



# CAMP STAFF \*TRAINING\*

*OVERTIME  
ATHLETICS*



# Camp Preview



**This Training Presentation is designed to outline our camp systems and to help Overtime Athletics team members better understand the policies and procedures that need to be followed in order to work towards our common goal:**

**TO SERVE OUR CUSTOMERS**

# HEAD'S UP!



## The objectives of SUMMER CAMP:

1. To insure the complete safety of children at all times
2. To offer an organized and balanced summer camp day that is filled with fun and positive experiences
3. To help children grow in skill areas that are defined within the context of the particular camp or activity
4. For staff to help create a supportive community that helps Overtime Athletics achieve our goals

# Camp Staff Role and Expectations



DO YOUR  
JOB!



***\*Members of our team will provide a positive camp experience...Period.***



**Staff are responsible for:**

- **Implementing daily agendas and lesson plans**
- **Organizing games and activities**
- **Set up and Clean Up**
- **Supervising children during all segments of the day**
- **Refereeing and/or appropriately participating in camp games**
- **Providing customer service to parents and campers**



# Job Description



## Camp Directors

- Direct supervision of staff and campers
- Camp Administrator
- Create and execute weekly game plan - *Weekly Camp Agenda*
- Delegate to staff tasks for organizing segments during the day
- Ensuring a schedule that fulfills the camp experience for participants
- Providing customer service to parents
- Managing Emergency Procedures

## Camp Coaches

- Supervision of campers at all times
- Work with Camp Director and other Coaches to execute Weekly Camp Agenda
- Create a positive camp experience
- Execute the implementation of games/activities – including set up and breakdown
- Create HIGH FIVES moments with camp participants
- Follow all OTA policies and procedures

# STAFF Behavior



*Hey Camp Director!*

- You're a Director... not a Dictator

*Hey Coach!*

- You're a Camp Counselor... not a Drill Sergeant

# Uniform

**\*Unless otherwise specified, camp staff are expected to wear the following each day at camp:**

- **OTA Shirt**
- **Athletic Bottoms (Shorts, Sweatpants, Leggings)**
- **Sneakers (Flip Flops OK for pool where applicable)**
- **Whistle**
- **Name Badge**



# Camp Admin



BE  
PREPARED!

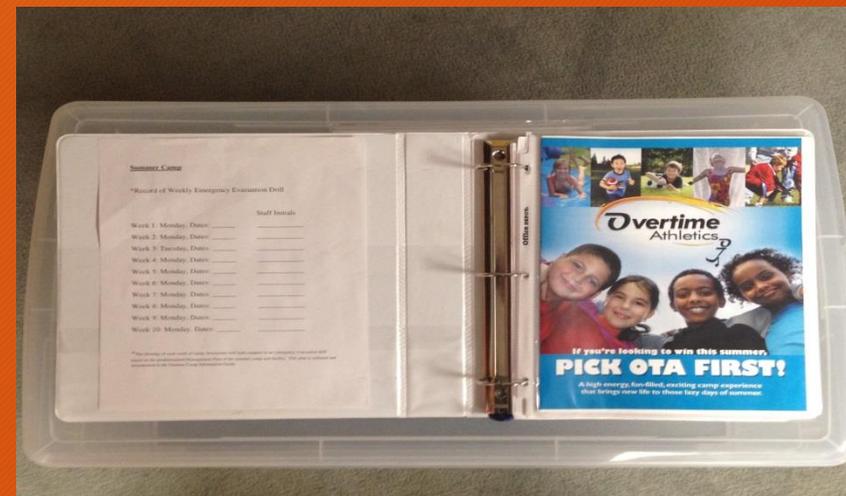


# CAMP Binder



## Camp Information

- This binder will contain sections providing information about:
  - Camp Rules and Regulations
  - Director Admin Duties
  - Camp Manual
  - Emergency Procedures
  - Medical Program
  - Open and Close Procedures
  - Record of Evacuation Drill
  - Staff Employment Packets



# CAMP-ER Binder



## Camper Information

- This binder contains all health and emergency information for every camper in attendance for that weekly session
- At the front of the binder is a “First Page” excel printout “quick reference” of all camper emergency contact information
- Camp directors will be responsible for collecting camper forms, and alphabetizing this information and inserting it into the binder
- They will also need to take note of those campers with severe allergies, Epee-pens or other health ailments.



Emergency Contact Information				
Guardian 1 Last	Guardian 1 Home	Guardian 1 Work	Guardian 1 Cell	Gu
ambavaram	703-310-7893	978-967-7996	978-967-7996	ambavaram
baetcke	703-203-6741			marciebaet
blanton	703-801-6222	703-766-7071	703-403-3628	corderom@
blanton	703-801-6222	703-766-7071	703-801-6222	Corderom@
Campbell	703-340-8243	703-846-9817	571-330-3797	ashley_mcca
Cipolla-Feinstein	703-674-8777		703-414-9557	cipolla_mich

# LOCK BOX



The Lock Box is designed to be a secure location for the following:

- Cash/Camp Registration Payments
- Health Log
- Medication

\*NOTE: Campers should NOT have any access to the Lock Box or be asked to retrieve any contents from it.



# Attendance Sheet



- The weekend before camp begins each Camp Director will be emailed an attendance sheet for that weekly session
- The format for the attendance sheet should be consistent for every session of camp
- The format should include a column on one end for signing in and a column on the other end for signing out
- Towards the bottom there will be extra rows for any additional registration and/or “walk ups.”



