

OTA

Operations and Administration

Reference Documents:

IHT System

- IHT Materials
- Email Templates

Overtime Athletics: Instructor Employment File Checklist

Employee Name: _____

- _____ Application
- _____ Interview Notes/Questions
- _____ Background Check

New Hire On-Boarding:

- _____ TOP SHEET
- _____ Staff EMERGENCY CONTACT
- _____ W4
- _____ I9
- _____ INSTRUCTOR AGREEMENT
- _____ CHILD ABUSE AND INAPPROPRIATE CONTACT
- _____ GENERAL KNOWLEDGE ANSWER SHEET
- _____ CURRICULUM ANSWER SHEET
- _____ HIGH FIVES MOMENT
- _____ GAME PLAN
- _____ CHILD PROTECTION
- _____ EMPLOYEE PLEDGE

Program Instructor Training (school year):

- _____ FYI Tutorial
- _____ CLASS PROCEDURE ANSWER SHEET
- _____ EMPHASIS
- _____ EMPLOYEE RECEIPT

Camp Staff Training (summer session):

- _____ SUMMER CAMP HANDBOOK ANSWER SHEET
- _____ PROFESSIONALISM ANSWER SHEET
- _____ TECHNIQUE ANSWER SHEET
- _____ TEASING AND BULLYING ANSWER SHEET
- _____ HARRASSMENT ANSWER SHEET
- _____ DISCIPLINING KIDS ANSWER SHEET
- _____ HEALTH AND EMERGENCY ANSWER SHEET
- _____ SUMMER TRAINING BOOKLET
- _____ GAME PLAN AND EMPHASIS
- _____ EMPLOYEE TRAINING RECEIPT
- _____ DIRECTOR QUIZ (where applicable)

Overtime Athletics Applicant Screening

- Location: Where are you located?
- Job Confirmation: Description of what OTA is/does.
- Qualifications: Experience with Kids?
- Schedule: Are you available any afternoons?
- Transportation: Do you have your own car?

Name: _____

Phone #: _____

Email: _____

Appointment: _____

Email confirmation sent: _____

Overtime Athletics Interview 1 Info/Questions *Review Application*

What's your current situation?

- In School (College/Year/Major):
- Part-Time Employment:
- Other:

Experience working with kids in detail:
(Activity/Age Groups/Enrollment/Organization)

Sports Background:

Do you feel comfortable in an athletic setting?

What do you think makes a great coach?

What would a reference of yours say about you?

Employment History (Past/Current, ever fired or quit?):

(Select 2-3 questions from OTA Questionnaire)

Schedule Confirmation (availability from 2ish – 5ish):

CIRCLE AVAILABLE DAYS: M – T – W – TH – F – S – SU

Overtime Athletics Shadowing Session – WHAT 2 WATCH 4

Name _____ School _____ Class _____

Please answer the following questions:

- Did the Instructors arrive at the class 15 minutes early? What time?
- Did the Instructors check in at the front office?
- What is each Instructor wearing?
- Where did kids put their backpacks?
- Did the Instructor take attendance? Did they have the kids say something besides “here”?
- Did the Instructor begin class with the OTA rules?
- What warm up game did the class play?
- Were the instructions to the games/skill short and clear?
- How long did the Instructor spend teaching the skill?
- Did the Instructor blow his/her whistle LOUD or soft?
- How many times did the Instructor yell “FREEZE”?
- Did the Instructor make an effort to learn kids names?
- Did the Instructor follow the programming day card? (Warm Up, Skill, Drill, Games)
- Did the Instructor clean up the area after class was over?
- How did the Instructor create a HIGH FIVES moment with a child during class?
- Describe the dismissal procedure.

Overtime Athletics Instructor Position: Interview 1 Notes

Introduction:

1. Thanks for meeting with me to discuss the OTA Instructor Position
2. I'm going to present you with some information to:
 - Give you some background on OTA
 - Give you a better understanding about the position and what it requires
 - Give you a better understanding about what we're looking for
 - Give you a better understanding about some of our systems of programming
3. I'll then ask you some questions
4. I will review some details of your submitted application
5. You'll be given an opportunity to ask some questions of your own
6. Finally, I'll explain the process of where we go from here

Company Overview:

1. **Consistency:** OTA was created to address the lack of consistency in youth athletic programs. Many parents don't know what type of service they will be receiving from youth providers. Many children don't know what to expect once they get there. This lack of consistency was affecting participation..., which in our eyes is a bad thing. We want children to participate in as many positive high-energy programs as possible. We believe we have created a formula to address this problem.
2. **Instructor Importance:** Over the years, our reputation has been achieved by providing quality instructors. We must maintain this reputation by finding excellent Instructors to continue with the level of service we have established.
3. **Programming Area:** A word about our areas of operations.
4. **Partnerships:** Partnerships are with PTA, Community Organizations.
5. **Partnership Formula:**
 - **ASP:** Classes one hour a week, on a certain day, for a certain number of weeks, during fall, winter, and spring sessions.
 - **Summer Camp:** Half day vs Full Day, 1 week vs All Summer, Traditional vs Sports Specific
6. **Programming Variety:** A word about the different athletic activities we provide.

