

CPOA Video Communications - Correct Procedures for Recording Footage - I

Before Recording: To maintain the best recording quality, we recommend cleaning the video heads frequently with a dry cleaning cassette. Use a soft dry cloth to clean the camera lens. Always record with a new video tape.

Getting Ready to Record: Try to record during daylight hours with the sun to your back when possible; for indoor recording, try not to shoot into stadium lighting whenever possible. Use a Tripod whenever possible. **Very Important:** To improve the quality of your recording and to reproduce colors more accurately (not too bright or too dark), you must set your camera's "White Balance". Refer to the camera's Instruction Manual for guidance. If you need help with this process, email us at cpoavideo@hughes.net.

Recording Game/Match Action: College coaches are concentrating on a high level of competition for evaluation. Be sure to record actual game/match situations against superior talent if you want coaches to evaluate your video seriously. Avoid weaving, bobbing or using the camera as a pointer. Do not repeatedly 'zoom' in and out during the game/match. Use the zoom feature only when necessary. Record a nice head-to-toe shot leaving space at the top and the bottom, making the player the primary focus in the viewfinder. Always use the viewfinder, Always make sure the player is visible in the viewfinder. Always concentrate on the player and how he or she is performing not the ball or puck, etc. There is no such event as a 'Perfect' game and college coaches do not expect to see one.

For specific instruction on how to correctly record footage for your sport, please refer to the CPOA web site, select 'Video Services', scroll down the page to the 'Correct Procedures' section, find your sport and print out the PDF file from your computer. Record as much footage as you feel necessary.

Use this brochure to help you get the footage ready to send to our World Headquarters for processing. You can also watch the video: "How To: Putting Together your Evaluation Video" in the 'Video Services' section on the CPOA web site or at the end of the *Student-Athlete Recruiting Guide* disc located in your Student Packet.

Recording a Personal Introduction: Follow the steps for 'Before Recording' & 'Getting Ready to Record', then do the following. Shoot indoors. There is too much ambient noise outdoors and often times the athlete cannot be heard. Record against a light-colored wall and stay away from windows. The camera will 'see' the light behind the subject and record that not the athlete, they will be a dark silhouette. Most importantly, have the athlete SPEAK UP! There's nothing wrong with using a sheet to read off of. Limit the message to 30 seconds. **Athletes:** Introduce yourself, give some athletic and academic stats and thank the coach for watching your video. **Use these guidelines for recording HS, Club or Private coaches comments also.**

Read and follow the directions of this brochure. Failure to send completed paperwork will delay the completion of the video. Incorrect submitted information is subject to a \$75.00 re-editing fee. If the mistake is ours, it's on us. *If you bought a video package use it, there are no refunds for unused services.* We not permitted to choose your video footage. We operate state-of-the-art digital video editing systems, which produce high-frequency videos for college coaches evaluation.

Our videos provide a strong first impression and show versatility in a concise and orderly format. For nearly 20 years, we have featured stop-action, highlight arrows as well as digital shading, leaving no doubt who and where the athlete is on the field or court. The specialized combination of continuous game/match and highlight sections are designed to show an athlete's versatility, making them more valuable and hence, more recruitable to the college coach. Remember, coaches are evaluating many potential recruits, now is the time to stand out!

Disc Media Users: Be sure that all discs have been 'Finalized'. Finalization sets-up a 'Table of Contents' that allows multiple players to 'read' the information. Be aware, disc media is very complex and not all discs will perform properly which in turn will slow down the editing process. Disc media has become more complex as authoring tools improve so recent discs often uncover engineering flaws in players. Some discs behave strangely or will not play at all in certain players. Often times, the disc needs to be re-authored to correct the problem. However, we are equipped with various hardware and software to help overcome most of those flaws and will work with your throughout the process.

Tape Media Users: To ensure that you receive the finest quality videos possible, make sure that the video(s) you are sending us are of good quality, otherwise our system will not accept them. There is no equipment available to turn bad video into broadcast quality (and that includes disc media). First generation videos recorded in **Standard Play (SP)**, edit best. If you must copy a video, use the **Standard Play (SP)**, setting on your VCR or have it professionally duplicated.

8mm Digital & HD Camera Owners: Manufacturers have not produced any professional dubbing or editing equipment to go along with the camera. Therefore, you must transfer those formats onto a DVD/DC-R/VCD disc format or to a tape format before we can edit those videos. For questions, email cpoavideo@hughes.net.

Continuous Game/Match Footage

Most coaches prefer Continuous Game/Match Footage, or a play-by-play analysis of the athletes' talents. For some sports that is impossible, therefore a Highlight Video must be produced. From the following list, find your sport and continue appropriately.

Baseball/Softball: For all positions use Highlights except for pitchers and catchers.

Basketball: Use Continuous Game Footage

Football: Use Continuous Game Footage, except for WR, TE, CB, S, punters & kickers.

Ice/Field Hockey – Lacrosse – Soccer: For all positions use Highlights.

Golf: Match Footage may be impossible to record. Use Highlights of Skills & Hole Play.

Tennis/Volleyball: Use Continuous Match Footage.

If your sport is not listed, email cpoavideo@hughes.net for consultation.