Sign In/Out Sheet  
Session 1

	<u>Sign In</u>	<u>Camper First Name</u>	<u>Camper Last Name</u>	<u>Sign Out</u>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

# Camp Set Up



GOTTA LOOK  
GOOD!



# On-Site Marketing



Parents WILL judge a book by it's cover!  
Remember to:

- ✓ Inventory every morning the on-site marketing supplies to make sure it is in working order, properly set up, and located in effective places
- ✓ Display all marketing materials and gear that your campsite has been provided
- ✓ Maintain the professional appearance from the first day of camp to the last

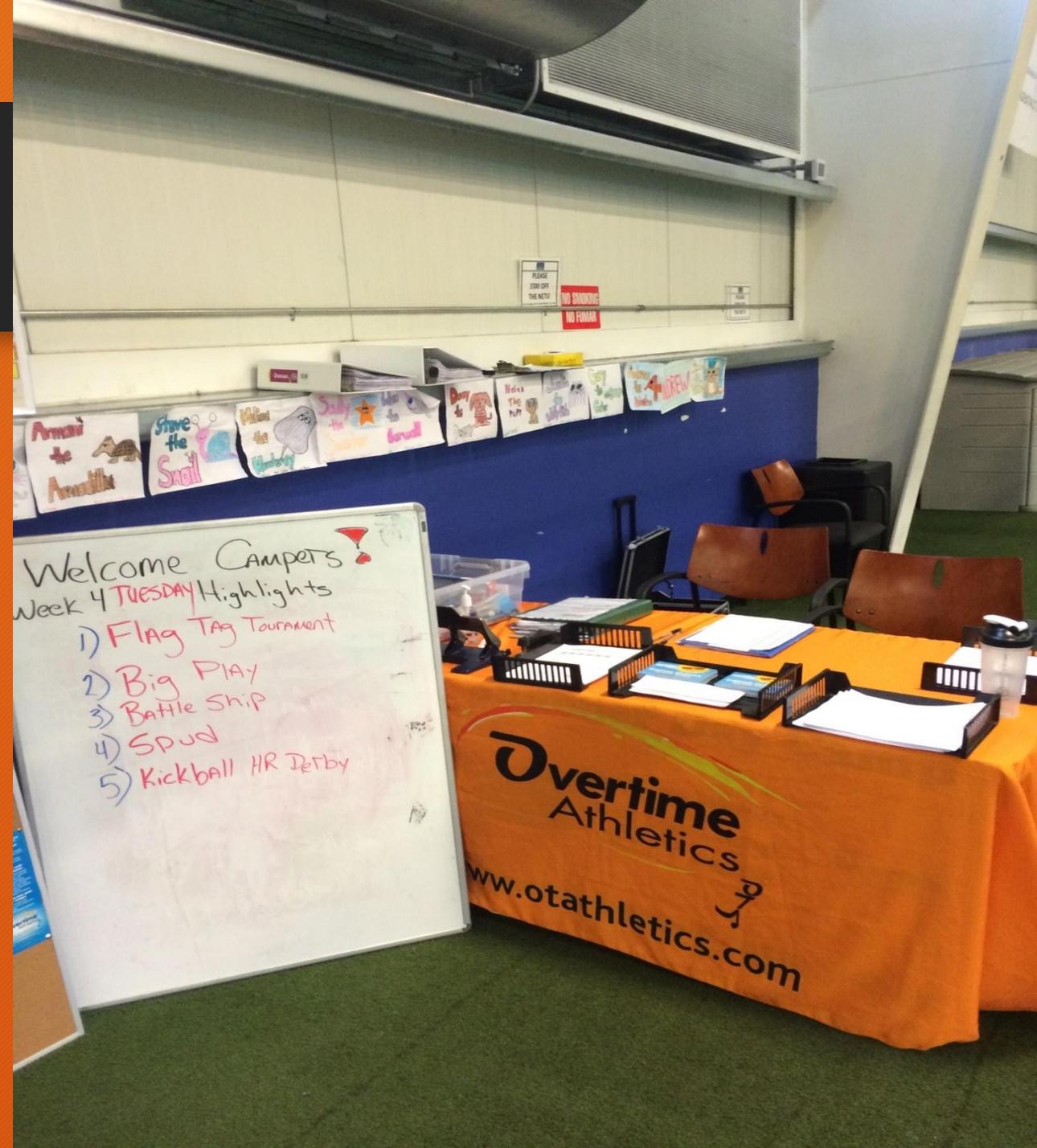


# The Camp Desk

Operating with a clear “central command” for each campsite is pivotal in providing a professional appearance and a specific terminal for customers to seek information and have questions addressed.

The set up and appearance should include:

- ✓ Table
- ✓ OTA Tablecloth
- ✓ Banners/Flyers
- ✓ Camp Notices
- ✓ Blank Camp Forms
- ✓ Highlight Board
- ✓ Attendance Sheet
- ✓ Creative Display



# Front Desk Expectations

- ✓ **Be friendly. Be polite. Smile.**
- ✓ The most important thing about the Camp Desk is making sure that the person manning the station is equipped to answer the frequently asked questions of parents or guardians
- ✓ Someone should always be stationed at the Camp Desk during sign in and sign out times
- ✓ The effectiveness of the Front Desk is dependent upon the personal knowledge staff acquires about campers (and parents) during the course of the session



