



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, usultimate.org/learn-to-play and Girls' Ultimate Movement (GUM), gum.usultimate.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, usultimate.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.
 - 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.
 - Email coaches, parents, players, listservs – local disc organization, job or other connections.
 - Add to local disc organization website.
 - Promote via social media, including Facebook, Twitter, Instagram, etc.
 - Put flyers up around town- schools, community centers, grocery stores, coffee shops, libraries, gyms, farmer’s markets, pools, Parks & Rec centers, etc.
 - Add event to local websites that showcase event listings for the area, ex Nextdoor.
 - Encourage players to bring their siblings and friends.
- Begin recruiting instructors.
 - 1:8 or 1:10 is an ideal instructor-to-participant ratio.
 - It’s always better to have too many volunteers than not enough!
 - You’ll need 1-2 people to handle registration
 - If you run stations, you’ll ideally have 1-2 people at each station
 - As the clinic lead, you’ll handle managing time and filling in where needed.
 - 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.
 - 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:
 - 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.