

Camp Manual



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 to 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

Camp Objectives:

The objectives of the camps are:

- To offer an appropriate, balanced, and organized day filled with fun and positive experiences.
- To always ensure the complete safety of the children.
- 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 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 situation 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 in order to reduce the 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 met 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. The first strike constitutes a warning. The 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 or camp/program location, establish the appropriate water fountain and bathroom for the programming area
- Make sure in announcements to the kids at the start of the program, 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 the 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

Heath and Emergency Policy:

The 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. The staff is responsible for ensuring that students drink adequate amounts of fluids during strenuous athletic activities. Staff are 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 Program Director for immediate review and attention.

In case of a medical emergency, Overtime Athletics Instructors are to follow the Red Cross "Check, Call, Care" program.

1. Staff members at the location of injury must assess the situation to decide what steps, if any, are needed to reach the injured child safely. The Instructor is to contact the Program Director at once and call or have nearest adult call 911.
2. Director assesses situation but calls 911 if incident is severe or uncertain.
3. The Program Director will contact the organization Coordinator and parents.
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 considered severe or if the staff is uncertain of the extent of injury.

911 emergency services are available and should be used in any situation believed severe or if the staff is uncertain of the 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 staff on what special treatment and/or observations are required. Health needs will be determined by parental input or required health forms. The 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 a locked compartment.

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 ensure 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 before the week that the agenda needs to be implemented to their Camp Administrator (Does not apply to sport specific camps).

Camp Staff Operational Policies

Staff Identification

- All Counselors will wear name tags

Instructor Ratio

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

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 showing 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

Camper Showing Up Sick Policy

- If campers are observed as being ill when arriving at the 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 is for accountability and 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.
- IDs should be checked

Sending Kids Home Policy

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

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 use 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 allowed 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 set up 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 their parent/guardian to request they bring one to the camp site.
- The Camp Director will see to it that the 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 the 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 the 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 trashcans 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 and water bottles 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 the 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, Special Activity, Field Trip, Nature Walk, etc.)
- 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
- Have Fun!