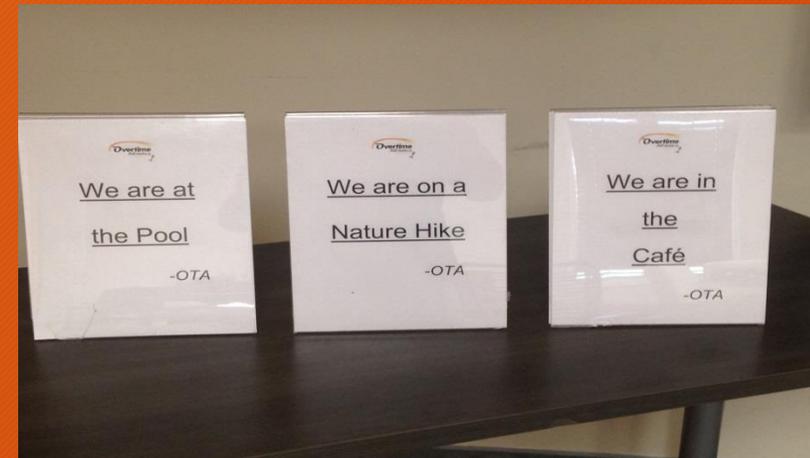
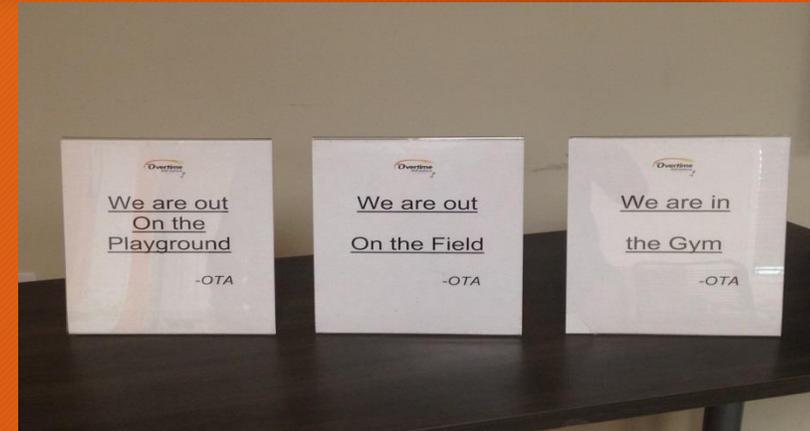
# On Site Postings & Announcements



The purpose of on-site postings are to provide families with information relevant to the week of camp, but also to inform parents of where the group might be if they arrive at a non-peak sign in or sign out time

✓ These signs are left on the front desk notifying anyone who might be looking for the camp group where they are. Postings may include:

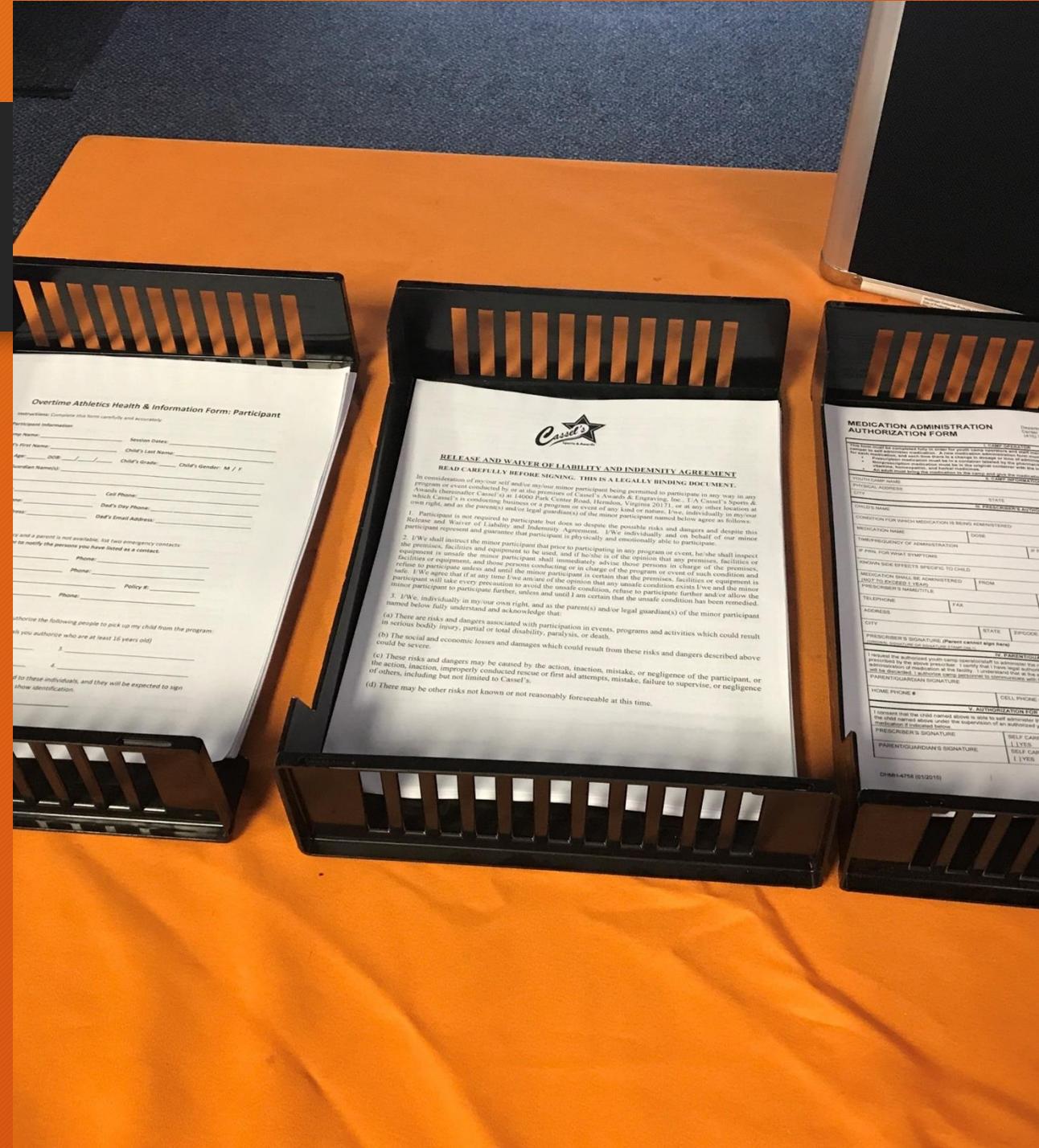
- On a Nature Walk
- At the Pool
- In the Cafeteria
- On the Field
- On the Playground



