



Overtime Athletics Camp Gear Demo

Show and Tell:

What and How to Create, Organize, and Pack for Camp

The Camp (Director) Checklist

Organization is paramount. Understanding what each camp (and each type of camp) needs to operate successfully is the first place to start. How these needs, items, equipment, gear, and supplies impacts the camper experience and camp budget will determine the decisions franchisees make for what ultimately each “checklist” will look like.

Camps should have (at least) 4 checklists in order to prepare for the service:

1. Camp Director Checklist
2. Camp Equipment Checklist
3. Camp Health and Safety Checklist
4. Camp Documentation Checklist

*Note – customizing these checklists to the type of camp, camp partnership, camp customer, camp staff, camp regulation, and camp location are all responsibilities of a Franchisee.

Camp Director Checklist

- This list should include needs for the "Camp Office", HQ Desk, Staff Gear, and some Special Supplies for operating camp.
- Almost all types of camps should include what is listed here. It represents universal needs for almost all camps.



Camp Office
Director Cell Phone
Laptop and Online Capability
Printer/Copier (paper)
Lockbox
Lost and Found (Box and Sign)
Pens / Dry Erase Markers
Air Pump



HQ Desk

Blank Forms and Paper Trays

Marketing Display

Announcements Display

Highlight Board

Sign in/out sheet and clipboard

“HQ DESK”

Bin:

scissors

Hole Puncher

Stapler

Staples

Pens

Envelopes (for payments)

Paperclips

Tape

Yellow Pad







Staff Gear

Staff Gear
Counselor Folders
Uniforms
Name Tags
Whistles
Stopwatches
Clip Boards



HQ Desk and Staff Gear – Packing Up



Camp Director Checklist – OTHER



Camp Equipment Checklist

• This list should be approached very specifically to the type of camp being run. Is it sports specific? Is it a 'traditional day camp', is it half day or full day? is it multiple weeks? The items found here have a real impact on the expense of a program and should command serious scrutiny as it relates to the budget. Recognize that sport specific camps obviously require specialized equipment and gear, while traditional day camps require many more supplies as non-athletic activities come in to play.

