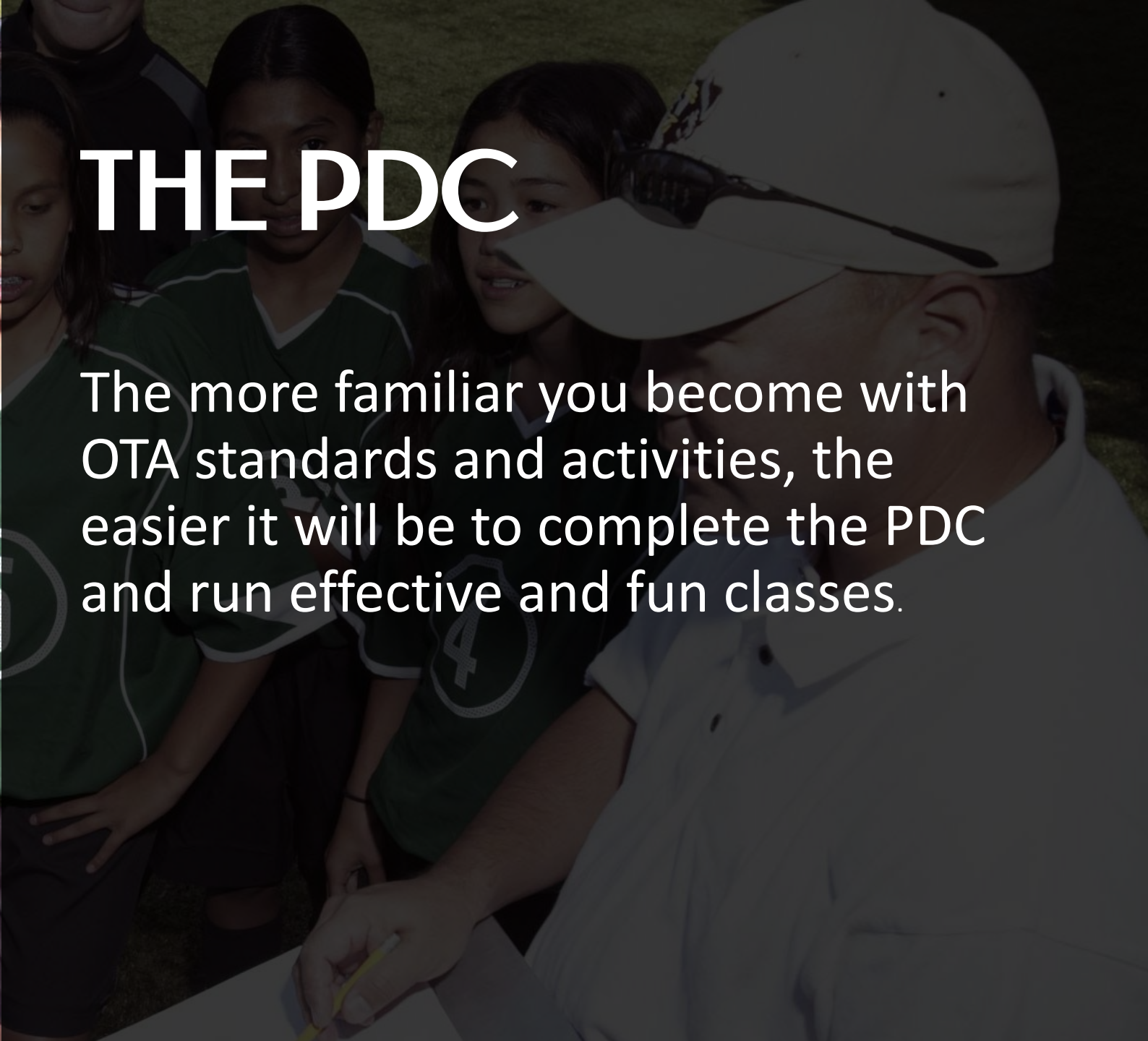
Things to Consider:

Facility, Age Group, Enrollment, Skill Level, Equipment, Duration of Class



THE PDC

The more familiar you become with OTA standards and activities, the easier it will be to complete the PDC and run effective and fun classes.





THE PDC

The PDC is composed of 4 parts:

1. The Warm Up
2. Skill
3. Drills
4. Games



The Warm Up Game

The warm up game should be your first game of the class

This game should be designed to get everyone:

- Involved
- Participating
- Excited

Remember: The warm up game should be last somewhere between 5 minutes and 7 minutes.

This game does not need to relate to your sport of the day

Skill and Drills

Each class you should be introducing a new skill and a new set of drills for each student to practice and master.

These should be fundamental elements to the assigned sport of the program.

Be creative when constructing drills for your class. The more creative the drill, the more you keep the class focused and motivated.

Keep the drills easy enough for the class to do, but not without effort and challenge.