Working Situation: After School Program

1. **Availability:** You need to be available during our "programming window" (sample class times). We require our instructors to arrive to a program 15 minutes prior to the beginning of class in order to:
 - Make sure their programming space is safe
 - Discuss their programming day card with other staff (lesson plan)
 - Set up games for when the children arriveOnce the students arrive you will run your class for an hour. Once class has ended you must expect to stay an additional 15 minutes for dismissal. If a child is still there at the end of 15 minutes, you are required to stay with that child. You are compensated for any additional time spent at the school.

2. **Logistics:**

- Lead Instructor / Support Instructor
- OTA issues equipment
- Classes split primarily into k-2, 3-5
- Class size primarily between 10-20 (over 20, we send more instructors)
- Note on Pay Scale

Working Situation: **Summer Camps**

3. **Availability:**

- Camp Schedule Review

4. **Logistics:**

- Role – Camp Director, Assistant Director, Counselor
- Note on Pay Scale

Instructor Qualities:

1. **Punctuality:** If you are not a punctual person this is not the job for you. The worst thing that can happen in youth programming is when adult supervision is not there when it was promised to be there. It creates a dangerous environment...Safety is number one priority.
2. **Professionalism:** This relates to our instructor's ability to relate to and meet the needs of our different clients (kids, parents, PTA, School Administration, Principal). Addressing a child is different than addressing parents. Our instructors are able to adapt to the different scenarios that arise from our different types of customers. The professionalism of our staff is what drives instructors to be organized and prepare for their programs. The only thing that makes the parents of the children in our programs comfortable is the high level of professionalism of our staff.
3. **Patience:** You cannot work with children if you are not a patient person. You will be tested, you will have tough classes, but your patience will allow you to create a positive environment for the kids regardless of if whether or not they are being difficult. There is the right way to discipline a child, and a wrong way. Patience and Professionalism keep you on the right-side keeping control of your classes and emotions.
4. **Energy:** Success of our programs is directly related to the energy and enthusiasm our staff brings to their classes. If an instructor has high energy, then so will the participants.

Process for joining OTA TEAM – Training is Mandatory: Preview of the Process:

1. **Employee Handbook (PROFESSIONALISM):** Addresses major themes of our company. We review the handbook with everyone so that Instructors get an outline of our expectations for their employment with us.
2. **Program Instructor/Summer Camp Handbook (TECHNIQUE):** Procedures and Policies for our staff.
3. **Instructor Folder: Logistical guide for our staff**
 - Discuss the Programming Day Card (promotes consistency in our programs)

4. **Instructor Agreement:** Avoiding Unfair Competition, same agreement every instructor has adhered to since the formation of our program

5. **Online Training Program**

- Videos, PowerPoints, Curriculum Platform

Philosophy:

1. **Fun:** more important than winning
2. **Safety:** no higher priority
3. **High Energy:** exciting class run with a positive pace and promotes exercise
4. **Michael Jordan Effect:** not about making some child the next...
5. **Mr. Quarterback Effect:** Individuals with competitive backgrounds can miss the point of our programs. You're not coaching a team, you're coaching an environment
6. **We look for individuals who are good with children first, know something about sports second.**

***WE KNOW WHY...**

Instructors love working for us.

- Flexible
- Great extra cash
- Resume builder
- Great way to gain a reference
- 'Not rocket science'...

Considerations (NO B.S. Clause):

1. **Transportation:** do you have a car?
2. **Schedule:** when are you available to work?
3. **Financial Goals:** does this job meet your expectations financially?
4. **COMMITMENT:** Are you able to commit to the entire session of programming?

