

Program Instructor Staff Handbook



THANKS:

We're excited that you are a part of Overtime Athletics and encourage you to embrace the information in this training manual to ensure that we remain a winning team. These themes, procedures, and policies at the end of the day are to make your life easier.

As in any relationship, communication must be the centerpiece of your experience with Overtime Athletics. Please ask questions. Please communicate ideas. Please give us feedback. Your contributions for making us the leading provider of youth athletic activities do not go unnoticed. You are to be thanked for your dedication in providing positive experiences to youth participants.

www.otathletics.com

The information contained in this Manual is designed to give you a game plan for what it takes to run successful programs and to excel as an OTA instructor. This handbook addresses many of the specific issues that arise with youth athletic programming and focusses on the proper technique when working with children in an athletic setting.

Always keep in mind our Mission: To Give H.I.G.H. F.I.V.E.S

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

Instructor Folder

The Instructor Folder will be your logistical and organizational guide for programming. It also serves as a resource for sample programming day cards and rules for beginning and ending your programs.

Procedures for Programming

Each Instructor shall communicate with Management by 11:00am of a programming day. The purpose of this communication is for special announcements, to discuss the prior day of programming, and to address any questions that may arise from either party. Please refer to Overtime Athletics Training Manual for additional procedures, policies, and methods for Overtime Athletics programming.

Procedure for Absences

As soon as an Instructor is aware that he or she will be unable to be present for a scheduled date and time of programming, they are required to notify Management. It will be the Instructor's responsibility to secure replacements for their absence. Management will provide suggestions for possible substitutes if so desired. Replacements are to be cleared and approved by Management. Excused absences are a result of emergencies only.

Overtime Athletics Training Information

1. Be polite at all times!
2. Please keep all athletic balls pumped up and equipment in working order.
3. Please keep your instructor folder and instructor backpack neat and organized.
4. You must notify management of any equipment needs or concerns.
5. At the end of your classes, please take a moment to survey your programming area and organize your equipment to prevent losing anything.

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*By visiting the OTA Webpage and Log In Tabs, you will be able to access policy and procedure documents, curriculum, school details, and payroll and contact information.

Mandatory Programming Policy's:

- Check-In by 11am of any day you are working
- Prepare Programming Day Card using OTA Curriculum.
 - Program Directors will review PDC's.
- Instructors must arrive to program site 15 minutes prior to the start of class.
- Instructors must be in UNIFORM when working classes.
 - Part of what gives parents confidence in leaving their children in our care is the professionalism with which our coaches arrive to programs. Not only in preparation, but also in how they look.
 - OTA Uniform = Instructor Shirt, Athletic Bottoms, Tennis Shoes

Safety and Commands

1. At no time are students left alone unsupervised.
2. No instructor may leave the program until each student has been signed out.
3. Instructions should always be given in clear short statements.
4. Use visual boundaries to clear up any confusion you anticipate your students having.
5. When creating a disciplined environment utilize one-word commands, and don't be afraid to elevate your voice.
6. 'FREEZE' should be your command to regain control or stop an unsafe situation before it develops. The whistle can also be substituted for this tactic.

Scrimmage and Game Play Guidelines:

- Participants for competitive activities and games will be split up appropriately
- Participants for activities and games must adhere to the rules of the game
- Participants for activities and games must adhere to safe playing space/area
- Age and ability of participants for activities and games must adhere to proper equipment

Coach/Instructor/Counselor - Game and Sports Participation

- Coaches may not "actively scrimmage" in any game or sport
- ALWAYS be aware of your size and strength in relation to children
- "Active Scrimmaging" refers to competitively participating in the game
- You may participate as – Goalie, Quarterback, Pitcher, Extra Pass, or "Finesse Player"
- "Finesse Player" refers to participating in games such as bump and bite, capture the flag, dodgeball, etc. in a "low gear"

