



OTA SPOTLIGHT: OTA (Spring) TO DO's

OTA Resources / Summer Camp Launch

1. OTA TO DO's

- **School Year Closeout**
- **Administrative Notes**
- **Summer Camp Prep**

2. OTA Resources – Summer Camp Prep & Operations

- **HUB Reference Section**
- **Franchise Support Portal**
- **Staff Resources – CAMP**
- **Curriculum TAB**

3. Summer Camp Launch

- **Worker's Spreadsheet**
- **Veteran Camp Staff**
- **Sample Meeting Agenda (Returning Staff)**

OTA TO DO's

Here comes Summer! As we approach Memorial Day Weekend, Territories need to call a time-out to make sure they are in a position to call the right “plays”. Here are some notes to assist you:

1. School Year Closeout

- Refer to School Year Closeout Checklist in the Operations Manual (Section 16)
- Refer to Session Review Documents in Operations Manual (Section 19)
- Be sure to double check with instructors regarding their availability from now till the end of the Spring Session (conflicts with Exams, Leaving Area, Starting Internships, etc.)
- Equipment Return and Inventory – Have a Plan

2. Administrative Notes

- HUB Updates – Staff Roster, School Year Partners, Spring Session Programming Data
- Customer Service – Spring Session Parents, Summer Session Parents, Registration Questions, Camp Welcome Email Prep
- Bookkeeping – Accounts Receivables (Invoicing) and Accounts Payable attention
- Sales and Retention – School Year Contacts Thank You's, Next School Year Contact Identification

3. Summer Camp Prep

- Complete “Camp Agreement Form” for each Summer Camp
- Review status of IHT Summer Staff Training
- Formulate Camp Day Agendas for Programs – Refer to Curriculum Log In TAB (Sports Specific Camp / Sports Spectacular Camp / Traditional Day Camp)

OTA Resources – Summer Camp Prep and Operations

It's important to recognize all the support documents and materials located in the **HUB Reference Section. To include:*

- Summer IHT Emails
- Summer Management Emails
- Camp Administrative Documents
- Camp Director Documents
- Summer Forms
- On-Site Postings
- Labels
- Camp Training Documents
- Camp Regulations and Policy Binder

***Be sure to visit the Franchise Support Portal and click on the **"Heads Up" TAB** to review OTA Memo's correlating to this time of year – it will help you "stay on track"! In addition, the **Franchise Support Portal** includes:*

- Camp Customer Service Tools
- Marketing Support Resources
- Camp Budget Templates
- Memos and Announcements: Programming / Enrollment / Staffing
- Memos and Announcements: Summer Session
 - Summer Session Key Points
 - Camper to Staff Ratio Notes
 - Supervision of Campers During Routine Activities
 - OTA Summer Staff – Teenagers
 - CIT Program – A Perspective
 - OTA Camp Gear Demo
 - OTA Camp Notes Weather Factors
- Spotlight TAB: Pay Scale and Payroll / Service is King Presentation
- Franchise Workshops: Summer Camp Prep / School Year Closeout / Camp Equipment

****Grasping all the features offered to both Franchisees and Camp Directors/Counselors found in the **Staff Resources Log In Portal** is so important to operate effectively. Here you will find:*

- ADMIN and SAFETY Categories
- Camp Category
 - Classroom / Field / On-Site Training Agendas
 - Camp Rules and Procedures (and Pool Safety Guidelines)
 - Camp Preview Highlight Videos: Traditional Camps and Sports Specific Camps

*****Essential to a successful camp session is making sure Camp Leadership and Staff are aware of and use the **Curriculum Resources TAB:***

- *OTA Curriculum*
- *Sports Spectacular Camps*
 - *Overview*
 - *Camp Agenda*
 - *Key Notes*
- *Sports Specific Camps:*
 - *Soccer / Flag Football / Basketball / Wiffle Ball / Floor Hockey / Lacrosse*
 - *Overview*
 - *Camp Agenda*
 - *Key Notes*
- *Traditional Day Camps:*
 - *Camp Overview*
 - *Game On – Checklist*
 - *Key Notes*
 - *Weekly Camp Agendas*
 - *Daily Camp Agendas*
 - *Camp Activity Grid*
 - *Camp Games and Activities – Quick Reference*
 - *Kicking Off Camp – Beat the Coach*
 - *Field Day Outline*
 - *Carnival Outline*
 - *Gaming Station Outline*
 - *Camp Tournament Overview*
- *OTA Playbook*
 - *Arts and Crafts*
 - *Camp Big Events – Special Events*
 - *Camp Contests*
 - *Center Stage*
 - *Game Show*
 - *Group Activity – Daily*
 - *Group Activity – Weekly*
 - *Handouts*
 - *Project Inc.*
 - *Risk Games*
 - *Sports and Games – Quick Reference*
 - *Think Tank*

Summer Camp Launch

1. Worker's Spreadsheet

- The Summer Worker's Spreadsheet is a tool available for the summer session to make sure management stays on top of hiring, training, staffing assignments, and scheduling.
- Be sure to note what information you should capture in each spreadsheet.

Summer Worker's Spreadsheet (See Template)

- **REMINDER** – This Summer Staff Management tool is located in The HUB Reference Section – “Camp Administration”
- Note – there are three TABS in this Spreadsheet (Camp Director, Staff Roster, Master Schedule)
- These TABS are relatively self-explanatory with regards to the columns, categories, and info that should be inserted
- Using this spreadsheet is a great way to get a “Big Picture” of Summer Logistics
- Spreadsheets can be customized with the information you want to be included and the dates that reflect your summer schedule

2. Veteran Camp Staff

- There are always questions about what training approach should be taken with Veteran Camp Staff, meaning those that have worked OTA Summer Camps before.

Couple Things:

- They DO NOT need to be retrained or submit new IHT Documents, Materials, and Exercises
 - You should have these already on file
 - If they need to update something or complete NEW training that wasn't required in a prior summer, then of course they should do that
 - *The OTA Camp Binder (Policy and Regulations) should have updated Staff Documents for everyone working the camp

- It is at your discretion whether they attend any staff meetings prior to the “On-Site Training”
 - Classroom Training, Field Training, etc.
 - It is important that your team meet each other prior to kicking off camp, so if there is an opportunity to do that in person or virtually before your On-Site Training Session, you should consider it

- Traditionally, a separate “Veteran Staff Meeting” is often held to address any New Topics or Important Refreshers
 - This meeting typically does not include any New Staff, just people returning to work from prior summers
 - **See SAMPLE AGENDA for the Veteran Summer Staff Meeting**
 - Feel free to customize it to your liking and needs
 - This SAMPLE may address topics that are not relevant to your program

By holding a separate “review training session” for Veteran Camp Staff, you aren’t wasting their time by requiring them to attend meetings they have already participated in the past. Everyone working camp should be required to attend the On-Site Training Session for obvious reasons.

Sample Meeting Agenda OUTLINE (Returning Camp Staff)

1. OTA Technology – Website, APP, etc.
2. Expectations – Themes / Documents
3. Health and Safety Strategy
4. Distractions
5. Registrations
6. Drop Off / Pick Up
7. On-Site Announcements
8. Game Play Reminders
9. Camp Procedure: Injury / Behavior / Abuse
10. Topic Highlights
11. Camp Agenda Report
12. Special Announcements
13. Staff Management
14. Customer Service
15. Camp Landmines Review