

## Face to Face Meetings

Locking in a face to face meeting has always been the best way to present Overtime Athletics.

### Key appointment reminders:

1. Send the person you are meeting with a calendar invite to lock in the meeting.
2. Find out the address well in advance to find out how long it will take to get there.
3. Make sure arrive on-time.
4. Always wear an OTA shirt/pullover with pants (No Jeans and No Shorts).
5. Always bring 4 OTA Packets that include:
  - a. Brochure
  - b. 1 Pager
  - c. Participating Schools List
  - d. Sample Flyer

### Explain who OTA is:

*Overtime Athletics is a simple program – we run SAFE and FUN after school programs for elementary schools. The most important thing to us is that families feel safe leaving their kids with us and the kids have a GREAT TIME!*

### How it Works:

We offer programs 3 times a year: Fall, Winter, & Spring – I would work with you or your PTA to set up the programs. For example in the fall we would offer:

Mondays Sports Spectacular for Grades K-2

Wednesday Tennis for Grades 3-5

We would start in beginning of Oct to allow kids and families to adjust to school. And also give us time to advertise the program.

I would create a flyer and send it to you for approval (SHOW THE SAMPLE FLYER) – once approved we would have copies made and delivered to the school. They would go home with the kids and if families want to register for the program, GREAT! They register and pay on our secure site - If we don't get enrollment, well at least we tried to offer a Safe, Healthy, & Fun program for the kids – And it didn't cost the school anything to set up. If families do register, then let the fun begin.

We would do the same process again in the Winter and Spring.

- Winter session starts late January
- Spring session starts mid Late March/April

**IMPORTANT POINT:** If we are speaking to the PTA, I always make it clear that they should pick what programs/activities their kids are into because their kids will come for FREE!

**IMPORTANT POINT:** If speaking to a principal, always let them know we will work with them on all scholarship requests.

## **Key Talking Points:**

**Can we do it?** Seek approval from PTA, Principal, School Administration

**Where can we do it?** Find out what facility or space is available for use (Gym, Field/Blacktop, Cafeteria, Multipurpose Room, etc...)

**What day can we do it?** Find out what days the space is available

**What Program to run?** If speaking to a PTA representative, we always tell them to pick a program that their child or children like because hopefully they are going to attend. ALL PARENT COORIDATORS CHILDREN ALWAYS GO FOR FREE TO PROGRAMS!

**What time is the class?** OTA runs all programs for 1 hour after your school day ends

**What are the exact dates?** Look at your school calendar for any schedule conflicts

**What do we need?** OTA class description. Does your school require proof of insurance

**Can we hand out flyers?** OTA will create a flyer to be distributed to your school. All we need to know is how many copies to make and if you want them grouped by class to make it easy for distribution.

**Can we put up and take down 2 Yard Signs?** We can put up and take down yard signs that let families know we are offering after school programs @ their school.

**Do you want to use our Online Registration System?** Overtime Athletics has a secure online registration system

## **OTA Instructors**

### **Who are they?**

- Our staff primarily consists of undergraduate and graduate students from local universities and colleges.
- We do not hire high school students.
- Our Instructors have previous experience working with children.

- All of our coaches have athletic backgrounds.
- They have passed a background check.

### **What type of training do they go through?**

- Our Instructors go through an extensive process including: hiring appointments, shadowing sessions, and multiple training appointments before they teach a class.
- They are experts on implementing the OTA Curriculum.
- They have reviewed our company manual, learned our training manual, completed our training booklet, and utilize their Instructor folder.
- They must periodically attend training sessions and complete tutorials throughout their OTA employment.

### **What is expected of an OTA Coach during the class?**

- They arrive 15 minutes before the class is scheduled to begin and stay until the last child is picked up.
- They will have the following things: a uniform, equipment, and a first aid kit.
- They will have a completed programming day card (lesson plan) for the class/activity.

### **Face To Face Meeting: Takeaways**

1. Common Ground – find topics to relate to the person or people you are meeting with
2. Remember to talk about the scope of service OTA provides:
  - After School Programs
  - Camps and Clinics (often partnering with elementary schools)
  - Field Days
  - Birthday Parties
3. If you are meeting at the school, ask to check out the programming space
4. Be sure that you can provide names or references of other schools in the area that we work with (if a reference, ask for permission first)
5. Visuals are always important in selling the program (pictures, video clips)
6. Make sure you have a timeline, contact person, and method for follow up
7. Remember to send a thank you note for their time to meet you