GAMES

- Half of class time should be spent playing games (30-45 minutes)
- Try to come up with games that incorporate what the kids learned during the skill/drill segment
- Explain rules clearly and start simple. Make teams as fair as can be

Example

Drill: Dribble Lines

Games:

1. Dribble Tag
2. Red light- Green Light
3. Dribble Knockout

OTA TEMPLATE

Available on the OTA Instructor website located in the Afterschool log-in

Coaches can input games and activities directly onto the card and print off for class

Programming Day Card

Warm Up (5-7mins):

Skill/Review (5-7min):

Drill (5-7min):

Games (30-45min):

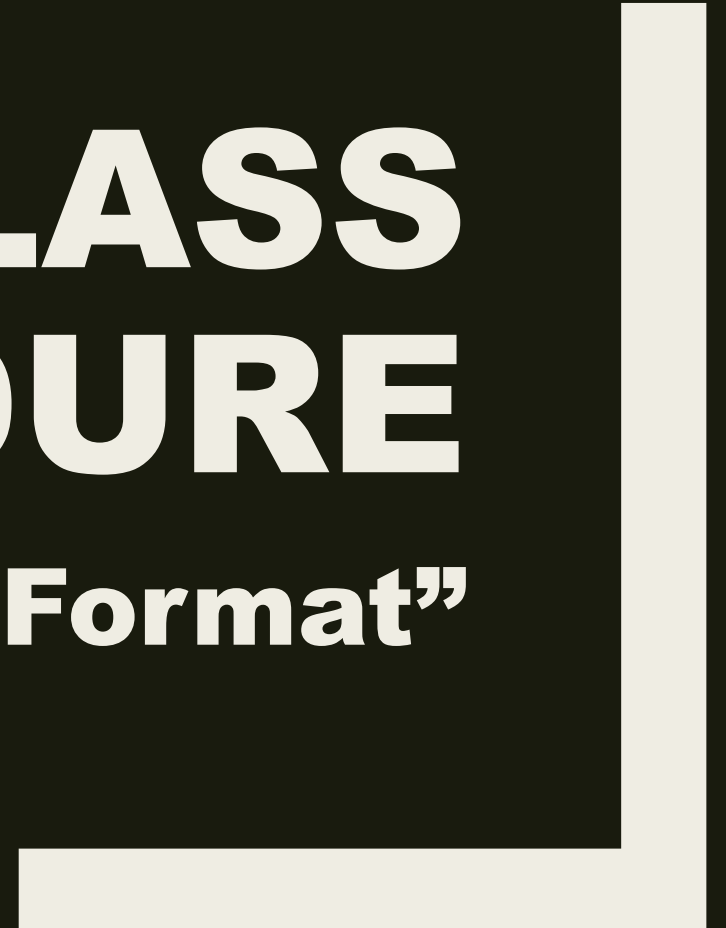
- 1.
- 2.
- 3.
- 4.
- 5.

Things to Consider:

Facility, Age Group, Enrollment, Skill Level, Equipment, Duration of Class

CLASS PROCEDURE

“The Format”



Overtime Athletics Rules of the Game!

Instructor Guidelines:

- ** Must be wearing Overtime Athletics T-shirt!**
- ** Must arrive to school 15 minutes before class starts**
- **Must notify if running behind schedule**
- **Sign in at front office**

Beginning of Class:

Bring Instructor Folder and Instructor Bag to every class
Take attendance everyday and mark students absent if necessary
Keep attendance sheet in Instructor Folder

During Class:

Be aware of everything that is going on around class
Conduct a head count every 15 minutes
Give HIGH FIVES!

End of Class:

Overtime Athletics Instructors may not leave until every student is accounted for
Instructors may leave if there is a PTA monitor in charge of the student's dismissal
Consolidate students and follow Overtime Athletics dismissal procedure
Inventory equipment and make sure the programming space is how you found it or better

Step 1 – Arrive to School on Time

Wearing Uniform

In Possession of OTA Equipment/

Instructor Bag/Instructor Folder

Programming Day Card (Lesson Plan)

Step 2 – Check in at School Office 15 Minutes Prior to Class

Step 3 – Make Sure Class Space is Safe

Step 4 – Set up Games, Drills, Stations, Equipment

Step 5 – Welcome Students / Line up Book Bags

Step 6 – Line-Up/Huddle-Up INTRO's

Introduce Instructors

Introduce Program

Introduce Kids (Take Attendance)

Head COUNT

Step 7 – OTA RULES

Step 8 – Warm-Up *HIGH FIVES/Trivia

Step 9 – Skill *Water Breaks/Trivia

Step 10 – Drill *1-on-1 Moment/Trivia

Head COUNT

Step 11 – Games/Scrimmages *Sportsmanship/Trivia

Step 12 – Close Out

Line-Up/Huddle Up

Head COUNT

Themes Talk – Sportsmanship, Fair Play,
Health/Nutrition, etc

Announcements and Handouts

Step 13 – Dismissal

Step 14 – Clean Up Space

Step 15 – If there was a Problem or Injury, notify PTA Coordinator/OTA Office

Step 16 – See Ya Next Time!

