Youth Clinic Guidelines and Checklist

What We Offer:

- Administrative—coaching tips, curriculum, customer service, planning tools and registration
- Marketing and promotion—flyer, personalized promo email and recommendations
- Equipment and Supplies—banner, discs, handouts, stickers and paper copies of the required forms. GUM clinics also receive GUM headbands, if supplies are available.
- Membership—A free one day membership is offered at most GUM and Learn to Play clinics (budget permitting) as a low-barrier way for youth to get involved in ultimate. The membership gives participants insurance and liability coverage at the clinic.

What We Ask Of You:

☐ Every participant must complete a USA Ultimate Waiver, USA Ultimate Infectious Diseases Waiver and Medical Authorization form. All volunteers must also complete the USA Ultimate Waiver and USA Ultimate Infectious Diseases Waiver.

☐ Volunteers with direct contact and/or authority over athletes must have a current green-light NCSI background check.

☐ Volunteers with direct contact and/or authority over athletes must complete the SafeSport training.

☐ Any promotion of the event should include the corresponding USA Ultimate Learn to Play or Girls’ Ultimate Movement logo to show USA Ultimate’s partnership and support of the event.

Overview:

1) Apply for Learn to Play clinic, usaultimate.org/learn-to-play and Girls’ Ultimate Movement (GUM), gum.usaultimate.org.
   a. Apply four weeks in advance of the clinic. Six to eight weeks allows for successful organization and promotion.
   b. Applications with less than four weeks lead time will have to pay for memberships and should go through the regular sanctioning process, usaultimate.org/sanctioning.

2) Finalize that volunteers have met the chaperone requirements. USA Ultimate will cover two instructor's NCSI background check and SafeSport training.
   a. At least 21 years of age
   b. Current green-light NCSI background check. – It can take up to two weeks.
   c. Ensure necessary volunteers complete the SafeSport training. – This takes between two to three hours and 20-30 minutes for the refresher.
   d. Signed liability and infectious diseases waivers in their member account.

3) Email youth & outreach programs manager all volunteers email addresses and USA Ultimate ID.
   a. This allows them to check volunteers have met the requirements.

4) Within one week of the clinic, send in the sign-in sheet, photos, pre-clinic registration spreadsheet and any paper liability and infectious disease waivers completed on-site. If participants sign-up via USA Ultimate’s Google form registration, they are also signing the liability and infectious disease waivers.

5) Send follow up email to all participants within two weeks of clinic and stay connected about local playing opportunities as they come up throughout the year.
Checklist:

6+ Weeks Prior to the Clinic

☐ Determine dates, location and times for clinic.
  o Churches, recreation centers and schools are good options for low-cost or free fields.
☐ Apply for youth clinic via Learn to Play or GUM website.
☐ Market clinic locally.
  o Email coaches, parents, players, listservs – local disc organization, job or other connections.
  o Add to local disc organization website.
  o Promote via social media, including Facebook, Twitter, Instagram, etc.
  o Put flyers up around town- schools, community centers, grocery stores, coffee shops, libraries, gyms, farmer’s markets, pools, Parks & Rec centers, etc.
  o Add event to local websites that showcase event listings for the area, ex Nextdoor.
  o Encourage players to bring their siblings and friends.
☐ Begin recruiting instructors.
  o 1:8 or 1:10 is an ideal instructor-to-participant ratio.
  o It’s always better to have too many volunteers than not enough!
  o You’ll need 1-2 people to handle registration
  o If you run stations, you’ll ideally have 1-2 people at each station
  o As the clinic lead, you’ll handle managing time and filling in where needed.
  o Check in advance how each volunteer would like to be involved.
    ▪ Some instructors may feel more confident teaching physical literacy, while others may enjoy teaching defense.
    ▪ Keep in mind different participant age/experience levels require distinct skill sets.
  o Share volunteer names and USA Ultimate ID numbers with USA Ultimate. Remind volunteers to meet requirements.

2.5 Weeks Prior to Clinic

☐ Confirm all volunteers have completed chaperone requirements.
☐ Email volunteers to coordinate a time to discuss clinic expectations and plan. Send a follow up email with the final details. An organizational spreadsheet helps with planning.
☐ Email estimated participation to USA Ultimate to accommodate supply shipment.

A Week Prior to Clinic

☐ Email participants with clinic information, what to bring and what to expect.
☐ Gather any supplies for your clinic, such as discs, cones, snacks, drinks, table, pens, etc.

48 Hours Prior to Clinic

☐ Email a final reminder to all attendees and clinic volunteers.

CLINIC DAY!

☐ Bring supplies to event:
  o For registration:
    ▪ USA Ultimate Waivers and USA Ultimate Medical Authorization form
    ▪ Sign-in sheet and envelope to hold documents
    ▪ Check in steps for parents to post on registration table
    ▪ Pens and sharpies
    ▪ Clipboard(s) for registration and potentially clinic leads
    ▪ Name tags
- Duct tape
  - For during play:
    - Cones - short and tall field cones
    - Practice discs - regular size and/or Jstars (if participants are under 12)
    - Small first aid kit
    - (Optional) Pinnies and agility ladders
- Additional supplies:
  - Water jug and cups
  - Sunscreen
  - Table
  - Foam discs for fun ice breaker games
- Optional giveaway items:
  - Discs to hand out to participants
  - Shirt for local youth clinic volunteers
  - Stickers
  - Any additional handouts on local playing opportunities or sport.

☐ If you’re hosting the clinic as part of a bigger event, leave flyers at informational tent.
  - Carry extra around to hand out.
☐ Take supplies to youth clinic to setup (Around 1.5-1 hour before your start time).
☐ Gather volunteers for pre-clinic training in advance of the player arrival.
  - Review instructor expectations, clinic plan and answer questions.
  - Explain any safety guidelines unique to your facility.
  - Assign necessary roles to each volunteer and check for understanding.
☐ Be ready for registration (at least 30 minutes before clinic).
  - Those volunteers not helping with registration should be friendly and welcoming to players as they arrive and throw with them or facilitate a game kids can easily join.
☐ Run clinic. Have fun!
  - Divide up clinic participants based on experience/age levels.
  - Take a group photo half-way through the clinic.
  - Take frequent water breaks based on the needs of the group and weather!
  - At the end of the scrimmage, do spirit circle among each of the small teams. You could pass out something to the spirit winner the team’s instructor chooses.
  - Promote local playing opportunities.
  - Do full group cheer.
  - Pass out any freebies.
    - Have participants line up and have volunteers help hand things out
  - If you have a chance, get a testimonial along with a photo to use for promotion of future events
☐ Engage with the community and talk with any parents interested in keeping their kids involved.
☐ Tear down supplies and clean up all trash.

Post-Clinic

☐ Within one week of the clinic, send in the sign-in sheet, photos, pre-clinic registration spreadsheet and any paper liability and infectious disease waivers completed on-site.
☐ Send follow up email to all participants within two weeks of clinic and stay connected with them about local playing opportunities as they come up throughout the year.
☐ Continue to be in touch with USA Ultimate about running future youth clinics! Consider starting a youth league, so kids stay engaged in a consistent playing opportunity and build community.