Review:

1. Accuracy of Application
2. Ask applicant questions (refer to question sheet)

Applicant:

1. Open to applicant for questions
2. Does this sound like something that you would be interested in?

Process:

1. Here's where we go from here.
2. Thanks for meeting with me.

Interview Questions:

- 1) How would you respond to a child with a bloody nose in your class?
- 2) You are running late to a class, you are working with another coach. What do you do?
- 3) What would be different about the way you would coach a 5th grade Basketball class as opposed to a 1st grade Basketball class?
- 4) You are stuck in traffic, you are going to be running a class by yourself, what do you do?
- 5) You were planning to run a football class on the field, but it is raining, and the gym is occupied, so you have to go into a classroom. What would you do?
- 6) How would you describe sportsmanship to a 2nd grader?
- 7) What would some considerations be before deciding to play dodgeball in your class?
- 8) How would you respond to a kid who says he doesn't want to participate in the class?
- 9) How would you handle two kids in your class who really don't get along?
- 10) You are in a class with 17 kids but the other instructor hasn't arrived when class is scheduled to begin. What do you do?
- 11) Name 3 personality traits that you feel would make a good coach/instructor.
- 12) What would you do if you want to run a game/class that you do not have adequate equipment for? (before going to the class)
- 13) How should you react to a parent upset about something that happened during your class?
- 14) Do you think it is a good idea to play games along with the children?
- 15) What should be one of the last things you do before leaving a school after dismissal?
- 16) Can you think of an activity that would be better suited for younger kids? Older Kids?
- 17) What was your favorite game growing up?
- 18) What are some characteristics that you think would make a *bad* youth instructor?
- 19) Name two rules you think would be essential to tell the kids during every class.

I-H-T Key Points:

“There are two legs to our business, professionalism and technique” – OTA HQ

***Documents can be found in the Online Login Sections**

INTERVIEW

Application

- *Review document for blanks*
- *Confirm background check permission*

OTA Interview One

- *Present OTA 1st, learn about applicant 2nd*
- *Recruitment mentality (sell the position)*
- *2 legs of our business – Professionalism and Technique*
- *Always give an opportunity for applicant to ask questions*
- *Emphasize job considerations (most important thing)*

Interview Questions

- *Pick between 2 – 4*
- *At least 1 about professionalism, 1 about working with kids*
- *Don't let applicant “drown” trying to answer a question*

HIRE

Employee Top Sheet

- *Purpose - Basic Instructor Information centralized for PD to use when adding individual to Roster*

Staff Emergency Contact Form

- *Health History - Don't need to know anything that doesn't pertain to working with kids or in athletics*

Payroll Document (w4)

- *We don't give tax advice*

Form I-9

- *Verify all required sections are filled out properly*

Instructor Agreement

- *Non-compete – give examples of other youth programs, then tell them they are free to work them*
- *Unfair Competition – “OTA Network” Analogy / Pursuing OTA Partners and undercutting price*

Child Abuse and Inappropriate Contact

- *Set tone - most serious topic we review and discuss*
- *Process – define terms, then discuss questions*
- *Emphasis – keep contact to HIGH FIVES*

Employee Handbook (COLLECT, LOCATED ONLINE FOR REFERENCE)

- *Document designed to represent our goals for PROFESSIONALISM*
- *Mission Statement is philosophical and literal (giving out HF's to kids like it's candy)*
- *Appearance, Attendance, Punctuality, Cell Phone Restriction*
- *Conduct Clauses = Common Sense Clause (be nice)*
- *DON'T EVER CALL OUT THE DAY YOU ARE SCHEDULED WORK*

General Knowledge Training Video Answer Sheet

- *Bullet points should contain key words or phrases*
- *Visual introduction to instructor experience*

Curriculum Training Video Answer Sheet

- *Bullet points should contain key words or phrases*
- *Introduction to OTA Curriculum and the online Platform*

HIGH FIVES Moments

- *Who we want on our team, who we don't*
- *Safely building relationships with program participants*

Game Plan

- *Trivia = "Pacing" strategy and holding participants attention*
- *Trivia: Age appropriate reminder, Reminder- don't just use sports*
- *Skills/Drills Segment – How to set up properly (diagram)*

Employee Pledge

- *Trust: OTA sends qualified instructors to run programs and TRUSTS that they will execute the policies and procedures of the company*
- *Once TRUST is broken, the working relationship must end*

TRAIN

FYI Tutorial

- *Purpose - record of you learning something (necessary take-a-ways)*

Class Procedure Training Video Answer Sheet

- *Bullet points should contain key words or phrases*
- *Visual introduction to instructor experience*
- *How to run a class from start to finish*

EMPHASIS: Know the No's

- *These factors have a major impact on our program and success*
- *Instructors have control over EVERY single one of these scenarios*
- *Please adhere to our policies*

