
-University Recreation and Sports Facilities-



UNIVERSITY of WISCONSIN - EAU CLAIRE

Staff Handbook



UNIVERSITY of WISCONSIN
EAU CLAIRE

Thomas R. Patt - Project Administrator
Lisa M. Schuetz - Activity Director / Liaison

CounSELors

Amelia Brandt*	Heather Gagner
Matt Heck@*	Megan Holman
Leah Ittner*	Becky Larsen*
Dale Larson@*	Jason Mathwig
Emily McBride	Andrea Missureli
Aaron Roemhild	Talia Steuding@*
Sean Szydel	Zach Wright

Advisory CommitTEE

Mr. Greg Fahrman	Ms. Diane Gilbertson
Ms. Sandy Harberts	Mr. Paul Kohler
Ms. Jane Linton	Ms. Karen Maddox
Ms. Betty Paskausky	Ms. Julie Poquette
Mr. James Schwartz	Lt. David Sprick
Ms. Bette Wahl	Rev. Don Wisner
Mr. Joe Bee Xiong	

OTHER SUPPORT

Nate Durtschi - Graphic Designer
 Nick Endle - IT / Photos
 Erin Schalow - Fitness Assistant

Returning Counselor / Volunteer *
 Former Participant @

Support Staff

Mary Corneiller
 Kathie Fahrman
 Al Geiss
 Carol Lamirande
 Kelli Miles
 Ronda Swansen

Dear Staff:

Welcome to the 2006 National Youth Sports Program! This is an exciting and challenging program, and I am pleased that you are going to be a part of it.

You have been selected because you possess skills that will contribute to and enhance this program. The challenges are many and I am sure that you will meet them.

This handbook is designed to guide and help you understand the basic operation of the National Youth Sports Program at UW-Eau Claire. Please contact me if you have any questions or need assistance in any way. I hope that each of you will find this to be a very worthwhile and overall enjoyable experience.

TOGETHER LET'S MAKE A GREAT PROGRAM!

Lisa M. Schuetz
 NYSP Activity Director / Liaison

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PROGRAM OVERVIEW

The National Youth Sports Program (NYSP) is a program for boys/girls, ages 10-16. NYSP at UW-Eau Claire runs 21 program days plus time allocated for staff orientation and training. Free transportation, medical exam, breakfast, lunch, and a t-shirt are provided for participants.

Enrollees will have the chance to participate in exciting sports such as basketball, softball, tennis, football, soccer, a challenge ropes course, and special events!

Enrollees also will participate in an Educational Program where they receive information and have hands-on, interactive activities relating to drugs, alcohol, health, nutrition, higher education, and even careers! Special efforts are made to involve representatives from other community agencies.

A "Senior Program" that provides additional activities and academic programs for participants who are 13-16 years of age will continue to add an exciting dimension to this year's program.

Evaluation

An on-site team evaluation will take place on June 23, 2006. On any given day during camp, an NYSC board member could visit camp and also evaluate the program. This means that **EVERY DAY** is our best day!

nysp 2006 Staff RostEr

AUXILIARY STAFF

Tom Patt, Project Administrator
Lisa M. Schuetz, Activity Director / Liaison

Sarah Harvieux, Medical Coordinator
 Andy Jepsen, Senior Program Coordinator
 Ashley Murray, Education Specialist

ProfEssional Staff

Stephanie Bertschy, Softball
 Louise Brandt, Basketball
 Scott Kunick, Soccer
 Lisa Rademacher, Tennis
 Laura Smith, Education Assistant
 Brad Steinke, Football
 Al Wiberg, Fitness / Ropes Course

VoluntEErs

Matt Anderson@
 Erika Scheidler*

LifEguards

Krista Haas*
 Kyle Webert

Activity ArEas - InsidE McPhEE

Climbing Wall - McPhee 210 A
 Racquetball - Ade Olson Addition
 Swimming - McPhee Pool

OthEr Activity ArEas

Bowling & Billiards - Hilltop Center BBC
 Fitness - Crest Fitness Center
 Education - Hilltop Lounge
 Senior Program - Hilltop Cafeteria

CounSElor's Swimming ProcEdurEs

1. All counselors must be "suited up" and in the pool.
2. Be prepared to assist with swimming.
3. Stay in pool area and supervise participants.
4. Collect towels (and suits, if necessary). Please make sure that they are all accounted for each day.
5. Supervise the locker room - see that there is no "horse play."
6. All coueslors/participants must shower before and after using the pool.
7. After swimming, one counselor should stay in the hall area to supervise participants as they leave the locker room.