Continuous Footage: Use 1-2 games/matches. For **Premium Plus** clients, choose up to **10 minutes** of Continuous Footage; **Ultra Service** clients, look for up to **15 minutes** of Continuous Footage; **Ultra+ & Elite** clients find up to **20 minutes** of Continuous Footage plus up to 15 individual highlights. If you want to use part of a quarter or half from one game/match, and part of a quarter or half from another to reach the allotted time, that is fine. Just inform us of what you are doing. If you find a section that is only 7 minutes long and that is all you want to use, there is nothing wrong with that. *It's quality, not quantity.*

Highlights Only: If your sport doesn't allow for Continuous Game/Match Footage. For **Premium Plus** clients, find **20* Highlights**; **Ultra Service** find **30* Highlights**; **Ultra+ & Elite** find **35* Highlights**. MIX THEM UP! Show your versatility, the all-around game/match. *\$10.00 each for additional Highlights, **maximum of 50**.

Getting it Together: Put the Highlights together first. For Disc Media, begin viewing at the start of the game/match (for Tape Media, rewind to the beginning of the video (not the game), and begin viewing). Once a play is found, look at the clock on the Disc/VCR player and write the time along with a brief description of the play (Very Important), on the *Video Editing Worksheet* supplied within this brochure. Now, if your sport allows, go find the Continuous Game Footage section. Once that section is found, notate the 'time' (5:00 mark or 10:00 mark of the game/match), on the *Video Editing Worksheet* (if using Tape Media, once the section to be used is found, stop the video there. We'll pick it up from that point, just mark the "Tape Cued" section on the *Video Editing Worksheet*). You're done.

CPOA Video Communications – Personal Information Worksheet - IV

Note: If you have been in the CPOA program longer than three (3), months, please fill out this sheet (front and back), to provide coaches with the most up-to-date information possible. Please print neatly. **! - Required Fields * - Ultra+ & Elite Clients Only if applicable**

!Sport _____ !Position(s) _____ !Jersey#/Color _____

!Name _____ !Phone _____

!Address _____ !City _____

!State/Province _____ !Postal Code _____ !Year of Graduation _____

!Email Address _____ !Overall GPA _____ ACT (Total) _____

SAT (Total) _____ NCAA Clearinghouse ID PIN# (Your 4 digit code): _ _ _ _

*Coach: _____

*Phone (O): _____ *Phone (H): _____

*Coach: _____

*Phone (O): _____ *Phone (H): _____

*Height: _____ *Weight _____ *Speed _____ *Vertical _____

*Bench: _____ *Squat: _____ Other: _____

!Service(s) Purchased: Premium Plus: __ Ultra: __ Ultra+: __ Ultra Elite: __ DigitalPro On-Line: __

!CPOA Representative: _____

CPOA Video Communications – Personal Information Sheet II – V

Athletic Achievements – All-State – League, MVP, Varsity Letters, records held, etc.

Athletic Statistics – Points, times, scores, yards, E.R.A., speed, handicap, etc.

Coaches Comments – High School, club and/or private coaches

Academic Accomplishments – List all honors and awards.

Additional Information – Church, civic, clubs, volunteer, etc.

CPOA Video Communications – The Video Editing Worksheet

Jersey #/Color _____ Position(s) _____

Personal Introduction (Ultra Services only)

Disc/Tape# _____ Time Start _____

Continuous Game/Match Footage Section

Disc/Tape# _____ Time Start _____ Tape Cued _____

Personal Highlight Section Remember, play descriptions are very important.

#	Disc/ Tape#	Time Start	Time End	Play Description	#	Disc/ Tape#	Time Start	Time End	Play Description
0					19				
1					20				
2					21				
3					22				
4					23				
5					24				
6					25				
7					26				
8					27				
9					28				
10					29				
11					30				
12					31				
13					32				
14					33				
15					34				
16					35				
17					36				
18					37				

RETURN THIS PAGE WITH YOUR DISC/TAPES

CPOA Video Communications – The Evaluation Video Pro-Pak – VII

NOTE: If you have purchased the Premium Plus Plan or any of the Ultra Services, please disregard this order form. Use only if you wish to order additional copies or purchase the Rush option (Premium Plus Plan only). If you are purchasing a video only service, choose a package and fill in the necessary information below. Send this order form along with the completed *Personal Information Sheet* and the *Video Editing Worksheet* with your disc/tapes to our address at the bottom of the page.

Choose A Package	Price		Amount
BASIC PACKAGE included with the Premium Plus Service	\$319.00	15 minutes; 5 copies on disc, 1 copy on VHS	
GOLD PACKAGE	\$369.00	20 minutes; 10 copies on disc, 1 copy on VHS, 1 proof copy	
Video Update for Premium Plus clients only	\$275.00		
Set of 10 with Labels and Sleeves		\$60.00	
Set of 20 with Labels and Sleeves		\$100.00	
Set of 25 with Labels and Sleeves		\$115.00	
Blank Tape for copies with labels & sleeves		\$2.00 each	
RUSH ORDER – Premium Plus only		\$75.00	
		Sub Total	
		OH Residents Sales Tax 6.75%	
		3% Credit Card Fee	
		Shipping & Handling	\$12.00
		Total Amount Due	

Personal Check___ Visa___ Master Card___ Discover___ American Express___

Card#: _____ Expiration Date: ___/___

Ship to: _____ Address: _____

City: _____ State/Province: _____ Postal Code: _____

Please allow 3 to 4 weeks for normal delivery. Rush orders are guaranteed complete (not delivered), within 10 business (Monday – Friday), days. WE CANNOT SHIP TO P.O. BOXES.

Where to send your disc/tapes: College Prospects of America – Video, 12682 College Prospects Drive, P.O. Box 269, Logan, OH 43138. (888) 275-2762 CPOA Video Communications – 0606rmd