Program Instructor Handbook

- *Document designed to represent our goals for TECHNIQUE*
 - *How to work with kids*
- *Emphasize importance of getting the "little things" right*
- *11am Call In Policy (give example)*
- *Safety and Commands: emphasize utilizing cones and court or field lines*
- *No Active Scrimmaging from Instructors*
- *Health and Emergency Policy: emphasize Isolate-Evaluate-Communicate*
- *Timing of class segments*
 - *Warm-Up: 5-7min*
 - *Skill: 5-7min*
 - *Drill: 5-7min*
 - *Games: AT LEAST 30min (40-45 should be the goal)*
- *Class Segment Emphasis*
 - *Warm-Up: doesn't have to be the same sport as the class is*

- *Skill: don't assume kids know how to do it*
- *Drill: length of lines example*
- *Games: majority of the class*
- *Lead vs. Assistant Instructor: everyone must be prepared to run class*
- *Sports Spectacular Program: most popular program. Where's the curriculum?*
- *Younger vs. Older groups: There is a difference, be prepared*
- *Training Notes: REVIEW*
- *Instructor FAQ: #10 explanation*
- *Parent FAQ: #5 examples. #8 explanation*
- *Expectations of our Team / Instructor Evaluation: qualities we require*
- *Lateness Procedure: Should never happen. If it does, must follow procedure perfectly.*
- *Flaking – unacceptable to miss a class – NO EXECUSES*

Instructor Folder

**Page by Page Review*

- *Rosters and Attendance – Must have a printout (cannot do on phone)*
- *Dismissal – emphasize importance (crucial to get right every time!)*
- *Rules of the Game – bullying note*
- *Head Counts – make sure everyone working has the same number*
- *Bathroom and Water Breaks – all business, no horseplay during these breaks*
- *Discipline Procedure – emphasize “reminding” different than “disciplining”*
- *Concussion Information – Be aware of signs, communicate*
- *Employee Reporting Abuse Policy – mandated reporter status*
- *Class Procedure – ask after each step, “anything hard about that?”*
- *Emergency PDC – scenarios when implementation is required*
- *Tips and Trivia Resource – NOTE for reference*
- *Sample PDC's – resource to fall back on*
- *Incident Report – when to fill out, how to fill out, how to submit*

OTA Landmines

- *Always give an opportunity for new hire to ask questions*

Training Receipt

- *Document will be inserted into employment file and stand as a record of reviewing info*
- *Equipment return example*

Job Inquiry Reply Email: Instructor Prospects

Thank you for your interest in Overtime Athletics. We provide after school sports programs for elementary schools in the area and are currently hiring instructors to run our programs. We offer traditional sports like basketball, soccer, flag football, lacrosse and more non-traditional sports and activities like cheerleading, dodgeball and jump rope – to name a few. You do not need experience in each sport but must feel comfortable in an athletic setting and have some experience working with kids.

Instructors drive to the schools, so your own transportation is required. Since the programs are after school, instructors need to be available in the afternoons, usually sometime between the hours of approx. 2 - 5pm a few days a week. This is a part-time position with most instructors working 2-3 days per week, Monday through Friday.

This is a great part-time job and an easy way to pick up some extra cash. If this sounds like something you are interested in, reply back and we can set up a time to speak.

If you are interested in applying, please follow the link provided here to complete an application:

Applicant Link:

*Scroll down to where it says, “teaching opportunities” and click on “apply here”

Thanks,

Optional Location Addition:

****Please note we work in the following areas (towns, counties):**

Interview Confirmation Email:

Thanks for your interest in the Instructor Position with Overtime Athletics.

I look forward to meeting with you Wednesday at 10:00am

Our appointment will be at the below location:

INSERT ADDRESS or INSERT LINK (for Virtual Appointment)

Please call if you have any questions or concerns.

Thanks,

Job Offer Email:

Thanks for your time discussing with me our program and the Instructor Position. I am emailing you to formally inquire whether you would like to accept the job and join our team of coaches.

I think you would be a great fit for our organization, and I hope you'll consider being a part of our staff.

Job Logistics:

- Compensation:
- Confirmation of Availability:
- Hiring and Training Preview:

If you have any questions, feel free to give us a call or email me back.

To accept the job, just reply to this email letting us know your decision, and then I will get in touch with you to outline the process for bringing you on board.

Hope to hear from you soon.

Have a great day,

Hiring Preview Appointment Email:

We're excited that you have agreed to come on board. We look forward to having a great program session and know that you will be a big part of it.

As I mentioned the last time we talked, there is a process that every employee on our team goes through to join our team. This includes a hiring appointment and a training session.

A centerpiece of our On-boarding and Training Program is an Online WEB Training Platform that I will be introducing to you when we connect.