# Camp Forms

It is OTA policy for parents to access any forms required for participation via the website or welcome email and for them to have them printed and completed upon arrival the first morning of camp... **HOWEVER**, many parents are not prepared. Therefore, each camp site must have blank forms ready for the families that do not come prepared OR for any walk-up registration. Form can include:

- ✓ Health and Participation Form
- ✓ Activity Permission Slip
- ✓ Facility Waiver



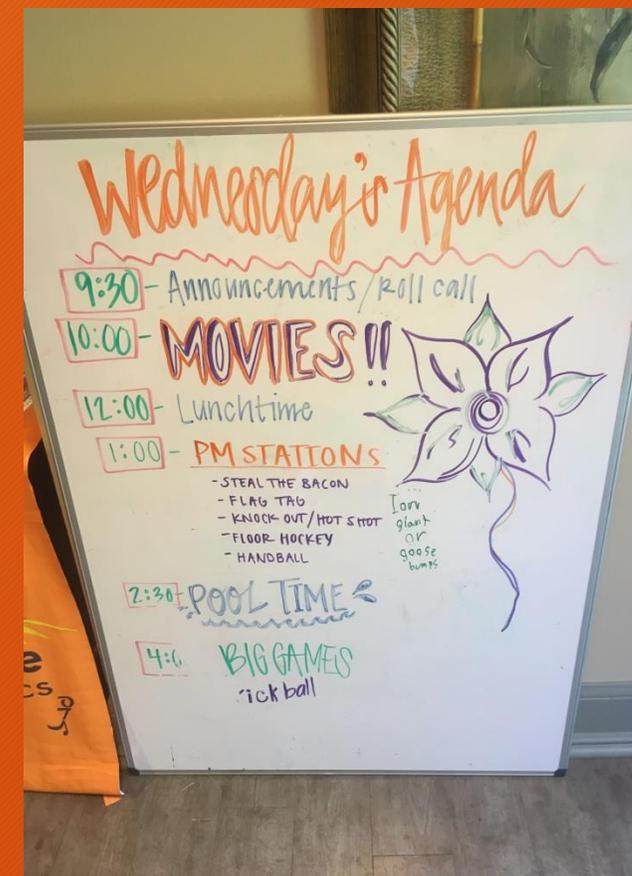
# “The Highlight Board”



The Purpose of the Highlight Board is to provide a preview of that day's activities.

- ✓ It is to give parents a sense at drop-off the types of things their children will be doing during the day
- ✓ It is a catalyst for the parent to have something specific to ask their children about at pickup
- ✓ It demonstrates organization and a plan for the day's agenda

\*NOTE: The Highlight Board should be clearly displayed, written out nicely, and some creativity and visual appeal included



# Camp Safety



BE  
CAREFUL!



# Attendance Teams/Groups



## ATTENDANCE TEAMS

Campers will be split up into groups prior to camp starting



Each group will have an assigned COACH



These will be "Teams/Groups" for the week



Coaches will have a list of their groups and will be able to take attendance at anytime



# Teams/Groups

The function of organizing campers into Teams/Groups is:

1. Quick and Easy Accountability
2. Making sure campers have a point person to bring questions or concerns to
3. To generate a spirited environment

\*NOTE: These Attendance Teams are not used to organize competitive teams (unless it is a sport specific camp)



# Moving the Group



It's Simple:

1. Before departure - Head Count
2. Instructor at the Front of the Group
3. Instructor at the Back of the Group
  - No Child falls behind Instructor

**\*NOTE: When crossing a street, a third instructor should be in the middle of the road the whole time making sure traffic is stopped**

4. Upon arrival – Head Count



# Emergency Planning



## OTA's Emergency Procedures Include:

1. Supervision Plan
2. Evacuations
3. Code Red Ozone Alerts
4. Natural Disasters
5. Contacting Emergency Services
6. Child Wellbeing

**\*NOTE:** Your training will address each of these topics. If prior to the first day of camp you do not feel adequately prepared to execute these procedures, say something! A review of the topic will be done until you are comfortable with the plan.