- 1. CORE EQUIPMENT**
- 2. CORE GEAR**
- 3. SUPPLEMENTAL EQUIPMENT**
- 4. SPECIAL EQUIPMENT**
- 5. OTHER**

Core Equipment



Soccer Balls
Basketballs
Footballs
Kickballs
Dodgeballs

Core Gear

Saucer Cones

Triangle Cones

Flags



Supplemental Equipment

Tennis Balls
Frisbees
Jump Ropes



Special Equipment

Wiffle Ball

Floor Hockey

Lacrosse

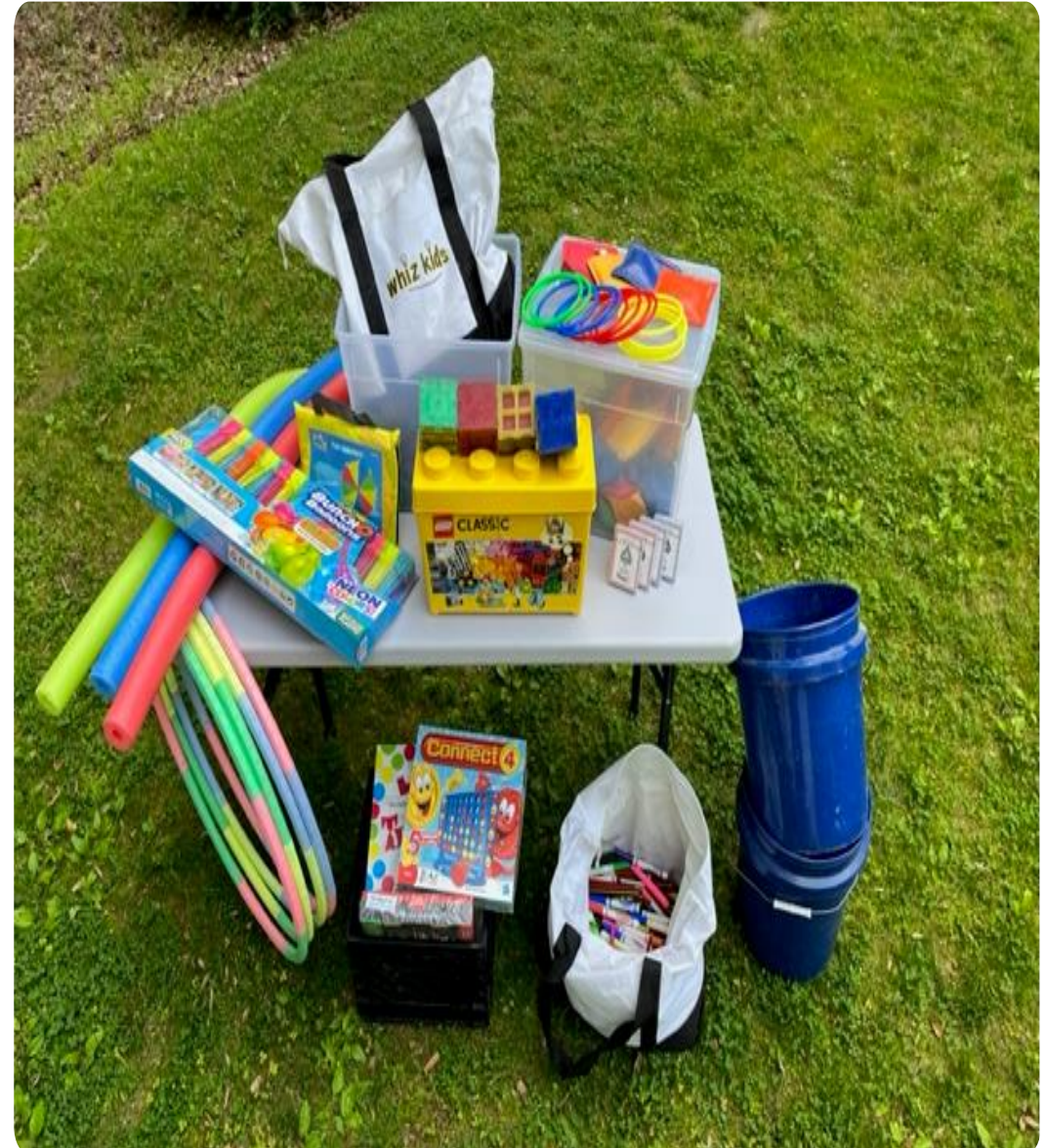
Goals

Golf Gear (putter, balls, etc.)



Equipment – OTHER

Buckets
Bean Bags
Rings
Hulla Hoops
Board Games
Cards
Legos
Crayons
Noodles
Arts/Crafts Supplies



Camp Safety and Health Program Checklist

- Much of this list may be dictated by local or state regulations. Consulting the government oversight department for youth camps will uncover the requirements. Many territories require a "Health Supervisor" for each camp. This person will also contribute to what this list requires. Needs for First Aid, Health Treatment Area, and Health Program Supplies are all covered here.

First Aid

Standard Kit(s)
First Aid Instruction Booklet
Scissors
Ice Packs
Absorbent Compress Dressings
BandAids (various sizes)
Adhesive Cloth Tape
Abtiseptic Wipe Packets
Breathing Barrier with 1 Way Valve
Non Latex Gloves
Roller Bandages
Sterile Gauze Pads
Thermometer
Tweezers



REMINDER: Health Treatment “Area”