Swimming is a very important part of the activity program. Please make every effort to encourage your group members to participate, and as counselors make sure that you understand the pool procedures outlined for you, so we can maximize the instructional time in the water. Thank you for your cooperation.

MEals

Meals are served in the Hilltop Cafeteria. Each participant receives a free breakfast and lunch. Meal time is a great time to get to know your group members. Take advantage of this time by setting a good example and learning more about each child. Auxiliary and Professional Staff will eat after all participants have been through the line.

Meals can be extremely hectic! Please monitor behavior and do not allow the participants to move around unnecessarily. Please use upstairs rest rooms - **participants should not be downstairs**. No one is allowed to leave the dining area until officially dismissed by a staff member. Please make sure that tables and eating areas are kept clean.

- **Ronda will be bringing groups in for lunch. You must turn your attendance sheets in to Ronda before entering the building for lunch.**
- **There is a cafeteria staff list at each meal. Staff members please remember to check yourself off for each meal as you enter the cafeteria!**
- **When going through the food line, there should be one counselor in front and one at the end of your group. Everyone must take a tray of food that is served. Encourage participants to try all foods.**
- * **Staff will eat with groups and help monitor the lunch room at all times!**

WEATHER ALERT PROTOCOLS

In the event of a severe storm or tornado EC County sirens will sound. Please go to the lowest level or hallway of these designated areas:

- Basketball** - Hilltop Center
- Electives** - Nearest campus building
- Football/Golf/Tennis/Track & Field/Soccer/Softball** - McPhee or Ade Olson Addition
- Fitness/Ropes Course/Drugs - Alcohol** - Crest Wellness Center
- Inside McPhee Activities** - McPhee
- Education** - Hilltop Center

REMINDERS

1. Keep your group together and do not allow anyone to leave the building until it is safe to do so.
2. Keep your group quiet and under control.
3. Remain calm.
4. If in a building, move away from exterior doors, windows, and large unsupported structures (ie. gyms). Move to interior hallways on the lowest possible floor. If there is no time, move to a closet, a small room with reinforced walls (such as a restroom) or place yourself under a heavy piece of furniture.
5. If out in the open, move away from the tornado's path at a right angle. If there is no time to escape, lie flat in the nearest ditch or ravine. If in a vehicle, exit immediately and take cover.

IMPORTANT

- Please record your Elective activity location for the day on the flip chart located in the Rec Office.
- Be mindful of children with medication needs. Bring them in to see the Medical Coordinator in a timely manner.
- **Be mindful of notes from parents for children who may need to leave during the day (for appointments, summer school, etc.) Bring your notes in to the office staff for copying. Bring the child in a few minutes before the designated time so parents can sign them out.**
- Equipment is available in the basement area of Hilltop - return it at the end of your Elective.
- Bowling/billiards is available for older groups only, and you must check with the Activity Director in advance.

ACTIVITY AREAS - OUTSIDE

All activities are located on upper campus *Rain Site

- Basketball** - Horan Hall Courts.....*Hilltop Cafeteria
- Electives** - Towers Front Yard.....*McPhee 198
- Football** - Simpson Track.....*Olson Indoor Track
- Golf** - SE of Ade Olson Tennis Courts.....*Racquetball Courts
- Ropes Course** - Behind Crest Wellness Center.....*Behind Crest
- Soccer** - Simpson Field.....*Wrestling Room - McPhee
- Softball** - Simpson Field.....*Dugout at Hilltop
- Tennis** - Behind Ade Olson Addition.....*Hilltop Patio
- Track & Field** - Simpson Track.....*Olson Indoor Track