# Health Treatment and First Aid



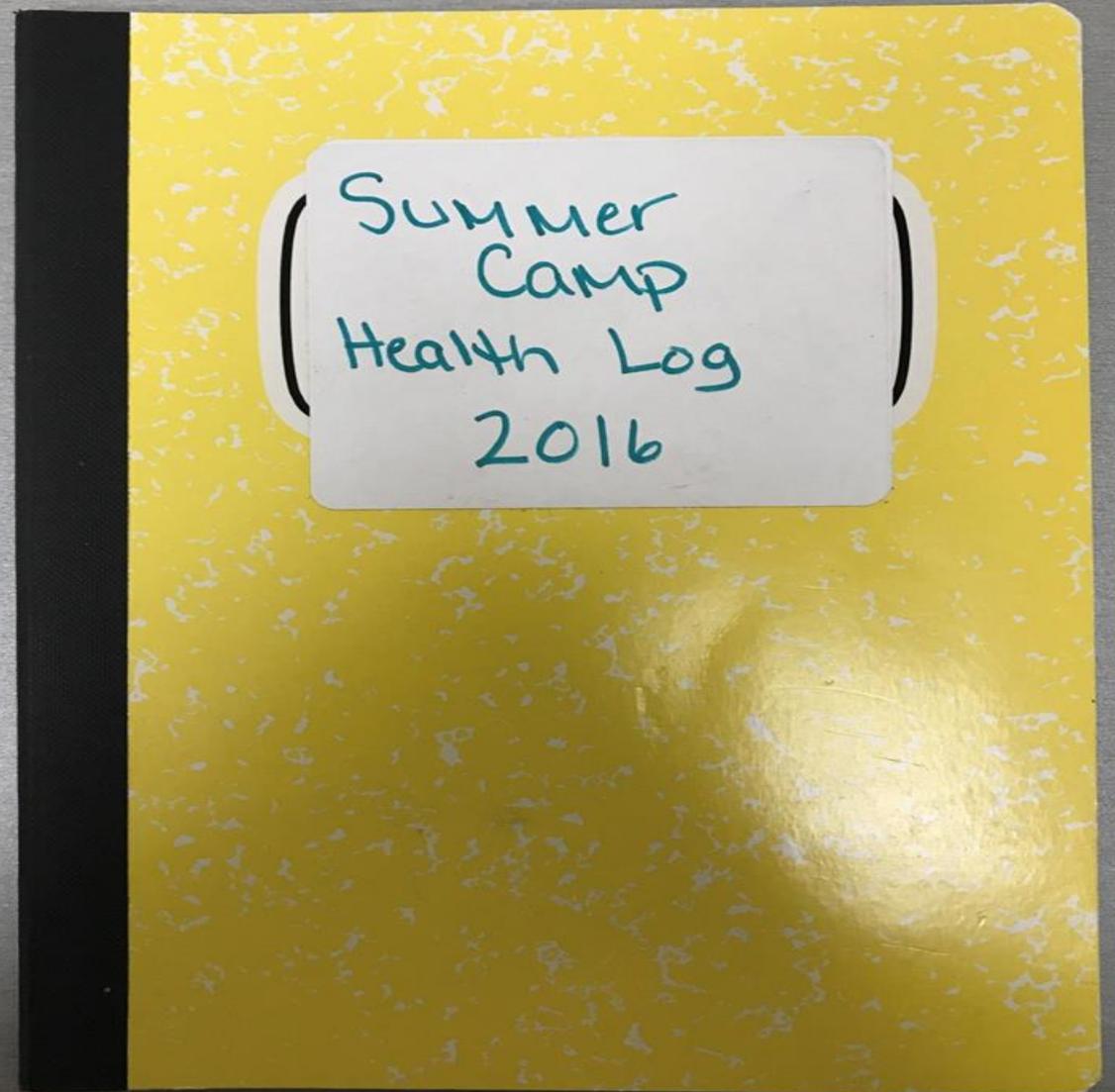
1. Campsites must designate a Health Treatment area (could be “Front Desk” for sports specific camps or “Camp Office” for traditional day camps – all depends on the facility)
2. Treatment area should include Medical Plan, First Aid Kit, Ice Packs, Incident Reports, Place for injured or sick to sit or lie down, and Water. Additional items and supplies are listed in the Medical Plan
3. Should any scenario present itself that demands treatment or first aid beyond the abilities or comfort of camp staff, emergency services should be called
4. **COMMUNICATE** with parents any health and first aid scenarios involving their children



# Health Log

1. All camps should have a bound “Health Log”
  - This will be a bound composition notebook
  - All information will be recorded inside the Log
    - On lined paper
    - Stored securely
    - Able to be easily retrieved for review
    - Retained by OTA at the conclusion of camp

**\*NOTE: Camp Director should supervise all entries made into Health Log**



# Approaching Parents / Adults / Strangers



1. Not only is it good customer service, but it is also essential for safety purposes to make sure any adult in our programming space is recognized and spoken to (right away).
2. Always “Check In”
3. Whether it be a parent, facility staff member, or stranger – OTA Team Members (Directors and Coaches) should initiate contact and simply ask if the person can be helped:
  - “Hi, how are you? Do you have a child in our camp?”
  - “Hi, how are you? Is there something I can help you with?”

# Camp Systems



BEST  
PRACTICES!



# THE MONDAY MORNING CHECKLIST



## • Are... You... Ready?

- ✓ Rosters/Attendance Sheet
- ✓ Emergency Contact Top Sheet
- ✓ Extra Parent Forms (Blank)
- ✓ Payroll Log
- ✓ Staff – Name Tags, Uniform
- ✓ Daily Agenda
- ✓ Highlight Board
- ✓ Assigned “Greeter”
- ✓ Set Up – Walk Up/AM Stations Ready to Go
- ✓ Equipment, Gear, Supplies – Ready to Go

## • Does camp look “tight”?

- Organization of camp areas?
- Organization and storage of equipment?
- Organization of OTA Marketing Stuff?
- Organization of sign in and dismissal?
- Organization during special activities?
  - (Drink Breaks, Lunch, Ice Skating, Swimming)
- Organization of who counselors are working with?