Chair for injured/sick
Footrest
Blanket
Chair/Stool for Adult Supervisor

Health Program Supplies

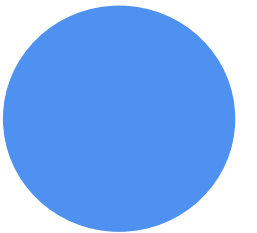
Paper Towels
Water
Tissues
Extra T-shirt
Extra Shorts
Zip Lock Plastic Bags
Trash Bags

Health Program Supplies -
Packing Up



Camp Documentation Checklist

- The requirements for what documentation must be onsite is evolving. The digital and online capabilities available to camp operators today often make having hardcopy information onsite redundant and even wasteful. However, knowing the youth camp regulations for a territory will allow for franchisees to prepare for what they need to comply. The “Camp Information” Binder should always be prepared and available onsite. “Camper forms” and “Health Log” also are standard documentation for each camp site. Other paperwork found on this list is a reflection of the needs for staff management, payroll, and program oversight.



Camp Binders (and Folders)

Camp Regulations and Policy Binder (w/Staff Paperwork Section)

Camper Information Forms Binder (alphabetized w/emergency contact top sheet)

THE OTA PLAYBOOK (Camp Segments Options)

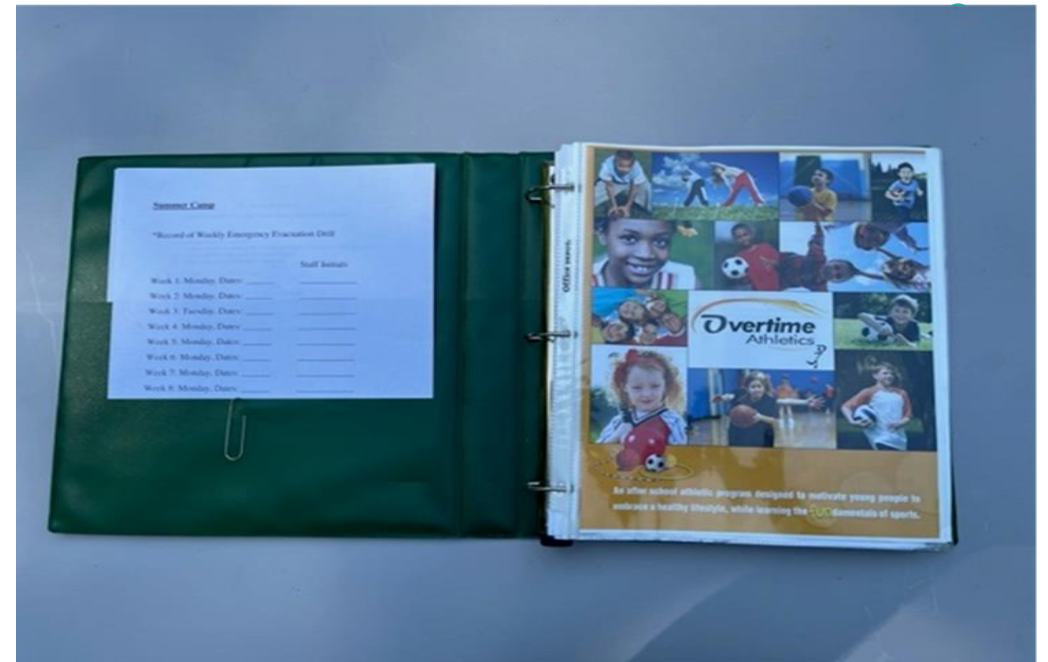
Camp Daily Agendas Folder

Camp Staff Payroll Folder

Health Log (First Page with NOTE on Instructions for making entry)

