

## **Summer Camp Staff Procedures**

### **While at camp**

- 1) Maintain a professional appearance at all times.
- 2) Have a pleasing voice and personality as well as patience and confidence when working with the girls. Be willing to give that "extra" that makes ADTS special!
- 3) Gear your teaching approach to the age and ability level of your students. You may need to adapt routines on the spot by making the routine more beginner or more advanced!
- 4) Make sure that you are prepared to teach your routines and use organized, professional teaching techniques.
- 5) At the beginning of camp, try to call teams & directors by their names. This is an important personal touch.
- 6) Avoid showing favoritism to certain teams in any manner!
- 7) Always assist other instructors when they need help.
- 8) Ribbon watching
- 9) Always maintain a good public image during camps & reserve your "partying" for after camp
- 10) Make sure that you are cautious not to offend any group or director as your actions may cost us thousands of dollars in future business.
- 11) Staff will have various duties & responsibilities at camps including registration, teaching, watching for ribbons at both marching and dance classes, selling t-shirts, demonstrating, directors seminars, etc. The delegation of duties will be the discretion of the camp manager.
- 12) Girls who are chosen for All-American, Honorable Mention, Jr All-American and Kick Co. are invited to perform on out of town tours. Please try to remember this as you are choosing them. They all need to be qualified performers. Please be very aware of the girls you choose at private camps, would they be chosen at a large camp? (See [qualifications and criteria](#))
- 13) All staff will be required to wear a regulation staff leotard and warm-up for each and every day of all camps. No exception! ! We want a professional look. (See [staff uniform page](#)) please make sure all items are clean and fresh looking!
- 14) Please use your professional discretion regarding your nightly activities after camps are adjourned for the evening. There will be a mandatory staff meeting back in the dormitory or designated hotel room after daily awards are given out. Do not leave or dismiss someone until the camp manager has given approval! You are free to do as you wish as long as you are fresh and alert the following morning and does not reflect a poor image in any way on you as a role model. If the administrative staff at the camp feels you are not up to par you will be suspended without pay for the week.
- 15) No petty talk of other staff members regarding teaching, choreography, etc. It always comes back. Staff unity is very important. Remember that this is a business and not a social organization.
- 16) Discuss teams only in private at all times.
- 17) Be at least 15 minutes early to class ready to greet students & directors. If you do not arrive back at the ADTS vehicle in time to go back to the teaching facilities -you will be left and must find your own way to your teaching area!
- 18) Use all of class time to polish and/or review the dance or practice the camp dance. Some camps may need to stagger dismissal for food serving purposes, you will be instructed if you are allowed to dismiss early, otherwise keep your class until the designated time on schedule.
- 19) Encourage stretching before class begins ask officers to lead.
- 20) Play the camp dance song several times each day!
- 21) Seek out your buddy team at each class time and write special notes of encouragement throughout camp! (See [staff buddy duties](#))
- 22) Never hesitate to ask questions. It's better to get in trouble for asking than to get in trouble for messing up because you did not ask.

### **Correspondence with office**

- 1) Routine assignments will be made at the camp or over the phone for private camps, please call the office at least two weeks prior to your private camp. Always be prepared to learn routines you did not already know!
- 2) Please notify director of personnel with any concerns regarding staff relations.

- 3) Notify the office well in advance if you need to cancel on any assignments.
- 4) Adhere to all deadlines!!!
- 5) Be sure to call the office on the Monday following your private or junior camp and get instructions about how to return your supplies. (See [private camp procedures](#))
- 6) Be sure to call the office on day 2 of your private or junior camp to let the office know how things are going. Also be sure to send in your pc follow up form to the office after each camp.

### ***Camp assignments***

- 1) Any staff member teaching at a camp where their own team is attending must sit with their team during all team and individual evaluation. Only staff members without their own team in attendance may participate in any evaluations at that camp.
- 2) Staff camp assignments will be made on a skeleton crew basis and as camp enrollment comes in and increases, additional staff will be added. This will prevent any over staffing for camps with lower enrollment.
- 3) Staff wishing to get in a lot of summer work needs to be flexible to travel and be willing to work private and junior camps. These constitute over 80% of the staff workload.
- 4) Unless you can depart and return with the staff travel arrangements for a camp, do not sign up for that camp. No leaving early or arriving late. This causes problems in assigning staff to camps! ! ! No missed camp time.
- 5) Any dance instructor wishing to learn and teach the marching drill at some of the out of state camps can earn an additional \$150 per camp over and above regular salary. This would include teaching 3 marching classes, drill down and evaluation. Please notify the ADTS office if you are interested. You must be qualified!!!
- 6) We will try to re-schedule or replace any contracted camp that cancels. It will either be replaced by substituting another camp that week or by offering another camp a week you are not already contracted to teach.

### ***Insubordination***

- 1) Any staff who purposefully does not follow ADTS policy or instructions will be subject to the following disciplinary actions:
  - A. A warning or critique from staff administration or company administrator.
  - B. Temporary suspension without pay.
  - C. Immediate suspension with no further pay.

We hope this is a problem we will not have to encounter, but consequences are there to support and strengthen our staff and company.

- 2) This is a reminder to all staff doing any private camp work separate and independent of ADTS: all feature and officer routines are paid choreography and become property of ADTS and cannot be taught for any personal work without written consent from one of the company officers. If you are doing summer contract work outside ADTS, please notify the office or be subject to dismissal from the ADTS staff.

### ***Staff assistant duties***

- 1) Assist with store sales
- 2) Demonstrate routines for dance staff
- 3) Assist staff with teaching preparations
- 4) Teach the parade routine/stand routines
- 5) Judges assistant
- 6) Increased teaching duties toward the end of the summer
- 7) Full teaching duties at junior camps
- 8) Ribbon manager and watcher at all camps assigned
- 9) Assist at awards ceremony
- 10) Will take a staff buddy and be responsible for staff buddy requirements
- 11) Assist with AA/HM/JR AA and Miss High Kick line up on audition night
- 12) Accept constructive criticism and comments from all staff members gratefully.
- 13) Choreograph stand and parade routines and perform on video.