# The Greeter



## EVERY MORNING!

- All campsites shall have an instructor act as a “Greeter”
- They will be positioned out front (not at the Camp Desk) to welcome families dropping off children and to direct them to the sign in area
- “Greeters” should be friendly, helpful, and engage kids and adults in “hello’s” and “good mornings”
- This will be a customers first impression of camp



# The Gate-Keeper



## EVERY AFTERNOON!

- All campsites shall have an instructor act as a “Gate-Keeper”
- They will be positioned out front (not at the Camp Desk) to monitor the traffic in and out of the campsite
- They will be responsible for checking families have properly signed out children for dismissal as well as to make sure each child is accompanied
- “Gate-Keeper” should be friendly, helpful, and engage kids and adults in “See Ya’s” and “Good Bye’s”
- This will be a customer's final impression of camp



# Camp Gear and Camp-er Gear



## Camp Gear: Needs > Inventory > Assessment

- It is important to the success of each camp that our team has the tools necessary to meet our expectations and accomplish our goals
  - Sports Equipment
  - Admin Tools
  - Activity Supplies
  - Handouts

\*NOTE: Camp Directors and Staff should review their possessions daily and be looking ahead in order to make requests with an adequate enough time for it to be filled

## Camper Gear: Organization > Access > Rules

- Upon arrival, campers should place backpacks and other belongings in a designated spot
- An instructor should man this station and assist with an orderly procedure
- Campers should not have free reign to go to their belongings – toys, food, electronics should not be retrieved by campers without permission from camp staff

\*NOTE: special activities that require retrieving backpacks (like swimming) should be stored with the same level of organization at the conclusion of the activity as was the case during the morning at sign in

# Gear / Supplies / Equipment / Stuff



# Segment and Station Prep



**Things to think about when planning segments and setting up stations:**

How many Kids are doing the activity? What's the activity space? What equipment do we have?

How much time do we have to set up? How many people does it take to set up?

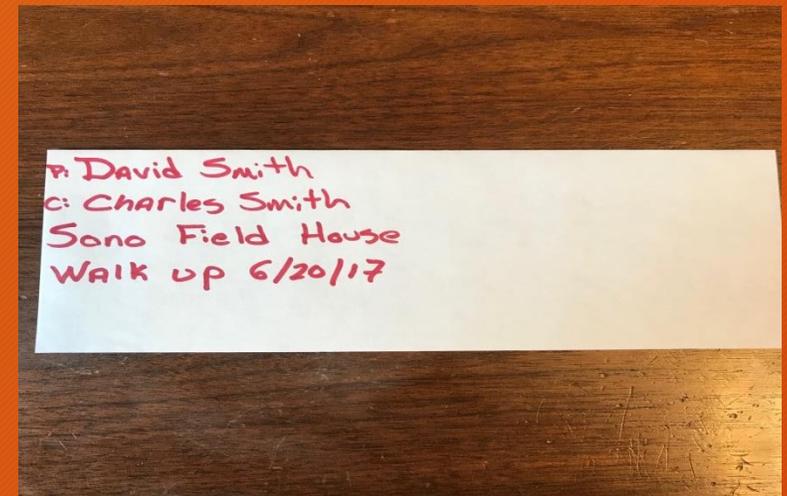
What are the kids doing while we set up?



# Walk Up Registration



- **Prices – weekly (and before/after care)**
  - Have hard copy of camp flier (refer to for prices)
  - Be aware of weekly prices and specials
  - Check with management about any payment plan questions
- **On Site Registration and Collecting Payment**
  - Have hard copy of registration forms, health forms, etc.
  - Should a walk up registration take place, please collect payment (cash or check) and put it in an individual envelope with the following written on the envelope:
    - Parent Name
    - Camper Name
    - Name/Location of Camp
    - Camp Date
  - Make sure all checks are made out to Overtime Athletics



- Store in camp lock box
- Notify management of checks or money that has been collected

# “The Camp Meeting Spot”



The first morning of the first day of camp should be a time to establish The Camp Meeting Spot. This is where each morning, campers and staff congregate to hear announcements, go over rules, and be given a preview of the day.

(spot on court, field, bleachers, under tree, etc.)



# Daily Announcements

- At the scheduled start time of camp, the Camp Director will gather the campers for attendance and announcements at the “Camp Meeting Spot”
- Coaches should organize children into their teams/groups
- Announcements should cover rules, expectations for the day, highlights of the daily agenda, and any other relevant information deemed important by Camp Director and Staff
- Announcements should include that if you get separated from your group to locate a coach or return to the “Camp Meeting Spot”
- Remember – this isn’t the military – be silly and have fun during the Daily Announcements



# Walk Up Stations



- Prior to camp “opening each morning”, staff should set up “walk up stations” in anticipation for morning sign in and arrival.
- Kids are often nervous during this first moment of being at camp. Having organized games and activities ready for them to participate in is a great way to ease the tension and demonstrate to parents a preparation and professionalism that screams “these guys know what they’re doing!”
- Walk Up Stations are designed to be effective no matter how many campers have arrived yet.
- There are two kinds of stations:
  - Low Intensity and High Intensity

