

FIRST DAY – OTA - CLASS PROCEDURE

Step 1 – Arrive to School on Time

- Wearing Uniform
- In Possession of OTA Equipment/Instructor Bag/Instructor Folder
- Completed Programming Day Card

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

Step 3 – Discuss Programming Day Card w/ Teammate

Step 4 – Make Sure Space is Safe

Step 5 – Set up Games, Drills, Stations, Equipment

Step 6 – Welcome Students / Line up Book Bags

Step 7 – Line-Up/Huddle-Up INTRO's

- Introduce Instructors
- Introduce Program
- Introduce Kids (Take Attendance)
- **Head COUNT**

Step 8 – OTA RULES

Trivia Option

Step 9 – Warm-Up

***Don't Forget HIGH FIVES**

Trivia Option

Step 10 – Skill

***Don't Forget Water Breaks**

Trivia Option

Step 11 – Drill

***Don't Forget HIGH FIVES Moment**

- **Head COUNT**

Trivia Option

Step 12 – Games/Scrimmages

***Don't Forget Sportsmanship**

Trivia Option

Step 13 – Close Out

- Line-Up/Huddle Up
- **Head COUNT**
- Themes Talk – Sportsmanship, Fair Play, Health/Nutrition, Give 100%, etc
- Announcements
- Handouts

Step 14 – Dismissal

Step 15 – Clean Up Space

Step 16 – Equipment Inventory

Step 17 – Make Note of What Worked or Didn't Work

Step 18 – If there was a Problem or Injury, Notify OTA Office

Step 19 – Don't Forget to Take Home OTA GEAR (OTA Folder, Instructor Bag)

Step 20 – OUT

FIRST DAY OTA CLASS PROCEDURE = Everyday OTA CLASS PROCEDURE