

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 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 6th grade and under)
 - 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 (**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!
 - Ate 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!