

**OTA**

**Operations and Administration**

**Section 17:**

**Equipment Management**

- The OTA Kit
- OTA Program Equipment List
- Ordering Equipment, Gear, Supplies
- Equipment Issuing and Inventory

## The OTA Kit

“Presentation is Everything”. This old saying in advertising holds true in youth programming as well. Parents teach children “not to judge a book by it cover”, but often parents are the worst offenders of this wisdom. It no doubt comes from the protectiveness parents feel for their kids especially in an ever-growing uncertain world where dangers seem to be captured on the news and social media at a never-ending pace. Parents look for signs of **credibility** as soon as they consider a youth program for their child. They evaluate websites, social media, marketing materials, flyers, program descriptions, uniforms, name tags, signage, registration forms, court and space set up, facility and field locations... and equipment.

The OTA Kit has been developed to satisfy a variety of programming needs.

1. Look the Part – we want our brand to demonstrate confidence, preparation, professionalism. Equipment helps us do that.
2. Provide necessary Tools – we want our team of instructors to have the equipment necessary to provide the service parents have signed up for. We want the equipment and gear issued to totally satisfy an instructor’s ability to implement the OTA Curriculum. We want the OTA Kit to contribute to our #1 goal of offering safe programs.
3. Cost Effective – we want our model to be cost effective for Franchisees and creating a kit that satisfy’ s the above needs at an affordable rate is important to a profitable franchise system.

OTA Kit Breakdown:

\*Every instructor should be issued an OTA Uniform

- How many uniforms each instructor receives is at the Program Director discretion.
- Whether employees pay for their uniform is at the Franchisees Discretion.

**\*Every instructor should be issued an OTA Instructor Backpack:**

Instructor Backpack
Folder
Whistle
First Aid Kit
Ice Packs
Air Pump/Needle
Pen
Name Badge
OTA Paddle

**\*Every Instructor should be issued an OTA Sports Spectacular Bag:**

Instructor Equipment Bag
5 Soccer Balls
4 Basketballs
8 Dodgeballs
3 Nerf Footballs / 1 "Game Football
1 Kickball
20 Saucer Cones
4 Pyramid Cones
20 Flags
2 Wiffle Ball Bats
6 Wiffle Balls

## OTA Program Equipment List

\*Instructors who are assigned to a “specialty program” or a “sports specific program” may need additional equipment.

\*\*Here is a breakdown of the equipment/gear needed to provide each program.

<b>OTA Equipment List</b>	
<b>PROGRAM</b>	<b>EQUIPMENT NEEDED</b>
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)	<b>SEE CURRICULUM FOR SUPPLIES/EQUIPMENT LIST</b>
Connect 4 vs. Checkers	Game Board Kits for Connect 4 and Checkers

## **Ordering Equipment, Gear, Supplies**

*\*It is essential to monitor the OTA Franchisee Portal. Here all the latest ordering information is kept up to date.*

<https://www.otathletics.com/ordering>

When ordering, be aware of:

1. Cost of order
2. Timeline to receive order

## **Champion Sports Equipment:**

Overtime Athletics equipment vendor is Champion Sports. All franchisees will be approved for the same pricing that Overtime Athletics has negotiated. Directions on locating order forms and how to fill out and submit can be located on the Franchisee Platform.

[www.ChampionSports.com](http://www.ChampionSports.com)

## **OTA Instructor Signature Gear**

To order the following:

- Instructor T-Shirts
- Instructor Badges
- Instructor Paddles
- Instructor BackPacks

Please Log-in to the Franchisee Log-In page on [www.otathletics.com](http://www.otathletics.com) – Under Franchisee Online Support, select OTA Instructor Signature Gear. This will take you to the OTA Franchisee Store – purchase what you need, and products will be shipped from Reston VA.

## **Marketing & Advertising**

The following are the recommended vendors:

Flyers to schools: Local FedEx

Summer Camp Postcards: VistaPrint: [www.vistaprint.com](http://www.vistaprint.com)

Summer Camp Flyers: VistaPrint: [www.vistaprint.com](http://www.vistaprint.com)

Business Cards: Vistaprint: [www.vistaprint.com](http://www.vistaprint.com)

Yard Signs: Signs on the Cheap: [www.Signsonthecheap.com](http://www.Signsonthecheap.com)

## **Equipment Issuing and Inventory**

When you see a basketball or soccer ball, a cone or frisbee – don't think of them as sports equipment, but think of them as money, dollar bills. That approach will keep your equipment accountability high and your equipment expense more manageable. You do not want to be in a situation where you are replacing sports equipment every session or even every year.

- 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.
- Issuing equipment to staff already pumped up is a nice thing to do... and also ensures that equipment is good to go for the first class the instructor runs (rather than the instructor trying to pump up balls as kids are walking into the class)
- 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.