

Summer Camp 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

Summer Camp Objectives:

The objectives of the summer camps are:

- To offer an appropriate, balanced, and organized day filled with fun and positive experiences.
- To insure the complete safety of the children at all times.
- To help children grow in skill areas that are defined within the context of the particular camp or activity in which they participate.
- For staff to help create a supportive community that helps Overtime Athletics achieve our goals.

Job Description:

Members of our team will provide a positive summer camp experience. Staff will implement lesson plans, organize games and activities, and supervise children during all segments of the day including stations, games, water breaks, lunch, special activities, and dismissal. Staff will report to the Camp Director any discipline situations or camper issues requiring a solution. Staff 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

Behavioral Management and Supervision Policies and Procedure:

OTA has a 10:1 student to OTA instructor policy. The number of instructors assigned to a program is directly related to the enrollment number. At no time are students left alone unsupervised. Instructors are trained to take attendance and conduct head counts frequently. Younger students are given water and bathroom breaks as a group, with instructors walking them to and from the facilities. Older groups are allowed to take water and bathroom breaks using the 'buddy-system'. No instructor may leave the program until each student has been signed out or picked up. This of course changes should a specific partnership have an alternative existing policy for dismissal, such as bringing the students to the cafeteria for a parent volunteer or faculty member to dismiss following the conclusion of the program.

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

- High energy lesson/practice plans
- Station work or small groups to practice athletic skills so that there are no lines children are waiting in prior to their turn
- Using designated lines for children to have their toes on in between program segments 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" and "Hot Shot" prizes or "Hustle and Spirit Award"
- 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 program 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

Should our staff ever be encountered with a disruptive child or a disciplinary situation, they will proceed with the following protocol:

Instructors are encouraged to employ a three strike system when it comes to behavior. First strike constitutes a warning. Second strike constitutes sitting out a game or activity. Should "half strikes" need to be utilized to prevent the situation from going to a faculty member, principal, or parent, instructors are authorized to do so using tactics like making the disruptive child in charge of clean up, or deciding a child will not receive a program handout or prize.

Should a third strike be reached by a participant, instructors are to notify the contact person with the partnership. If an existing system is in place to deal with a disciplinary situation on the elementary school or partnerships end, OTA will defer to that policy. If not, OTA will contact the parent or guardian of the child in question to discuss the behavior problems and explore options for resolving the situation.

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

Head Counts

- Following attendance, establish your HEAD COUNT
- Make sure you conduct HEAD COUNTS every 15 minutes (or after each segment)
- Share the number with co-workers to make sure everyone is on the same page

Bathroom and Water Breaks (Inside and Outside Procedures)

- When first working at a school, establish the appropriate water fountain and bathroom for the programming area
- Make sure in announcements to the kids at the start of the class, you identify the ONLY water fountain or bathroom students can use
- When applicable (if there are enough instructors) walk students to bathroom or water fountain

- Make every effort to limit bathroom and water breaks to a specific time during the program for the entire group at once

***If program is inside, and you are not doing a group bathroom/water break, students must go in the buddy system (if there are not enough instructors to walk students)**

***If program is outside, you must walk students inside to bathroom or water fountain. No exceptions.**

- You must provide students with a time limit on water breaks and bathroom breaks
- As soon as the time limit has expired, you must go retrieve the students

Health 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 kits and ice packs with them. Any incident is recorded by instructor in an OTA Incident Report that is to be submitted to the director of programming 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 employee is to contact the Director of Programming immediately and call, or have nearest adult call 911.
2. Director assesses situation but calls 911 if incident is severe or uncertain.
3. PTA Coordinator and parents will be contacted by the Director of Programming.
4. 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.

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.

Each week, the Camp Director will address any special medical concerns with regards to a specific camper and instruct employees of what special treatment and/or observations are required. Health needs will be determined by parental input or required health forms. Camp Director will speak directly with the staff that will be working with children with medical concerns to convey individual plans.

A medical log shall be kept on site. Entries must contain: date, name of camper, ailment, treatment offered, and name of person administering aid. No lines shall be skipped, all entries are to be in ink, and staff members must initial entry. The log is confidential and will be kept in locked compartment.

Emergency Procedures:

Emergency Plans: Accountability Plan - Locating Missing Campers

Supervision Plan

- Campers will be supervised at a 1: 10 ratio of staff to campers.
- The Summer Camp only employs adult counselors.
- Counselors will run group activities and be responsible for knowing whereabouts and condition of all campers in his/her care at all times.
- Counselors will follow daily schedules provided by the camp director.
- When the director is not present, counselors will be able to communicate with the director at all times via cell phone and two-way radios.
- At the beginning and end of each activity, break, lunch, counselors will conduct head counts.
- When moving as a group around the facility there will always be a counselor at the front and at the back until the group has reached the location.
- Each camper will be signed in at the beginning of the day.
- Each camper will be signed out at the end of the day.

Locating a Camper

- All campers will be instructed to return to the designated meeting spot should they get separated from the group.
- Front Desk will be informed to monitor the entrance for missing camper preventing the camper from exiting the building by accident (where applicable)
- Counselor will conduct a sweep of the facility.
- Additional staff will be asked to participate in the locating the camper.

Emergency Plans: Fire

Fire Evacuation Procedure

- Staff and campers will be instructed on proper procedure in the event of a fire in the building.
- A gathering spot will be identified for all four-exit sides.
- The Camp Director shall have a complete camper roster in possession at all times to enable verification that all campers are present and accounted for once evacuation is complete.
- Camp will conduct regular fire drills within first two days of camp.
- See diagrams for evacuation specifics.
- Diagrams will also be posted in facility.

Emergency Plans: Evacuation

Athletic Center/Facility

- Announcement is made to line up in single file.
- Should emergency be taking place in Gym/Athletic Center, counselor will lead group thru front lobby and exiting the building with another counselor at the end of the line, checking the bathroom to make sure no one has been left behind.
- Continue walking towards adjacent field or parking lot.
- Campers are to assemble and be seated (bleachers) to begin taking attendance to ensure accountability of each camper.

School

- Announcement is made to line up in single file.
- Counselor will lead group to corner exit in order to exit facility immediately, with another counselor at the end of the line, checking the area to make sure no one has been left behind.
- Continue walking towards adjacent field or parking lot.
- Campers are to assemble and be seated (bleachers) to begin taking attendance to ensure accountability of each camper.

Emergency Plans: Parent Pick-Up

Group Pick-Up (outside)

- Should the facility be evacuated, parents will be instructed to pick up their children in the adjacent parking lot.
- Campers will be seated and ready to be signed out.
- Should there be excessive heat the campers will wait in the shaded areas.

Group Pick-Up (inside)

- Should an early dismissal take place parents will be instructed to pick up campers in the camp meeting area.

- In the event of a severe weather dismissal campers will be located in the concrete locker rooms/restrooms in the center of the building.
- Campers will be seated and waiting to be signed out.

Group Pick-Up (inside/damage to first floor)

- Should an early dismissal take place, and the first floor be unsafe for campers, parents will be instructed to pick up campers in the neighboring building.

Individual Pick-Up

- Camper will be resting in designated health treatment area waiting to be signed out.
- A member of the Summer Camp staff will be waiting with camper.
- Designated area is Summer Camp office or athletic training room.

Emergency Plans: Code Red Ozone Alerts

Severe Heat

- All activities shall be convened indoors.
- Vigorous activity shall be limited.
- Campers shall be encouraged to drink fluids frequently.
- Staff shall observe campers for signs of dehydration and/or heat illnesses:

Heat Cramps:

1. Muscle cramps, often in abdomen or legs
2. Heavy perspiration
3. Lightheadedness, weakness

Heat Exhaustion:

1. Cool, pale, or moist skin
2. Dilated pupils
3. Headache
4. Extreme thirst
5. Nausea, vomiting
6. Irrational behavior
7. Weakness, dizziness
8. Unconsciousness

Heat Stroke:

1. Body temp above 102 degrees
2. Dry, hot, red skin
3. Dark urine
4. Small pupils

5. Rapid, weak pulse
6. Rapid, shallow breathing
7. Extreme confusion
8. Weakness
9. Seizures
10. Unconsciousness

* Heat illness is most common in children, older people in poor physical condition. It is also associated with certain medical conditions, dehydration; exposure to heat; and prolonged exertions, especially in children.

Emergency Plans: Natural Disasters

Hurricane/Severe Thunderstorm

- Camp Staff will monitor daily weather reports and forecasts
- In the event that a hurricane is forecast to hit the area, all camp activities will be cancelled.
- Should an unexpected severe storm hit during camp hours, all campers and staff will proceed to the enforced-concrete locker rooms/bathrooms located in the center of the building.
- If lightning or thunder is detected during an outdoor activity, all campers and staff are to immediately return to the building for a period of no less than 30 minutes.
- After storm passes, staff and campers will be checked for injuries and first aid will be administered.
- Emergency services will be notified as necessary.
- Site will be evaluated for danger, including: gas leaks and downed electrical wires

Tornado

- In the event that a tornado is seen or reported to be in the area, all campers and staff will proceed to the enforced-concrete locker rooms/bathrooms located in the center of the building.
- After tornado passes, staff and campers will be checked for injuries and first aid will be administered. Emergency services will be notified as necessary

Flood

- Should severe flooding begin to occur during camp hours, campers will be relocated to the second floor until water damage has been contained and assessed or campers have been dismissed to a guardian for early release due to the emergency situation

Emergency Plans: Contacting Emergency Services

911 Services

- Should Police, Fire, or Rescue services need to be summoned, one counselor will immediately go to the lobby desk and place phone call by dialing 911.
- Another counselor will stay with emergency situation (barring fire).
- Counselor placing phone call will describe emergency situation to operator.

- Following phone call counselor will check on emergency situation before going to lobby entrance to wait for emergency responders in order to lead them to the emergency situation
- Camp Director will also have cell phone at all times.

Notifying Parent or Guardian

- If the camp director was not present during incident, counselor will explain situation to the camp director.
- Camp director will locate emergency contact information from camper enrollment file.
- Camp Director will place phone call to parent or guardian notifying them of the emergency situations and the steps that have been taken to work towards a solution.
- Camp Director will do their best to answer any questions parent or guardian has at that time.
- Camp Representative will wait for parent or guardian in front of lobby or in designated sign in area or the Summer Camp office depending on the nature of the emergency.

Child Abuse Prevention and Reporting:

To protect children from abuse and neglect Overtime Athletics Staff is trained for abuse prevention and reporting.

Under the policy, abuse and neglect of a child (i.e., an individual under the age of 18 years) is defined as follows:

- Any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the child's care, custody and control. This does not include acceptable measures for disciplining a child appropriately.
- The failure to provide proper care and attention to a child, including leaving a child unattended, under circumstances that indicate that the child's health or welfare is harmed or placed at substantial risk or harm; or
- Any act that involves sexual molestation or exploitation of a child (i.e., any sexual contact or conduct with a child) regardless of whether the child has physical injuries.

To aid in the prevention and reporting of child abuse the following methods, procedures and policies are enforced:

Evaluation of grounds:

- When possible, camps are to take place in open spaces, visible to many.
- Camp activity that must be held in classrooms will take place in rooms whose doors have windows and doors will remain open during use.
- Areas not used for program purposes (e.g., closets and storerooms) will remain off limits

Camper/Instructor Interactions

- In order to prevent the isolation of one adult and one youth, whenever possible, isolated interaction with one child and one adult will be avoided. If necessary, an additional adult will be requested to act as an observer.

To inform all Staff of Summer Camp of the requirement to report suspected child abuse (including sexual abuse) or neglect:

- Any staff member of the Camp who has reason to believe that a child has been subjected to abuse (including sexual abuse) or neglect by any parent, guardian, adoptive parent or other person who has permanent or temporary care or custody or responsibility for the supervision of such child (including, without limitation, camp staff), or any household or family member of such child, shall make a report as directed below. Under state law, an Instructor must act on the basis of any information and belief.

If child abuse is suspected, the camp instructor is to immediately report using the following protocol:

1. Make an oral report (by telephone or direct communication) as soon as possible, not to exceed 48 hours, to the local Department of Social Services or the local law enforcement agency. The Camp Staff member must also immediately notify and give all information required below to Overtime Athletics Headquarters and will proceed under their directives and company policy.
2. The oral and written report, as far as is reasonably possible, shall include the following information:
 - The name, age, and home address of the child;
 - The name and home address of the child's parent or other person responsible for the child's care;
 - The nature and extent of the abuse or neglect of the child, including any evidence or information available concerning possible previous instances of abuse or neglect;
 - Any other information that would help to determine (i) the cause of the suspected abuse or neglect; and (ii) the identity of any individual responsible for the abuse or neglect.

Camp Preparation and Organization

In order to execute a weekly game plan for all camp staff to be on the same page, as well as to insure a smooth schedule that maximizes the opportunity for a fulfilling camp experience for participants (to include a mix of high intensity and low intensity activities) it is a requirement for Camp Directors to develop and plan Weekly Camp Agendas.

All Camp Directors will submit Weekly Camp Agendas the Friday before the week that the agenda needs to be implemented to their Camp Administrator (Does not apply to sport specific camps).

Summer Camp Staff Operational Policies

Health Log

- ALL Camps should have a bound lab book as their “Health Log”
 - The camp health log is a bound volume, such as a composition notebook or a spiral book with sequentially numbered pages.
- A camp staff member records in the camp health log or a camper's personal health record, for all injuries, illnesses, and reportable diseases
 - Date
 - Name of camper
 - Ailment
 - Treatment prescribed
 - Name of person administering care
- The camp health log or camper's personal health record is:
 - Written on lined paper
 - Maintained in a confidential manner
 - Stored in a locked compartment
 - Available at all times for review
 - Retained by the Program Director following the conclusion of camp
- Each entry in the camp health log or camper's personal health record is:
 - Recorded in ink and no lines are skipped, providing a permanent record that is not easily modified
 - Legibly signed by the individual administering care at the camp

Camper “Walk Around”

- The Monday morning of all camps should include splitting up campers into their groups or attendance lines.
- The “Walk Around” is identifying the following to each group of campers (all is considered “where applicable”)
 - Sign in and out (dismissal area)
 - Camp Meeting Spot
 - Bathrooms/Locker rooms
 - Evacuation Exits
 - Evacuation Meeting Spots
 - Lunch Area
 - Camp Space/Playing/Activity Areas
 - RESTRICTED AREAS
- This “walk around” will be considered an evacuation drill
- A record of the evacuation drill should be kept in the Camp Reg&Policy Binder

Staff Identification

- All Counselors will wear name tags

Instructor Ratio

- Activities should have a 1:10 Counselor to Camper ratio

Camper Showing Up Sick Policy

- If campers are observed as being ill when arriving to camp site, they will not be signed in/admitted to camp.

Attendance Teams

- Campers will be split up into groups prior to camp starting
- Each group will have an assigned COACH
- These groups will be for the week
- Coaches will have a list of their groups and be able to take attendance at any time
- The purpose of these groups are for accountability and also for campers to feel as though they have a specific person to bring questions or concerns to
- These groups are not necessarily teams split up for competition purposes
- For traditional day camps, the team groups should be identified with team names

Greeter

- All camp sites shall have an instructor act as “Greeter” out front to welcome families dropping off and to direct families to sign in desk.

Dismissal “Gate-Keeper”

- All Camp sites shall have an instructor as a “Gate-Keeper” out front at end of day located at exit of Camp Site/Space to double check families have properly signed out.

Early Child Pick Up

- The only Staff Member that can release a camper outside of the proper dismissal time is the Camp Director or Assistant Camp Director.