Miscellaneous Information

1. Restroom Breaks - Use Hilltop facilities whenever possible. Check bathroom areas when we use them - we will be responsible if anything is wrong. When your group is at lunch, utilize the restrooms in the cafeteria, not those on the main floor of Hilltop.
2. Keep groups quiet and orderly in all buildings because classes and offices are in operation.
3. Be ESPECIALLY ALERT around fire alarms, restrooms, elevators, water fountains, and blue emergency telephones.
4. **Each group will be responsible for creating a group banner and chant. Encourage total group participation. Work on banners and chants during electives the first week. Supplies are available in the Hilltop Recreation Office.**
5. When your group has an Elective, it is the responsibility of the counselor(s) to plan an appropriate activity. Suggestions: kickball, relay games, dodgeball, skits, banners, chants, etc. I encourage you to try unique activities!

safety And First aid

A Medical Coordinator is on duty to handle all daily injuries and illnesses occurring during camp. Any referrals and follow-ups will be coordinated by the Medical Coordinator. All NYSP personnel should always be alert for any injuries to and/or illnesses of program participants during all activities.

A **counselor** should accompany an injured/ill participant to the Medical Coordinator's Office at Hilltop and, if possible, remain with the participant until action has been taken. Call 911 and contact the Medical Coordinator and Activity Director immediately in the case of serious injury or illness. If necessary, the Medical Coordinator will contact the participant's parents. Always be cautious when a serious injury or illness occurs. **When in doubt, immediately send for the Medical Coordinator.** All staff members will be issued vinyl gloves and first aid kits that are to be used.

- **The Medical Coordinator also has clothes/shoes/personal hygiene products for the participants**

Professional Staff Responsibilities

I. LESSON PLANS

- A. NYSP Guidelines state that lesson plans must be turned in to the Activity Director and kept on file for evaluation by an NYSP Evaluator.
- B. Lesson plans are to be submitted no later than June 13, 2006. One copy of the lesson plans must be given to the Activity Director and another copy kept with you at all times (on your clipboard). Make sure the Activity Director has a copy of any changes in lesson plans. The changes should be reflected on your copies as well.

ProfESSIONal Staff REsponsibilitiEs ...ContinuEd

- C. Lesson plans should be followed as closely as possible.
- D. Utilize the Counselors! They are here to assist you - make use of their knowledge and expertise.
- E. Prepare lessons in a conscientious and professional manner. Remember to keep the child's age, background, and previous experience in mind when preparing and teaching lessons.
- F. Lesson plans should clearly state skill assessment and skill progression.
- G. Lesson plans must denote visual skill assessment for new skills being taught within the lesson.
- H. Rainy Day Activities: Be prepared to modify lessons if we are forced to go inside because of poor weather. Since there is limited space available, you may have to restrict activity and discuss rules, strategy, etc. BE CREATIVE!!
- I. NYSP Guidelines clearly state that 90% of the activity time is for instruction and competition.
- J. Encourage 100% participation.

II. THE PROGRAM

- A. Length of activity periods - 45 minutes. (Five sessions per day)
- B. Rotating between classes - 5 minutes.
- C. Approximately 40 to 60 children per group.
- D. Two or three counselors per group.
- E. Length of unit depends on activity.

DisciplinE

The most desirable relationship between you and your group is one of mutual respect and cooperation. The word "discipline" is not synonymous with punishment.

- Good discipline is control and direction of behavior, listening, informing, structuring, and responding.
- A good leader is firm but friendly, not harsh or punishing, not lax or hesitant.
- Repeated warning without action weakens the leader's position in the eyes of participants.
- The need for enforcing discipline is least evident when there is a great amount of interesting activity.
- The best discipline is the preventive discipline of an active, interesting program conducted by a courteous, sympathetic, and enthusiastic leader. The goal of discipline is self-control.

To build a positive NYSP atmosphere and lessen the need for discipline, you should:

- Learn the names of all participants in your group.
- Encourage each participant to talk to you.
- Make **EVERYONE FEEL IMPORTANT.**
- Be a good listener.
- Use a non-challenging way of correcting a situation.
- Be consistent in your application of rules and regulations.
- Be firm as well as fair and impartial.
- Identify and work with the natural leaders who emerge from your team.
- Show a genuine interest in all participants.
- This is a FUN camp for the participants!