## Low Intensity Stations:

- Legos
- Drawing/Coloring
- Card Games
- Board Games
- Carnival Game

## High Intensity Stations:

- Beat the Coach Contest
- Knock Out
- GaGA
- Four Square
- 40 Yard Dash

# Morning Walk Up Stations - Samples



Board Games



Drawing



Legos



Four Square

# Monday Morning Walk-Around



Getting familiar with the campsite, facility, and grounds is an essential component of running a safe program. Following morning announcements, Teams/Groups should go on a tour or “walk-around” of the campsite/facility led by their Teams/Groups Coach. Areas to point out:

- Camp Meeting Spot
- Camp Desk
- Backpack Storage Area
- Playing Areas (inside and outside)
- Evacuation Meeting Spot
- Equipment Storage Area
- Entrances and Exits
- Bathrooms / Locker Rooms
- Water Fountains
- Special Activity Areas (pools, arts and crafts, ice skating, etc.)
- Where NOT to go



Backpack Storage



Evacuation



Water Fountain & Restroom

# Camp Handouts



A significant factor in the camper (customer) experience is often the “take-away” or “handout”. Everyone likes to get something, and our camps have the option of providing handouts such as – backpacks, t-shirts, and medals

## Handout Rules:

1. Make sure you have enough for each participant
2. If sizes are a factor (t-shirts), make sure you have an organized system for hand out
3. Don't wait until the last day of camp for handouts (do it on Wednesday or Thursday)



# Dismissal



## RULES:

1. Campers must be assembled at Meeting Spot 5 minutes before the conclusion of camp and for 10 minutes after during initial dismissal rush – no free play, no water fountain, no bathroom break during this 15 minute window
2. Must have Staff Member stationed at Camp Desk during dismissal
3. Must have “Gate-Keeper” out front at exit area
4. Each child must be signed out by an adult



# Camp Agendas



WHAT'S  
NEXT!?

## CAMP DAILY AGENDA:

### MORNING

Check-IN: Free Play  
Wake-UP: Team Attendance / Announcements / Stretching / Trivia  
Warm-UP Game: Non-Traditional Sport  
Water Break

### MID MORNING

SPORT OF THE DAY: Introduction of Sport of the Day to the campers  
Skills: Demonstration and Questions  
Station Rotation: Small group coaching instruction  
Water Break

### PRE LUNCH GAMES

Scrimmage Games: Teams based on age group and skill level

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### LUNCH

GAME TIME—Low Intensity Games and Activities

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### AFTERNOON

Special Camp Activity: Ice Skating / Swimming / Other Activity  
*Day Segment:* Center Stage / Project Inc. / Pick'm / Think Tank / BIG Event  
*or*  
*Station Rotation:* Skills / Drills / Games / Scrimmages  
GameTime: Low Intensity Games / Contests / Challenges  
Popsicle Break

### ROUND UP

Announcements / Awards / Next Day Preview  
Dismissal @ 4:30pm

# Daily and Weekly Agendas



It all starts with a plan. Camp Directors and Staff should meet the week before to outline the strategy for each day's agenda for the upcoming week. Daily morning staff meetings should take place before campers arrive to decide whether or not any adjustments need to be made to that day's agenda. When creating agendas consider the following:

1. “Flow” – what’s the mix between high intensity and low intensity activities?
2. “Set Up” – how will transitions take place and what is required in terms of equipment, gear, and manpower to prepare for the next segment?
3. “Variety” – are daily agendas including a mix of old favorites and new ideas to expose campers to fresh games and activities?
4. “Timing” – based on the set pieces of the schedule (water breaks, lunch, special activities like swimming or ice skating), is the timing of each segment possible?
5. “Expertise” – does the skill set of the staff lend to executing the segments planned for in the daily and weekly agenda?

<u>FULL DAY - Camp Agenda Template:</u>	
<ul style="list-style-type: none"><li>• <b>Free Play</b></li><li>• <b>Clean Up</b></li><li>• <b>Meeting Spot</b></li><li>• <b>Warm – Up</b></li></ul>	Attendance/Announcement
<ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol>	
<b>Morning Session</b>	Water Break
<u>Skills:</u>	
<u>Drills or Stations</u>	
<ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li></ol>	
<ul style="list-style-type: none"><li>• <b>Scrimmage/Games</b></li></ul>	Water Break
<ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li><li>4.</li><li>5.</li></ol>	
	<b>LUNCH</b>
	<ul style="list-style-type: none"><li>• <b>GameTime: Low Intensity Activity</b></li></ul>
<b>Afternoon Session</b>	
<u>Daily Segment or Station Rotation:</u>	
<ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol>	
<u>GameTime: Low Intensity Activity</u>	
	Popsicle Beak
<u>Round Up:</u>	Attendance / Announcements

# Camp Segments



CHOICES  
AND  
VARIETY!

- Team/Group – Daily
- Team/Group – Weekly
- Sport of the Day
- Skill of the Day
- Contests
- Trivia
- Arts and Crafts
- STEM Projects
- Game Show
- Project Inc.
- Think Tank
- Center Stage
- Big Events
- Special Events
- Closing Ceremony
- Movie
- Demonstration
- Games
- Lunch
- Water Break
- Popsicle
- Tournament Time
- Swimming
- Ice Skating
- Field Trip
- Community Concept
- Indoor / Outdoor
- Pick'm
- Theme
- Station Rotation

# Segments Strategy



Segments can be divided into two kinds – “standard” and “special”. Developing agendas that have a healthy mix of both is the goal for creating a successful week of camp.