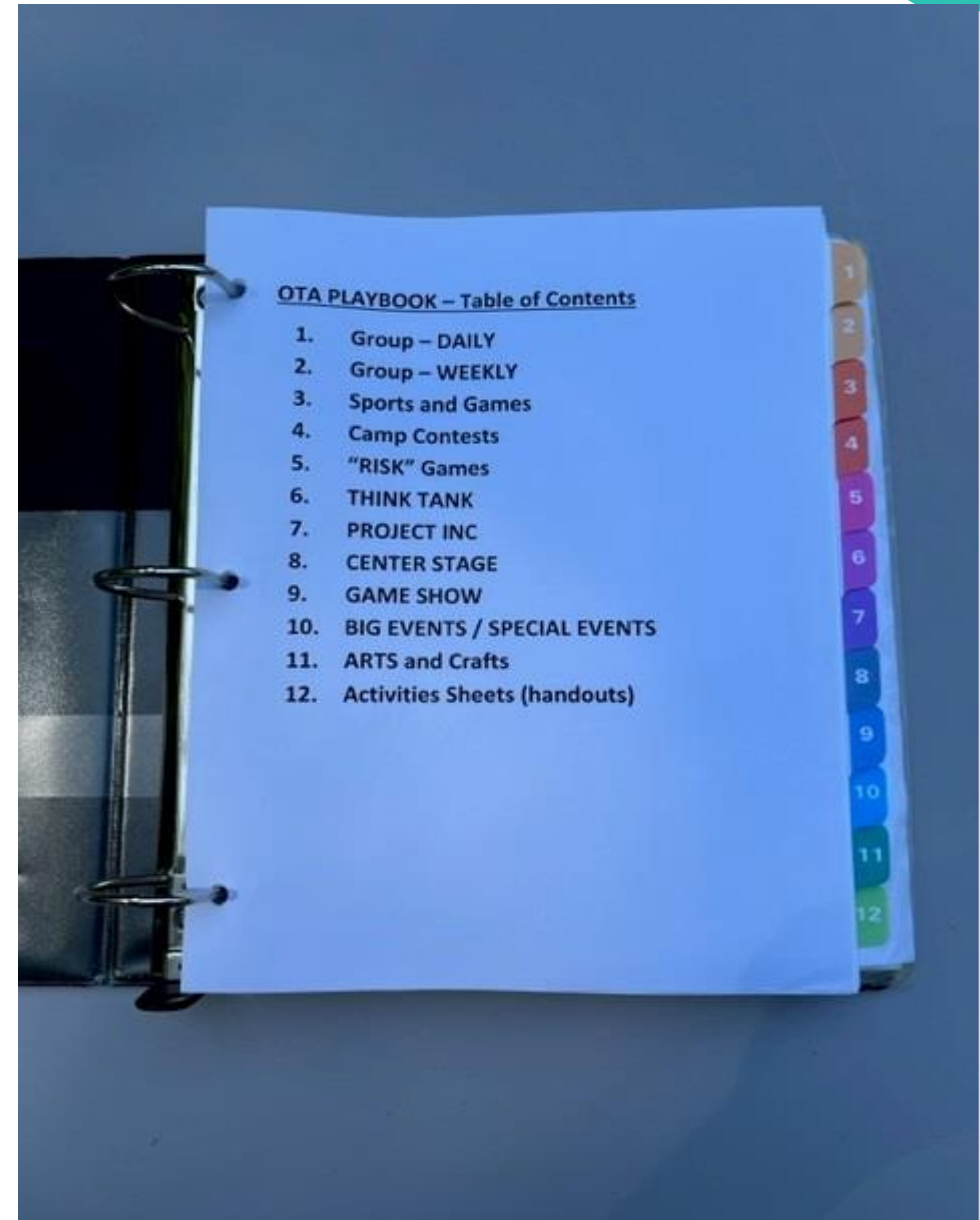
*Camper Information Forms Archive

**(all campers forms stored by session in Binder or Accordion File for entire summer)*



**Overtime
Athletics**

**Camper
Information**



OTA PLAYBOOK – Table of Contents

1. Group – DAILY
2. Group – WEEKLY
3. Sports and Games
4. Camp Contests
5. "RISK" Games
6. THINK TANK
7. PROJECT INC
8. CENTER STAGE
9. GAME SHOW
10. BIG EVENTS / SPECIAL EVENTS
11. ARTS and Crafts
12. Activities Sheets (handouts)



