

Camp Manager Duties

Staff meeting:

Review schedule, routines to be taught, and other teaching/judging duties; decide who will explain ribbons at opening meeting (give ribbon samples); Assign seminars
Collect custom notes (if applicable)
Discuss facilities
Take orders for lunch (if applicable)
Discuss watching for OG's, and dance co.; Review qualifications for miss high kick
Discuss qualifications for AA. & Gussie Nell teams of the day (&week)
Assign ribbons watchers for routines and marching (if applicable)
Pass out ribbons, (remind to turn in extras)
Go through all tubs to be sure supplies are correct

Opening meeting:

Introduce self and campus contacts
Review campus security
Introduce staff
Ribbon review
Announce directors' meeting
Generally review schedule for day 1
Discuss home routine evaluation (if applicable) location, parent's welcome, etc.
Tell about ADTS store hours and location
Encourage warming up and meeting other teams, and to drink plenty of water

Directors meeting – Day 1:

Introduce and welcome directors to ADTS
Introduce campus contacts
Refer to the summer camp handbook
Review awards and evaluation system, and ribbons; Review what teal special ribbons are for
Review schedule
Review ballot for AA auditions (turn in by evening of day 3) discuss qualifications for Miss High Kick
Introduce marching men and take count for marching vs. Parade
Review video; Take ballots for requested routines and explain tba after lunch
Tell about yellow cards for staff
Brief preview of directors' meetings for day 2 & 3
Camp evaluation forms to be turned in by last day for free t-shirt

During teaching sessions:

Make sure sound equipment is working and facilities are in order
Visit with directors
Make sure ribbon watchers have their ribbons & are effective in their selections

For evaluations:

Make sure all supplies are together and tables set up
Sign up poster for critique time
Make sure staff knows duties
In the evening sessions, make sure staff asst. has ribbons for Most Admired, etc.
Double check awards against awards sheet; during evaluations, remind about ADTS store

Awards ceremony:

Follow camp results sheet
Be upbeat; thank everyone
Tell briefly about trips
Invite to contests, etc.
Tell about Dr. Driebrodt & Gussie Nell Davis -who they are