OTA INSTRUCTORS

“The Team”



The Instructor Job Description (ASP)

Title: Instructor

■ **An OTA Instructor Must:**

- *Have experience working with kids*
- *Be comfortable working in an athletic setting*
- *Have some knowledge of sports*
- *Be available to work afternoons*
- *Have your own transportation*
- *Be punctual*
- *Be professional*
- *Be patient*
- *Implement high-energy and fun classes*

■ Work Environment:

- *This is a part-time position.*
- *You will use your own transportation to drive to the schools.*
- *There are mandatory trainings and staff meetings.*

■ Job Logistics:

- *Each instructor is responsible for their issued equipment bags.*
- *Classes are split into grades (younger and older groups)*
- *Classes are usually between 10-20 kids*
- *Pay is HOURLY*

Who Are OTA Instructors?

Who is on the OTA TEAM?

- Our staff primarily consists of undergraduate and graduate students from local universities and colleges.

How do you make the OTA TEAM?

- Our Instructors have previous experience working with children.
- All of our coaches have athletic backgrounds.
- They have passed a background check.

What type of training do OTA Instructors go through?

- Our Instructors go through an extensive process including: hiring appointments, shadowing sessions, and multiple training appointments before they teach a class.
- They are experts on implementing the OTA Curriculum.
- They have reviewed our company manual, learned our training manual, completed our training booklet, and utilize their Instructor folder.
- They must periodically attend training sessions and complete tutorials throughout their OTA employment.

What is expected of an OTA Coach during class?

- They arrive 15 minutes before the class is scheduled to begin and stay until the last child is picked up.
- They will have the following things: a uniform, equipment, and a first aid kit.
- They will have a completed programming day card (lesson plan) for the class/activity.

EQUIPMENT AND GEAR

“The Tools”

Equipment Issuing and Inventory

- Directors are responsible for seeing to it that each instructor has the necessary equipment to run successful classes (reference Equipment List).
- The need for equipment in each program should always be cross-referenced with enrollment numbers.
- Directors should regularly check in with Instructors on the status of their equipment. Staff Meetings, Cont. Training Appointments, Check In Emails are all opportunities to discuss the status of issued equipment or equipment needs.
- Monitoring equipment during program evaluations is a must in order to evaluate the level of professionalism and commitment each instructor exhibits.

- Flat equipment, damaged equipment, missing equipment should always be a part of the conversation with staff and always reconciled as soon as possible.
- Recording the equipment each instructor is in possession of is the responsibility of the program director.
- Equipment Bags should be inventoried upon their return by Instructors.
 - *The Instructor Backpack and Instructor Folder should also be returned and inventoried at the end of the school year or when an instructor leaves the Staff Roster.*
 - *Be sure to remind Instructors of this policy prior to meeting with them for their exit meeting or equipment return appointment.*

OTA Equipment List	
PROGRAM	EQUIPMENT NEEDED
Sports Spectacular	Sports Spectacular, GOALS
GOtime	Sports Spectacular, GOALS
Fast Break Basketball	Sports Spectacular
Shooting Stars Soccer	Sports Spectacular, GOALS
Go Long Flag Football	Sports Spectacular
Big Swing Wiffleball	Sports Spectacular
Lax-Tastic Lacrosse	sticks, balls, cones, GOALS
Slap Shot Floor Hockey	sticks, balls, cones, GOALS
Kids Tennis Club	tennis balls, racket for coach (USTA GEAR)
Pitch and Putt Golf	SNAG Golf Equipment
Kaboom Kickball	Sports Spectacular
Heads Up Dodgeball	Sports Spectacular
Jump for Joy Jump Rope	long rope, short ropes, boom box, Sports Spectacular
Cheer It With Spirit Cheerleading	poms, boom box, Sports Spectacular
iSprint Speed and Agility	speed ladder, hurdles, stopwatch, frisbees, softballs, baton, jump ropes
High Fives Running Club	Cones, Cards, Bingo Cards, Baton, Direction Cards, Paper, Bags, Marker, Box, Popsicle Sticks
Parachute Play	Parachute, Tennis Balls, Wiffle Balls, Jump Ropes, Beach Balls, Balloons
Scooter Dash	Scooters, Bowling Pins, Hula Hoops, Cones, Dodgeballs, Basketball, Flags, Frisbee, GOALS
Countdown (Minute to Win It)	SEE CURRICULUM FOR SUPPLIES/EQUIPMENT LIST
Connect 4 vs. Checkers	Game Board Kits for Connect 4 and Checkers
Instructor Backpack	Instructor Equipment Bag
Folder	5 Soccer Balls
Whistle	4 Basketballs
First Aid Kit	8 Dodgeballs
Ice Packs	3 Nerf Footballs / 1 "Game Football
Air Pump/Needle	1 Kickball
Pen	20 Saucer Cones
Name Badge	4 Pyramid Cones
OTA Paddle	20 Flags
	2 Wiffle Ball Bats
	6 Wiffle Balls

PROGRAM FORMULA

“The System and Process”

Becoming an Expert

When can our school run an Overtime Athletics program?