Overtime Athletics

CITA Sports Spectacular Camp
Day 1 - Monday

8:45 - 9:10: Registration Check In

9:45-9:10: Coaches Challenge

- Accuracy Throw (Football stats bonus)
- Basketball Free Shot

• (Fill In)

9:10 - 9:20: Welcome / Attendance Lines / AM Announcements

9:20 - 10:00: Warm Up Games

- Shanks & Marbles
- Line Shatters
- Scribble Tag

• (Fill In)

10:00 - 10:10: Water Break

10:10 - 10:45: Sports Station Rotations

- Basketball
- Kickball

• (Fill In)

10:45 - 11:00: Water Break

11:00 - 11:30: Sports Station Rotations Con't

11:30 - 12:00: Blow Out Game

- Stump & Hit

• (Fill In)

12:00 - 12:45: Lunch or Half Day Camp Dismissal

12:45 - 1:00: Attendance Lines / PM Announcements

1:00 - 1:30: Non-Sports or PG Type Games

- Harry Potter & Sorcerer's Stone
- Gals Best Tag

• (Fill In)

1:30 - 2:45: Blow Out Game

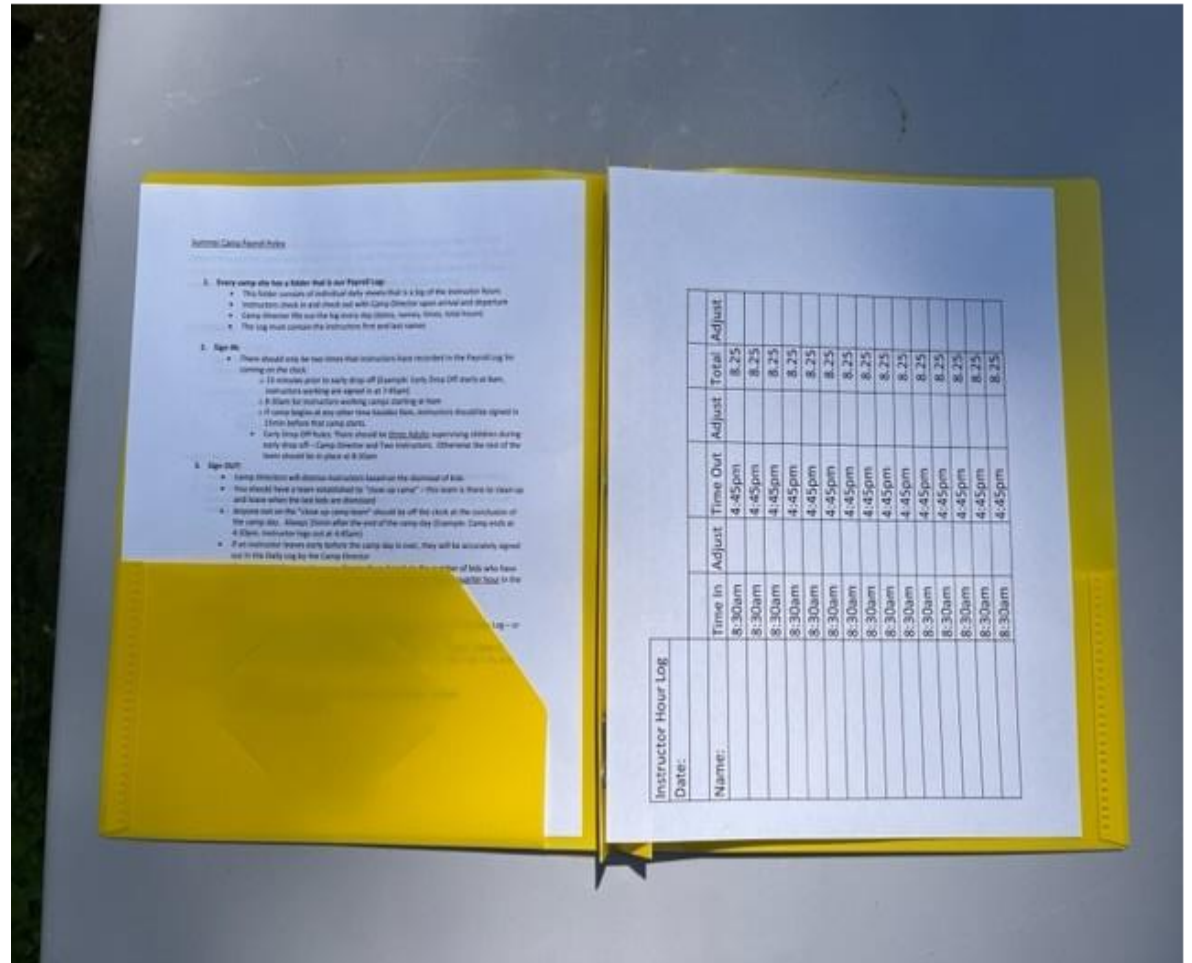
- Capture the Flag

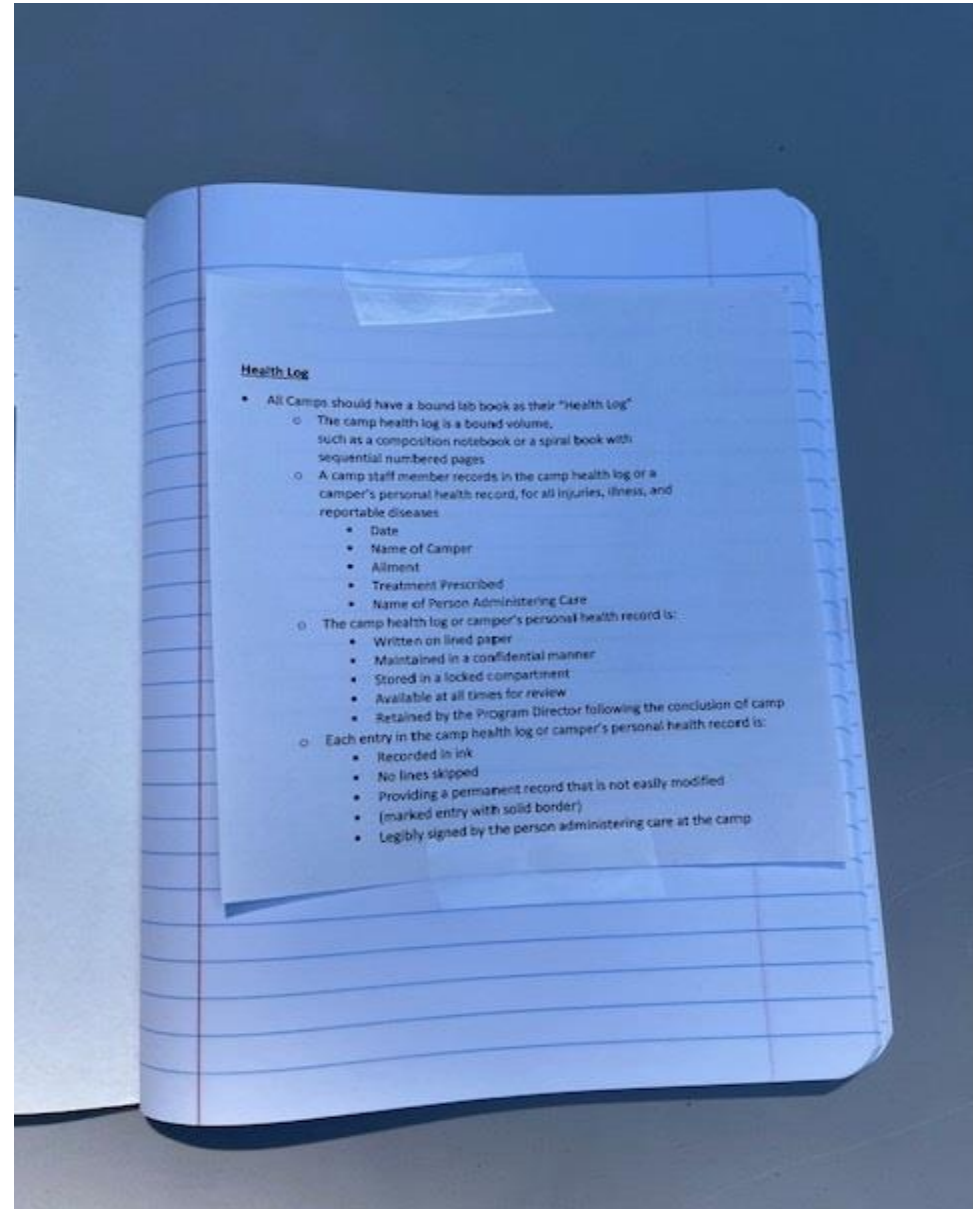
• (Fill In)