Sign In and Out Policy

- Parent/Guardian must come into the camp to sign their child in & out each day they participate.
- No camper will be allowed to leave the building or programming area without a parent/guardian.
- ID's should be checked

Sending Kids Home Policy

- Campers may not be sent home for disciplinary reasons without approval from HQ

Moving the Group

- Anytime campers are moving to different areas, there must be a coach at the front of the line and a coach at the back of the line
- Anytime campers are crossing a street, there must be a coach in the middle of the road stopping traffic the entire time the campers are crossing the street

Supervision and Command

- Instructions should always be given in clear short statements.
- Use visual boundaries for participants
- When creating a disciplined environment utilize one word commands
- Don't be afraid to elevate your voice.
- '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.
- OTA does not tolerate any violence in our programs.

Language and Content

- No inappropriate language can be used while on-site at camp
- No inappropriate discussion between counselors or between counselors and campers will be permitted

Distractions – CELL PHONE POLICY

- No Cell Phone Use (calls, web surfing, texting, etc.) is permitted while supervising campers
- Camp Staff Cell Phones must be kept in their bags throughout the course of the camp day
- Permission for Cell Phone Use must be granted by Camp Director

Understanding the Elements

- Recognize where shade is for outdoor activities
- Recognize where shelter is for outdoor activities
- Recognize appropriate games for grass, court, blacktop

Food and Drink

- Do not share food or drink with campers
- Do not allow campers to share food or drink with each other
- Instructors will be assigned a lunch group (their attendance team) and eat each day at that table/space

Food Allergy Table

- Each camp will establish a food allergy table during lunch.
- Camp Directors will establish with parents the first morning of camp who would like to request their child eat lunch at the Food Allergy Table.
- Instructors must monitor and control what campers can sit at the allergy table.

Campers Who Forget Lunch

- Must confirm campers are in possession of lunch at Check In.
- Campers who forget lunch will call parent/guardian to request they bring one to camp site.
- Camp Director will see to it that camper has something to eat/drink.

Scrimmage and Game Guidelines:

- Campers for competitive activities and games will be split up based on ability and age
- Numbers (participants) for activities and games must adhere to the rules of the game
- Numbers (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”.

No “Activity” During Dismissal – COOL DOWN

- No “activity, games, etc.” will take place between 5 minutes before camp dismissal and 15 minutes after camp dismissal. All campers should be seated in Camp Meeting spot and be listening to announcements, trivia, etc. from Camp Staff.

Camp Staff Requesting Time Off

- Camp Staff must request time off by inquiring with Camp Director.
- Camp Director may only grant request after receiving approval from Camp Administrator.

“OTA DAILIES”

Staff Attire:

- OTA Shirt, Athletic Shorts, Tennis Shoes (Flip Flops OK for pool where applicable)

Punctuality:

- Staff must be in place and set up 15-20min prior to first camper arrival
- Staff running late, MUST call Camp Director
- Camp Director will dismiss instructors at the end of the day based on flow of camper pick-up (or based on enrollment scenario)

Set Up:

- Make sure trashcan's are available
- Make sure camp meeting spot is clean
- Make sure goals/baskets are in place
- Check equipment for safety every morning
- Dump athletic balls onto court/field for warm up/free play
- Scoreboard Clock and Music should be good to go (where applicable)
- Remind campers to put backpacks in designated areas

Details:

- Each child should have a registration and health form properly filled out.
- Forms should be alphabetized in OTA Binder.
- Parent Notes should be kept in pocket of OTA Binder.

AM's:

- 9:15am – Clean up court/field (all equipment in goal or designated spot)
- Meeting Spot – Attendance/Announcements/Preview – use trivia
- Must review OTA and CAMP Rules every morning

PM's:

- Popsicle Break 15 minutes before camp ends
- Bring everything from Registration Desk and Marketing Desk back to storage area
- Bring all equipment back to storage area
- Equipment should be bagged together with same equipment

Points of Interest:

- Be careful about splitting up campers based on age group and athletic ability
- Always bring Attendance Clipboard to an activity away from front desk (i.e., swimming, Lunch)
- If applicable, keep locker room behavior appropriate during use/changing
- Help kids at vending machine and café (where applicable)
- Be sure to demonstrate and TEACH athletic skills
- Make sure teams are fair
- A movie should be played once a week (Thursday) if applicable
- Use team names and handing out points as tactic for maintaining discipline
- Consider White-Board Discipline List
- Have Fun!