Motivating Your Group

1. Emphasize the **positive**, not the negative.
2. Be at ease, optimistic, and positive in manner.
3. Speak clearly and distinctly in a pleasing but firm voice. Project your voice.
4. Allow your interest and enthusiasm to be contagious.
5. Praise the strengths of a participant and what he or she is doing.
6. Set realistic goals for your group and individual participants.
7. Don't subject your group to failure situations.
8. Provide opportunities for success and mastery of tasks.
9. Allow your group to self-evaluate tasks and skills emphasizing strengths.
10. A child with a low self-concept will look to others for reassurance.
Build that confidence up!
11. These are just kids who want to have fun!

PErsonnel PoliciEs

1. All staff members are expected to eat meals with participants. Professional/ Auxiliary/Swim staff eat with the last group they taught, unless assigned to a specific station.
2. Staff members are responsible for equipment and supplies checked out to them.
3. Make sure all program facilities are safe and properly organized for activity.
4. Attend all staff meetings.
5. Staff should always be in their assigned areas. Please notify the Activity Director and Office Staff of any changes (use the flip chart in the Recreation Office which denotes changes or special announcements).
6. You will be expected to attend all sessions. If you cannot be here because of illness or emergency, please contact the Activity Director as soon as possible.

*Sign **in** and **out** each day at the Recreation Office. (Use your full name, not initials)
*This is a federal requirement!
7. A missed day(s) will result in loss of pay for that time.
8. COUNSELORS - Take accurate daily attendance. Return attendance sheets to Ronda as you come in for lunch. **Be sure to mark present any late-comers.**
9. When going to activities, keep your group together and rotate in an orderly fashion. Practice your chant or the NYSP creed as you walk.
10. Discipline: Be firm - we want to emphasize a quality program. Abide by all rules and policies. Use your good judgment in handling discipline matters. Be FAIR and CONSISTENT, and RESPECT will surely develop. Do not use physical force to handle discipline problems. Refer difficult problems to the Liaison Officer.

PErsonnel PoliciEs...ContinuEd

11. Dress appropriately - be neat and well groomed. Set a good example! Staff T-shirts must be worn every day unless notified. Tennis shoes must be worn every day.
12. Discussion of non-camp activities while at camp **will not be tolerated.**
13. Be sensitive to each child's needs. Give equal attention to everyone, do not play favorites.
14. The participants are here to learn, have fun, and gain new experiences. Your role as a staff member is to promote and enhance these opportunities. Your outlook and attitude is instrumental in determining the success of the program.
15. This can be a great learning experience for everyone. Take advantage of this opportunity to enhance your personal skills in teaching, coaching, and working with people.

We are counting on **EVERYONE** to help us conduct a quality program. Please talk to the Activity Director or Project Administrator if you need assistance or have any questions regarding your role in the program.

BE a good role model, little

Major QualitiEs of ThE Dynamic LEadEr

Communication is the greatest tool of the group leader. The success or even failure of most leaders can be determined by how well they communicate with their followers.

1. Gain attention
2. Retain attention
3. State ideas precisely
4. Be a good listener

Concentration: You should develop the habit of pinpointing what you want to do and get rid of all extraneous thoughts.

The Power of Praise: Remember to say "Thank You" or "Good Job" to let your group know that their effort is appreciated. If you do not give your group credit for the effort they put out, you will not get the best performance from them. Build your group's self-esteem. The more confident the participants feel, the better they perform.

Commitment: Make an aggressive effort to achieve some kind of results regardless of obstacles that stand in the way.

Character: Because of the relationship between you and your group, it is also essential that you display good character.

Making Decisions: Try to assist your group in forming the ability to make clear, crisp, and solid decisions. Try to "practice what you preach."

Project Good Habits: About 80 percent of what you do every day is habit--display good work and play habits that will rub off on the participants.

EyEs arE ALWAYS watching!

notEs: