



## “IF I WERE YOU...”

Mid August

OTA TEAM:

50% of business is preparing to do business and as it relates to Overtime Athletics, this ramp up to the fall session and the kickoff of a new school year is a demonstration of that data point. Everyone should be preparing to do business. With that in mind – *if I were you...*

### **House Keeping:**

- I would review the Program Management section of the Operations Manual, specifically the OTA New School Year Preparation Checklist.
- I would review the Staff Management section of the Operations Manual, specifically the Program Director Notes, Management Tactics Notes, and Supervisory Tactic Notes.
- I would review the Staff Recruitment section of the Operations Manual, specifically the How to Recruit.
- I would review the IHT System Reference Section of the Operations Manual.

### **Programming Review:**

- I would make sure that the HUB is updated with as much information as you have at this point regarding the Fall Program Schedule.
- I would cross-reference the potential Fall Schedule with Staffing Needs and Equipment Needs.

### **Staff Management:**

- I would make sure that Job Announcements are posted.
- I would implement the IHT System for anyone in applicant/new-hire onboarding stage.
- I would make sure to reach out to Veteran Instructors about their availability for the Fall Session and upcoming training requirements.

### **Brand Support – Sales/Retention/Marketing:**

- I would reach out to existing partners with Fall programming details.
- I would pursue all sales targets with follow-ups.

### **Research and Projects – Investigations:**

- I would confirm the background check and clearance process required to work with school year partners.

Thanks, OTA