Youth Clinic Checklist

6+ Weeks Prior to the Clinic

☐ Determine dates, location and times for clinic.
  - Teachers can connect you with low-cost or free fields. Rec centers are also good.
☐ Apply for youth clinic via Learn to Play or GUM website.
☐ Market clinic locally.
  - Email listservs, coaches, etc.
  - 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.
  - Note- Families with sibling pairs are a great way to raise participant numbers quickly
☐ Begin recruiting coaches.
  - 1:8 or 1:10 is an ideal coach-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 2-3 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.
    - Play to people’s strengths- handlers can teach throwing skills, defensive-minded players can teach footwork, etc.
    - Keep in mind different participant age/experience levels require distinct skill sets.
  - Check in with those coaches missing SafeSport training and USA Ultimate Waiver.

Two Weeks Prior to Clinic

☐ Confirm all volunteers have completed SafeSport training.
  - Share volunteer names and USA Ultimate ID numbers with USA Ultimate.
☐ Email volunteers with clinic expectations and details, including station assignments and schedule.
☐ 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 sharps
    - 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 6th grade and under)
    - Small first aid kit
    - (Optional) Pinnies and agility ladders
- Additional supplies:
  - Water jug and cups
  - Sunscreen
  - 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 (Approximately one hour before your start time).

☐ Gather volunteers for pre-clinic training in advance of the player arrival.
  - Review coach expectations and clinic plan, and ask if there are any 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.

☐ 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 coach 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.

**After It’s Over**

☐ Send USA Ultimate Waivers, sign-in sheet, any photos and any receipts (if applicable) to USA Ultimate within one week of clinic.
☐ 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.
☐ Stay in touch with USA Ultimate about running future youth clinic and leagues!