



TREATING DRILL TEAM LIKE A BUSINESS....
ORGANIZATIONAL TIPS
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Everyone always thinks of a million reasons to procrastinate in taking the steps to get organized. As a result, we end up spending more time searching for that small piece of information with that fundraiser's name or that catalog we saw with the \$10 poms. What each of us must do is to set aside find a week within the year that will be our annual *Organization Week* and make the rest of the year run more smoothly with a small time investment. Below are listed some helpful steps in making any director's year much easier and more organized. We must think of our team duties as a business with employees, corporate officer, budgets, expense account, company records, etc. Once you have all of your information filed and at your fingertips, it is easy to continue and maintain as well as finding the extra time that you long for during your drill team season.

Keep folders on your computer for all of your info for "*Suppliers*". Here are some titles for additional folders in your Suppliers folder: **DANCEWEAR, COSTUMES, UNIFORMS, COMPETITIONS, PHOTOGRAPHERS, AWARDS, FUND-RAISERS, BAGS, PROPS, PRACTICE WEAR, EMBROIDERY, SPIRIT SUPPLIES.** NEVER have a "miscellaneous" file because it will get full and you will be back to square one searching for what you need. As you find new areas, make new file titles.

Keep a database program on your phone with all of your business contacts in case you need to contact them quickly. Include their email and address in addition to their main number. If you are lucky enough to get their cell phone, add that as well so you can text them to get updates.

Instead of keeping up with all the annual brochures for camps, contests, and more, take a photo of the dates or the most important information and then keep it in the folder on your computer.

I highly recommend that you keep a calendar book that you can document important information if you ever have a run in with a student or parent. It can be brief and then keep the detailed information in a folder on your computer. The paper calendar book can be an item allowed to take to the witness stand if you are ever taken to court as it is considered an *extension of your memory*.

Forms can be a life saver when keeping up with each team member and your team activities. If you can use your Google Forms (or other platforms) you can keep up with them on your computer, on your tablet or on your phone.

As for the parent medical release forms in case of emergencies, you will need to either scan every form and upload to the district server, upload to Google Drive, or print out to take copies with you wherever your team travels. It is imperative that you can access those forms easily and forward to a hospital or EMT if medical treatment is needed. Please check with your school administration for the protocol required for keeping up with medical release forms.

Type up job descriptions for your helpers, instructors, social officers, managers and dance officers. This way each of them will know exactly what is expected of them as well as their continuing responsibilities. This will make your season run smoother.

For motivation, have a team motto or weekly motto or chant that will inspire the team to work hard. They can begin or end each performance with their chant. You're your social officers come up with a motivational quote each week to post on the locker room bulletin board. You can find lots of motivational graphics online that are free to download and print.

COMMUNICATION is the key to the success of your program. Open lines of communication need to be established with your parents, school and team members. Make sure that you send your principal, booster club president or league chairman copies of all communications. If a parent calls, they will have all the copies handy as well.

Always be a good **LISTENER**. Even if a parent or child is upset, they need to feel that their problem is very important. Many times just the act of listening will usually calms or resolves the problem. Be silent if you feel you are about to explode, and take a breath. If you see the conversation is not going in a positive direction, request that you make another appointment to discuss the issue with the parent.

Always remember that you are a role model for your team. How you act and react to certain situations will certainly reflect their behavior. **Always show class and integrity.**

*Remember that taking a little time now to get organized will save you an abundance of time in the future--time you can use to put your feet up and take some well deserved moments of relaxation!