OTA prides itself on having created a system of programming that nearly eliminates all disciplinary issues. Some of our tactics include:

- High energy lesson plans (PDC's)
- Reducing the amount of time children are standing in line by using station work or small groups to practice athletic skills to avoid "idle time"
- Using designated lines for children to have their toes on in between segments of class or while reviewing rules to a new game
- The use of 'kid trivia' to keep students focus and attention on the instructor rather than their classmates/teammates
- A heavy focus on fair play and positive attitudes, using rewards like "Line Leaders" or "Hustle and Spirit Awards"
- Using good sportsmanship, high fives, and cheering as ways for students to earn points for their teams
- A review of rules prior to the beginning of every class that include:
 1. No talking when a coach is talking
 2. No touching any equipment without a coach's permission
 3. No leaving the programming area
 4. No touching another student
 5. Be Nice. Be Kind. Or Be Gone (no teasing or bullying)

NOTE:

- **OTA does not tolerate any violence in our classes.**
- **Students who cannot restrain themselves from these measures are removed from the program.**

Heath and Emergency Policy:

Demeanor and appearance of all students are to be observed upon arrival. Any signs of illness, injury, and abuse are to be noted, addressed, and if necessary, reported. Staff is responsible for ensuring that students drink adequate amounts of fluids during strenuous athletic activities. Staff is responsible for continuously monitoring students throughout the program, particularly during aforementioned activities. During "Code Red" ozone's alerts times, Overtime Athletics will not hold any activities outdoors requiring strenuous activity.

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

Isolate – Evaluate – Communicate

OTA staff members are trained to use their best judgment but #1 always call 911 on extreme measures (see procedure below) and #2 notify parents even on the less extreme (for example scrapping a knee). All staff members have first aid supplies and ice packs with them. Any incident is recorded by instructor in an OTA Incident Report that is to be submitted to the Program Director for immediate review and attention.

In the event of a medical emergency, Overtime Athletic employees are to follow the Red Cross "Check, Call, Care" program.

1. Staff member at location of injury must assess the situation to determine what steps, if any, are required to reach the injured child safely. The Instructor is to call or have nearest adult call 911 if incident is severe or uncertain and also contact the Program Director immediately.
2. PTA Coordinator and parents will be contacted by the Program Director/Program Coordinator.
3. Staff is to remain with the injured/sick student until the student is returned to the parent/guardian or said designee. The preceding steps are to be taken in any situation deemed severe or if staff is uncertain of extent of injury.
4. 911 emergency services are available and should be utilized in any situation deemed severe or if staff is uncertain of extent of injury. Instructor calling shall be prepared to answer basic information such as ***who is injured, location, victim's condition, and what happened to the victim.***

Overtime Athletics Class Procedure

Instructor Program Descriptions

Located at the top of the curriculum for each program is a description for instructors to understand the focus and options for each activity. Included in this description are skills to teach, things to consider regarding the facility or space your activity is in, safety concerns, and tips for successful classes.

Segments for Classes

Warm-Up (5-7min)

- Your **warm – up** game is designed to get the children excited and should be a game that keeps the participants moving.

Skill (5-7min)

- Introduce an aspect of the sport that is a fundamental of the game. Demonstrate slowly; use students to help, increase student involvement by asking questions.

Drill (5-7min)

- Be sure to use your imagination in order to come up with ways to make practicing the skill you just introduced fun for the students. Pick exercises based on the number of students and amount of equipment you have. We want to minimize the amount of time any students are standing in line.

Games (at least 30-45min)

- At least half of your class should be spent playing games. Make sure rules are explained clearly. Make sure teams are fair. Make sure you move on to a new game before the one you're playing gets boring. Think of creative ways to add variety to games.

Transitions

** Between each segment of your class from warm – up, skill, drill, and games, be sure to direct the children to a designated area to review the next set of instructions or rules.*

HIGH FIVES Moment

The most important aspect of your job is developing positive relationships with the students of your programs. You can facilitate this by creating HIGH FIVES moments with each child. Asking questions, remembering student's names, spending time helping a kid practice a skill, are all ways to create HIGH FIVES moments.

Overtime Athletics Lead and Assistant Instructors

*Each instructor working an after school program must come prepared to the class as though they may be in the position of leading the program.

- All instructors must prepare a Programming Day Card
- All instructors must bring OTA Equipment
- All instructors must have OTA Backpack, Instructor Folder, Whistle, Ice Packs
- All instructors must be in possession of class roster/attendance sheet

*In some cases, management will designate which instructor will be the Lead Instructor for a program. If no designation is made, co-workers may come to an agreement on who will be leading the class and who will be assisting the class. This may be done week to week or established for the entire program.

Management can provide assistance if needed.

*The primary path to success for instructors working together is to approach the program as teammates. You must work together and share the responsibility of enthusiasm and supervision.

All Instructors Must:

1. Have Energy
2. Have knowledge of the OTA Curriculum and Program Format
3. Supervise, Monitor, Watch student participants to maintain a safe environment
4. Gather students and line-up book bags and jackets in an appropriate space
5. Intervene in any student argument or violent act
6. Make sure all children are participating and understand the games that are being played
7. Coach and Referee
8. Collaborate with team on best way to handle issue, injury or crying child
9. Check the "Fun level": All Instructors need to be attentive to how much fun the kids are having and monitor how the game or activity is going
10. Clean up equipment and return programming space to how OTA found it

Lead Instructor:

- Programming Day Card Decision (in collaboration with other instructors)
- Responsible for announcing class introduction and reviewing behavioral rules
- Taking attendance
- Leading Class (explaining skills, drills, games)
- Determine transition points in class (ie: when do we stop the warm up-skills/drills-games)
- HIGH FIVES Moments
- Dismissal Point Person (Addresses any behavior issues with parents at dismissal)
- Deals with any coordinator or front office questions, procedures
- Report any class feedback/issues to OTA

Assistant Instructor:

- Always be prepared to take the lead at every class (or at any time during the class)
- Know what is planned for the day and be prepared to set up games, drills, or stations while the lead is going over rules or explaining the agenda for the day to students
- Help eliminate disturbances when the lead is instructing, giving directions to the class
- As lead gives instructions - be/show the example
- Assist with bathroom and water breaks
- Take Headcounts, number kids, set up lines and teams (organize students)
- HIGH FIVES Moments
- Report any class feedback/issues to OTA

Overtime Athletics Sports Spectacular Program

Program Description:

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!

NOTES:

**OTA's most popular program*

**Instructors should implement a different sport or theme each week/class*

**Things to Consider: Age Group, Size of Class, Programming Space, Equipment*

**Your Equipment Bag can accommodate the following programming days*

1. Soccer Day
2. Basketball Day
3. Football Day
4. Wiffle Ball Day
5. Handball Day
6. Kickball Day
7. Dodgeball Day
8. Warm-Up Game Day (Bump and Bite, Safe Base, Cool Corner, Speed Ball, etc.)
9. Big Games Day (Capture the Flag, Drop Zone, Numbers Game, 4Score, Knights & Dragons, etc.)
10. Field Day: This is a fantastic way to spend an entire programming day.
Your Curriculum has a specific sheet giving you field day events.
It is very important that the field day events be set up before your students arrive. Be aware of the equipment at your disposal when planning your events.

**If you are running an OTA Variety Sports Program, you may also request a special set of equipment for a certain day. Requests: Floor Hockey, Lacrosse, Jump Rope, etc.*

Applying the OTA Curriculum to a Variety Sports Program

Steps to Prepare for Sports Spectacular Class:

- Once you have decided what sport you would like to do, you should fill your programming day card out the same way you would for any other class
 1. Find an appropriate warm-up game in the curriculum
 2. Select a skill that you think would be the most fun for the children since they may not have an opportunity to play this sport again during the session.
 3. Select a drill that implements the skill you have taught your students
 4. Select at least 5 games to play related to the sport that is the theme of the day.

**Minimal time should be spent on the skills/drills portion of the class*

**Variety Sports Programs should be heavily weighted towards games or scrimmages*

“Younger Groups” vs. “Older Groups”

**Unless specifically instructed to do so by the Program Director, NEVER combine age groups*

Younger Groups (K-2)

- Don't assume these groups know anything. Go over every fundamental of a skill and every rule of a game.
- Create set bathroom and water break times.
- Short, simple instructions.
- You can spend more time on the skills and drills portion of class.
- K-2 requires more creativity in name of games and instructions.
- Modify rules (dumb it down).
- Base scrimmage time off the skill level of your class. This will be different for different sports.
- Since limited scrimmaging will lead to extra time, OVER PREPARE, make sure you have more than 5 games prepared for each class.
- Always have a quick transition to some other game in case what you are doing isn't working.
- Don't get bogged down with answering questions, keep the class moving.
- Be Patient.

Older Groups (3-5):

- Feedback from kids is encouraged but by no means should kids be dictating the themes for each class.
- Correcting mistakes in skills is important. If you see a student doing something wrong fundamentally or against the rules in a game, coach them up.
- Don't waste time prolonging skills and drills; get into games and scrimmaging quickly.
- More time can be spent scrimmaging, creating a “game play” or “real game” environment is encouraged.
- Instructors should constantly be changing, adding, subtracting rules in order to make the game a new and exciting experience for the children.
- Focus on sportsmanship and keep a close eye on competitiveness.
- Be Patient

Training Notes

“Flaking” – OTA’s Number 1 Sin

- The act of calling out of work or not showing up at all, the day of a program.

“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.

“Kick Off on the right foot”

- Beginning a Class – kids should never be in “free-for-all-mode”. Be structured from the jump; make sure students are organized and safe from the second they arrive. Occupy their attention!
- RULES-RULES-RULES! Go over EVERYTIME!

“Keep in Mind...”

- VARIETY-VARIETY-VARIETY!
- Keep it fresh.

“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.

For Example: Kickball

*if playing with a younger group, instead of having three outs before changing offense to defense, just “bat around” the entire order, then switch.

For Example: Basketball

*Let kids “travel” every so often to avoid stopping the game.

For Example: Relay Races

*if there is challenges (like tossing the ball to a teammate) don’t make kids start over if they drop the ball, just have them pick it up and keep going

For Example: Football

*if you don’t have flags, instead of two hand touch, make it one hand touch

- The biggest factor in “dumbing down” a drill or game is making sure that the “flow” of the exercise stays on a positive level, therefore contributing to the FUN FACTOR.
- When considering HOW to do a segment of your Programming Day Card, always take into consideration age group, number of kids, skill level, equipment, and programming space. These are the factors that will determine the “level” at which you play the game or teach the skill.
- Too many rules, or too much teaching, means too much talking and not enough playing. “Dumbing Down” Games and Skills will avoid getting trapped in that scenario.

“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

“51% Rule” – A warning to New Hires (lateness trap)

- The first time a new instructor works a program, 51% of the time they show up late to that first class. You then start off on the wrong foot and spend the rest of the session trying to regain the trust of the school and PTA back.
- WARNING: Give yourself some extra time that first day to a school you have never been to before.

“One Minute Rule” – It’s the simple stuff that kills you (be consistent)

- customer observation of a bad moment, can be interpreted as a bad class

“Save the best for last” – end programs with the blow-out game/activity

- Parents typically are arriving to pick up their children at the end of the program, so make sure this is when you are using your best stuff

“OTA INSTRUCTOR REMINDERS”

- Check-in by 11:00am to check in that you are ‘good to go’
- Must wear uniform to program
- Bring OTA Folder, Instructor Bag and Equipment to all classes
- Obey all traffic and parking signs
- Keep music low when arriving to schools
- No Smoking on school grounds, including your car
- Do not arrive to school smelling of smoke
- Do not bring any non-staff members to your classes
- Cell phones may only be used in case of an emergency (ringers off)
- No putting students into your car
- Pick up trash of a programming area
- Please check your email regularly
- Please check the website regularly

Most Common FAQ's from Instructors

- 1. By what time do I have to check in on the day I am working?**
11:00, you can call anytime from when you wake up until 11:00.
- 2. When do I have to arrive to the school where I am scheduled to work?**
15 minutes before the class is scheduled to begin.
- 3. When can I leave the school following the end of my class?**
As soon as every child has been dismissed properly and the area is put back to how it looked before you arrived.
- 4. I've received my schedule. Is this my final schedule?**
No. Be aware that schedules will change frequently. You will likely be switched to different school's, asked to fill in on days you aren't scheduled to work, and will be added to new school's later in the session. You will receive a different schedule for Fall, Winter, and Spring.
- 5. When are timesheets due?**
Instructors are paid twice per month, on the 15th and the last day of the month. An email reminder from the Program Director will announce the date you must submit your timesheet by.
- 6. When will I receive my paycheck?**
Please sign up for Direct Deposit.
- 7. How do I know what games to play in my class?**
Reference the OTA Curriculum and PDC Plans on the Instructor Website.
- 8. How far away will I have to drive to a school?**
We try to schedule you within a 25-minute radius of your location. We cannot help any traffic that may cause the drive to take longer.
- 9. What happens if I can't work on the day I am scheduled?**
Contact management immediately.
- 10. What happens if I am going to be late to a school?**
If you are working with another Instructor inform him/her ASAP. Contact OTA Management immediately. If you cannot reach OTA, call the school and politely explain your situation.
- 11. Will I be trained?**
Yes. You will be trained upon hiring. Also, we will have frequent mandatory training sessions and continuous training exercises.

Parent's Frequently Ask Questions

- 1. What is your experience in the sport you are running?**
In the least, your answer should always be that you grew up playing the sport.
- 2. What type of training did you go through to work here?**
OTA trains all employees in the classroom and in the field before sending them to programs. As well as, providing staff with a company manual, a training manual, an Instructor handbook, OTA Training Videos, Instructor Tutorials and Curriculum Exercises.
- 3. What other programs does OTA run?**
OTA runs many other programs, as well as camps, birthday parties, leagues and clinics. Check out our website, www.otathletics.com for more information and a complete description of each program.
- 4. Can you baby-sit? Can you drive my child home?**
As an individual, if interested you may baby-sit on your own time as long as it does not conflict with OTA programming. However, if you are to baby-sit a child after OTA programming, you ARE NOT allowed to transport that child from the school on that day.
- 5. Can I give you an envelope?**
No, although I can provide you with an address for where you may mail any and all correspondence to our office. (refer to folder)
- 6. Does OTA have a website?**
Yes OTA has a website, www.otathletics.com
- 7. How may I contact management?**
You may contact OTA management through our office number (in folder) or through e-mail (in folder) or through OTA website.
- 8. My child has an Epee-pen; can you give them the shot in case of emergency?**
Yes, in case of emergency I would be willing to give them the shot as long as the pen is present and the directions are accompanying the pen. What is your child allergic to?

Management Expectations:

“Before you ask us to be a reference make sure you...”

1. Punctuality
 - Show up on time (classes, meetings, training events)
2. Communication
 - Inform management of changes (contact info, schedule, etc.)
 - Pass along information given to you from PTA Coordinators
 - Inform management of program developments (good and bad)
3. Professionalism
 - Be polite to all clients (kids, parents, PTA, principals, school staff)
 - Be polite to co-workers
 - Be polite to management
 - Dress appropriately when instructing programs
4. Run successful classes
 - Safe
 - Organized
 - Prepared for class before hand
 - High energy
5. If you are unable to work a class
 - Notify management well in advance
 - Find your own replacement
6. Step-up
 - Fill in when asked
 - Help train other instructors
7. Don't whine
 - About driving
 - About your schedule
8. Improve as an instructor from week to week
9. Work well with other instructors
10. Be honest

Overtime Athletics Instructor Evaluation

Name of Instructor: _____

Session: _____

Programs Instructed: _____

	Excellent	Good	Fair	Poor
1. Overall rating as an instructor	4	3	2	1
2. Punctuality	4	3	2	1
3. Knowledge of Curriculum	4	3	2	1
4. Class organization	4	3	2	1
5. Time management	4	3	2	1
6. Safety and space awareness	4	3	2	1
7. Creativity/Innovation	4	3	2	1
8. Your care for uniform/equipment	4	3	2	1
9. Implementing dismissal procedure	4	3	2	1
10. Working with other instructors	4	3	2	1
11. Communicating with Management	4	3	2	1

Punctuality

11:00am Call-in

Arrival Procedure (on time, looking professional, checking in, setting up for program):

Payroll (comments)

Learning the Students Names

Additional Comments

Lateness Procedure

***DON'T EVER BE LATE**

BUT,

Should you realize that you are going to be **LATE** to a class (Which means you will NOT be arriving 15 minutes prior to the actual start of the class) please follow this procedure:

1. If you are working the program with another instructor, you need to **CALL** your co-instructor (not text or email) to see if they are in fact on time and there is an OTA staff member on site 15 minutes prior to the start of the class. If they are on time you do not need to do anything else. Please proceed getting to the school as quickly and safely as possible.
2. If you are working the program by yourself OR you cannot get in touch with your co-instructor, you need to:
 - Contact OTA Management immediately (Program Director Cell Phone).
 - The Program Director will dictate how you should proceed.
3. If you cannot get in touch with your Program Director, you need to:
 - Call the SCHOOL immediately and let the MAIN OFFICE know that you are running late and what time you expect to be there.
 - Please be polite, apologetic, and accurate about your estimated arrival time.

Notes:

- It is **UNACCEPTABLE** to not let your fellow INSTRUCTOR, OTA, or the SCHOOLS know you are running late. Our number one priority is safety and YOU are the adult who is scheduled to supervise the children.

Top 10 (OR 12) Unacceptable Excuses

For Missing a Class.

1. I DON'T FEEL LIKE IT
2. I'M HUNGOVER
3. I CAN'T FIND MY CAR (OR ANY ISSUE WITH CAR)
4. I HAVE TO STUDY/I HAVE A TEST/I HAVE TO MEET WITH A PROF.
5. I HAVE TO LOOK FOR A NEW PLACE TO LIVE
6. I'M GOING TO A BASEBALL GAME (OR ANY GAME/CONCERT)
7. LEAVING TO GO HOME EARLY FOR THE WEEKEND
8. GOING SKIING/GOING TO THE BEACH
9. NO EQUIPMENT/LOST INSTRUCTOR SHIRT/DON'T KNOW WHAT TO DO IN CLASS
10. MY BOYFRIEND/GIRLFRIEND IS IN TOWN
11. TOO MUCH TRAFFIC
12. BAD WEATHER

This is business... and also fun!

- A lot of hard work goes into setting up programs and developing partnerships with schools and community organizations
- There's a tremendous amount of TRUST a Program Director must have in their team
- Youth programming is an important part of every community and the level of communication, responsibility, and safety that is required to have youth participants in our care is of the highest nature.
- It really is EASY to be a PERFECT OTA INSTRUCTOR – just follow the system
- Instructors have a very real impact on Overtime Athletics as a business and the livelihood of our employees and management – let's work together!