Please plan on meeting at:

(INSERT MEETING DETAILS – Location or Virtual Link)

Getting familiar with these resources is important and I will be previewing them for you so you can begin to identify where to find the different tools and materials we provide our staff to bring instructors up to speed on our policies and procedures. Once we've had a chance to connect, I will follow up with an email outlining the directions for our WEB Training program.

Thanks,

OTA – Instructor WEB Training – PART 1 Email:

Once again, welcome to Overtime Athletics and we are excited that you are joining our team! As I mentioned, I am sending over instructions to begin the On-Boarding and Training. If at any point something doesn't make sense, isn't working, or you have questions about it, no worries, just table it and move on until we have our next appointment or you can reach out to me with your question and we will be sure to get it answered. The directions below are to complete the first TWO SECTIONS of your Training (Web Training 1 and Web Training 2)

New Hire Directions:

*Please visit our website (otathletics.com) and scroll to the bottom of the page

1. Find "OTA Employee Resources" and click on **Instructor Login Portal**
2. Enter Password: **PLAY**
3. Click On Far Left TAB: **EMPLOYEE RESOURCES (enter)**

4. Complete **WEB TRAINING-1** Section:
 - Step 1 (Employee Handbook)
 - Step 2 (TOP Sheet / Staff Emergency Contact / W4 / I9)
 - Step 3 (Instructor Agreement / Child Abuse and Inappropriate Contact)

5. Complete **WEB Training-2** Section:
 - Step 4 (Training Video and Answer Sheet "General Knowledge" / Training Video and Answer Sheet "Curriculum")
 - Step 5 (HIGH FIVES Moments / GAME PLAN)
 - Step 6 – **you will skip this for now**
 - Step 7 (Employee Pledge)

Once you have completed these steps (as the directions indicate in the portal, you will be forwarding the emails of the completed documents to me) we will set up our next appointment to review together the materials and answer any questions you might have.

*Feel free to click around the other parts of the Instructor Portal to become familiar with the resources/information and sections available to our team

If you have any questions, please let me know.

Hiring Review and Training Preview Appointment Email:

Thanks for completing the WEB Training PART 1. I appreciate you working through this material and completing the forms and documents.

I'd like to schedule a time for us to connect to review any questions you might have and for me to highlight some key points from the materials you have reviewed.

I will also take this opportunity to make sure all your on-boarding paperwork is completed and submitted properly so that we can get you on payroll and build out your employment file.

Please plan on meeting at:

(INSERT MEETING DETAILS – Location or Virtual Link)

If you have any questions, please let me know.

Thanks,

OTA – Instructor WEB Training – PART 2 Email:

Thanks so much for completing PART 1 of our WEB Training and reviewing with me the Training Material. Here are the directions for PART 2:

New Hire Directions:

*Please visit our website (otathletics.com) and scroll to the bottom of the page

1. Find “OTA Employee Resources” and click on **Instructor Login Portal**
2. Enter Password: **PLAY**
3. Click On TAB: **PROGRAM INSTRUCTOR RESOURCES (enter)**

4. Complete **WEB TRAINING-1** Section:
 - Step 1 (Rules of Engagement)
 - Step 2 (Program Instructor Handbook / FYI Tutorial)
 - Step 3 (PDC Presentation / Class Management Presentation)
 - Step 4 (Training Video and Answer Sheet “Class Procedure”)

5. Complete **WEB Training-2** Section:
 - Step 5 (EMPHASIS)
 - Step 6 – (OTA Landmines)
 - Step 7 (Employee Receipt)

Once you have completed these steps (as the directions indicate in the portal, you will be forwarding the emails of the completed documents to me) we will set up our next appointment to review together the materials and answer any questions you might have.

*Feel free to click around the other parts of the Instructor Portal to become familiar with the resources/information and sections available to our team

If you have any questions, please let me know.

Training Review Session Email:

Thanks for completing the WEB Training PART 2. I'd like to schedule an appointment for your Training Session. This appointment is the final step prior to sending you out to work programs. We will be reviewing the OTA Rules of Engagement, OTA Handbook, and the exercises you have completed. We will also go over the Instructor Folder that outlines some very important policies and procedures for our team so that everyone is on the same page and understand the expectations we have for our Instructors. We will also answer any questions you might have.

Please plan on meeting at:

(INSERT MEETING DETAILS – Location or Virtual Link)

(INSERT NOTE on length of appointment)

Finally, this will also be an opportunity to discuss your potential program assignments (schedule) and the OTA Equipment and Gear we will be issuing to you.

If you have any questions, please let me know.

Thanks,