- Overtime Athletics runs fall, winter and spring sessions for a period of 4-12 weeks. Each program is one hour in length once a week after school. Your school chooses the start time of the program and the weeks that the program will run.

What is the minimum and maximum enrollment for each program?

- This depends on a variety of factors, mainly what type of space is available. Our minimum enrollment for each program is 10 kids, and our maximum is around 30. If there is ample space, we may be able to accommodate more than 30 participants.

How many programs can our school sign up for?

- Depending on what space is available during the week, you can sign up for as many as you wish! If you want a program and you have the space, Overtime Athletics can accommodate your needs.

Does Overtime Athletics separate the participants by grade level?

- Yes. Overtime Athletics separates the groups into K - 2nd and 3rd - 5th grades, or 1st - 3rd and 4th - 6th grades. Overtime Athletics can also provide a class just for the Kindergarten students.

Does our school need to provide parent/teacher volunteers?

- No. Overtime Athletics provides the Instructor/s for each class.

Does Overtime Athletics provide information that can be given to parents and children?

- Yes. We provide the school with copies of our brochure, a blurb for the newsletter/brochure, and flyers/postcards describing what programs are available.

Our school already has after school programs with the YMCA, Parks and Rec, SACC, and general after care. Can we still schedule an Overtime Athletics program?

- Yes! We run our programs anywhere from the gym, to a field, blacktop, cafeteria, and even classrooms. The Director in your area will help you decide the appropriate space for the class you want to offer.

Promoting OTA's Service

- Curriculum focuses on getting kids moving and having fun
- OTA Provides Equipment
- Classes are held at the school – safe and familiar space for students
- Instructors are trained and have cleared a background check
- Classes are grade level appropriate
- Wide selection of activities in our Program Catalogue
- Skill Development and Game Play
- Sportsmanship and Teamwork Focus
- Make new friends, play with old ones
- Flexible and friendly service

The Process to Become a Partner

- School (Partner)
 - *Choose Activity*
 - *Choose Day for Program*
 - *Choose Number of Weeks*
 - *Secure Space*
- Overtime Athletics
 - *Create and Provide copies to schools for distribution to families*
 - *Set up registration for parents to sign up students*
 - *Provide roster to school once registration closes*
 - *Send welcome email to families prior to first day of program*

Confirming Program Details: What to Know

Communicating with Partners:

- Can we handout flyers to schools?
- Do we submit a Program Description?
- Who handles the registration process?
- When does registration close?

****Confirmation emails and Paper Trails that address the information outlined here is essential between OTA and Partner Contact to maintain organization***

Important Info To Know:

- Participating Grades
- Days – Dates – Times
- Enrollment Minimum/Maximum
- Enrollment Number
- Participation Fee
- Instructor Clearance Guidelines
- Payment Timeline (if there wasn't online registration)

THE PERFECT PROGRAM

“The Goal”



Understanding Customer Expectations

- OTA has created a “Customer Bill of Rights” to help our organization understand, prepare for, and respond to the expectations from our Partnering Schools and Organizations, Parents, and Kids. Franchisees should review these expectations regularly until a level of expertise has been achieved.
- Striving for perfection is something that leads to greater profitability.
- Reviewing and understanding the factors relating to providing a “perfect program” is an essential step in customer service.
- You will notice that MOST of the checklist that follows pertains to the preparation and organization of providing an after school program, much of which doesn't have anything to do with actually working with and coaching the participants.
- Participant experience of course is the centerpiece of youth programming, without providing a positive experience nothing else is achievable in the long

The Checklist for determining whether we provided a “perfect program”

- Prepared Attendance Sheets/Rosters
- Qualified/Trained Instructors
- Proper Coach/Participant Ratio
- Proper Equipment
- Proper Attire
- Instructors Always on Time
- Same Instructors Working Programs
- Organized Arrival, Water, and Bathroom Breaks
- Successful Dismissal Procedure
- Organized (PDC’s filled out)
- Safe
- Fun and Energetic
- Teaching Skills
- Playing Games/Scrimmages
- Activity Offered Matches Program Description
- Reporting Behavior or Injury Issues
- Management Presence
- Flexible Service
- Professional and Friendly