## Standard Segments include:

- ❖ Sports and Games
- ❖ Lunch
- ❖ Arts and Crafts
- ❖ Weekly Special Activities (movie, swimming, ice skating, etc.)
- ❖ Closing Ceremony

## Special Segments Include

- ❖ Game Show
- ❖ Center Stage
- ❖ Field Trip
- ❖ Project Inc.
- ❖ Theme

**NOTE: Training and Summer Session Preparation should include a healthy dose of becoming familiar and prepared to execute a variety of segments for camp. A lack of preparation, proper tools, and supplies is a recipe for a poor day/week of camp.**

# TRANSITIONS



## KEY FACTOR:

- ❖ One of the things that can separate an average camp, and a great camp is the approach the staff takes to “transitions”.
- ❖ Transitions refers to the process of getting from one segment in the daily agenda to the next. These parts of a camp day can be traps for poor behavior, disorganization, and boredom if not planned properly.
- ❖ Observers (parents) watching camp will often evaluate the success of the program by the professionalism and creativity a camp staff brings to these transitions.
- ❖ Some strategies for transitions include:
  - Campers helping to set up and clean up
  - Contests Break
  - Trivia, Trivia, Trivia
  - Providing instructions for teams or groups to follow one at a time (rather than all campers)

# Camp Special Activities



WHAT  
A  
TREAT!



Arts and Crafts



Carnival Day



Project Inc.



Dance Contest



Face Painting



Game Show

# Camp Special Activities



Community Project



Tie Dye Day



Nature Hike



Ice Skating



Fire Safety Demonstration



Obstacle Course



Movie Day

# Camp Special Activities



Contests



Think Tank



Video Game Truck



POP Golf



Group Challenge



Field Day



Video Game Truck

# Camp Enthusiasm



LET'S  
GO!



# Effort and Energy



## DO's:

- Smile
- Be Silly
- Be Supportive and Encouraging
- Work As A Team
- Create HIGH FIVES Moments
- Give High Fives

**The relationship between Adult Instructors and Youth Participants is similar to a mirror. The energy Coaches give off is exactly the type of energy Campers reflect back. It's important to understand that your effort and energy is the secret sauce for a recipe of camp success.**

## DONT's:

- Be On Your Phone
- Be "Too Cool For School"
- Be Competitive
- Pick Favorites
- Be Sarcastic
- Tease Campers

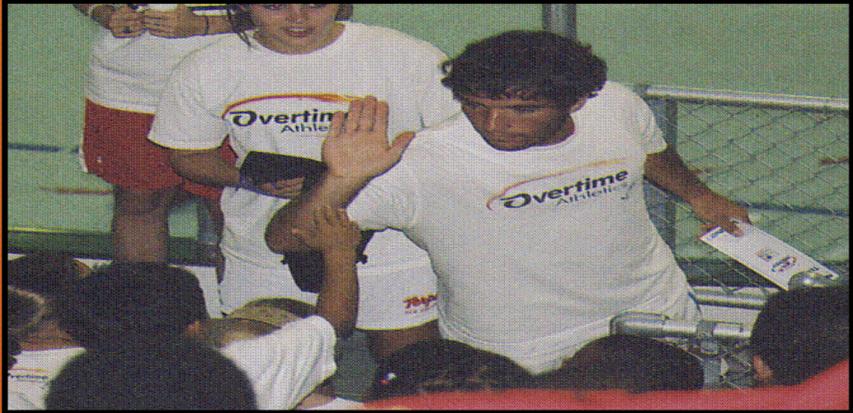
# Camp Closing Ceremonies



MAKING  
MEMORIES!



# Ending on a HIGHLIGHT!



# Closing Ceremony Format



Camp Staff are encouraged to incorporate their own flavor and creativity to their Closing Ceremonies, but here are some rules to keep in mind:

- Don't wait until dismissal on the last day to do the Closing Ceremony – should be after lunch on the last day of camp.
- Who is speaking (Director, Instructors) and are they prepared?
- Are there awards? If so, what is the recipient receiving?
- Make sure awards are appropriate AND fair.
- Make sure groups and teams are recognized, not just individuals.
- The closing ceremony should have energy and enthusiasm – led by the staff – cheers, clap it up, etc.
- The closing ceremony should have Thank You's and a recap of the week's activities and highlights.



# Camp Breakdown



BE A  
GOOD  
GUEST!



# Camp Clean Up



The closeout of camp each day should have a consistent system and procedure for clean up. Once all campers have been picked up at the conclusion of camp:

- Break down camp desk area
- Bag all same equipment together for easy storage and retrieval
- Bring all equipment back to storage
- Do a “sweep” of the area for trash and Lost and Found items
- Lock Up (should that be our responsibility)



# OTA Reminders



Create HIGH FIVES Moments



Encourage Campers



Teach Skills



Give High Fives

# OTA Reminders



Offer to Help



Solve Problems



Safely Participate



Get Involved

# OTA Reminders



Work with Players



Listen



Supervise



Have Fun

# OTA Reminders



Coach



Create a Team Environment



Work Together



Be In Charge

# OTA Reminders



Prepare



Play



Be Creative



Be a Role Model

# OTA Reminders



Get Campers  
Involved



Demonstrate



Take a Chance



Pitch In

# Camp Reminder: Remember What It's All About!



# Camp Reminder: Remember Our Mission!



TO GIVE H.I.G.H. F.I.V.E.S.

**Health**  
**Involvement**  
**Growth**  
**Happiness**  
**Fun**  
**Instruction**  
**Values**  
**Enrichment**  
**Safety**