2:45 - 3:00: Wrap Up / Recap and Preview / Awards / Dismissal

Weekly Camp Agenda (Dates: 6/26 - 6/30)

Day/Time	6/26	6/27	6/28	6/29	6/30
8:45 - 9:10	Registration Check In	Registration Check In	Registration Check In	Registration Check In	Registration Check In
9:45 - 9:10	Coaches Challenge	Coaches Challenge	Coaches Challenge	Coaches Challenge	Coaches Challenge
9:20 - 10:00	Warm Up Games	Warm Up Games	Warm Up Games	Warm Up Games	Warm Up Games
10:00 - 10:10	Water Break	Water Break	Water Break	Water Break	Water Break
10:10 - 10:45	Sports Station Rotations	Sports Station Rotations	Sports Station Rotations	Sports Station Rotations	Sports Station Rotations
10:45 - 11:00	Water Break	Water Break	Water Break	Water Break	Water Break
11:00 - 11:30	Sports Station Rotations Con't	Sports Station Rotations Con't	Sports Station Rotations Con't	Sports Station Rotations Con't	Sports Station Rotations Con't
11:30 - 12:00	Blow Out Game	Blow Out Game	Blow Out Game	Blow Out Game	Blow Out Game
12:00 - 12:45	Lunch or Half Day Camp Dismissal	Lunch or Half Day Camp Dismissal	Lunch or Half Day Camp Dismissal	Lunch or Half Day Camp Dismissal	Lunch or Half Day Camp Dismissal
12:45 - 1:00	Attendance Lines / PM Announcements	Attendance Lines / PM Announcements	Attendance Lines / PM Announcements	Attendance Lines / PM Announcements	Attendance Lines / PM Announcements
1:00 - 1:30	Non-Sports or PG Type Games	Non-Sports or PG Type Games	Non-Sports or PG Type Games	Non-Sports or PG Type Games	Non-Sports or PG Type Games
1:30 - 2:45	Blow Out Game	Blow Out Game	Blow Out Game	Blow Out Game	Blow Out Game
2:45 - 3:00	Wrap Up / Recap and Preview / Awards / Dismissal	Wrap Up / Recap and Preview / Awards / Dismissal	Wrap Up / Recap and Preview / Awards / Dismissal	Wrap Up / Recap and Preview / Awards / Dismissal	Wrap Up / Recap and Preview / Awards / Dismissal











Camp Binders – Packing Up





The Big Picture

NOTE: Make it easy on your staff to Pack Up, Load Up, and Move camp equipment and gear



*Ultimately the type of camp you are running, and enrollment numbers, will dictate what equipment and gear you need... and how much





The Camp Kit - The Total Package



“Failing to prepare, is preparing to fail...”