

BASE
MINISTRY



**VICTORY
BEYOND
THE CUP™**

One-Day Clinic Guide



Sports Clinic Guide
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One-Day Clinic Guide

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Introduction

Welcome to your one-day clinic!

Welcome to your one-day clinic developed by Base Ministry! We hope this ministry opportunity will help leaders within the church be trained and get a chance to share their faith with those who don't have a relationship with God yet!

Base Ministry grew out of a desire to see local churches train leaders within their congregations to reach their communities with the Gospel of Jesus Christ. Sports have a unique place in our culture and are a great tool to engage people in spiritual activities and truths. There are three main reasons sports is a valuable tool for the Church.

1. Spiritual Parallels - There are many parallels between what can be taught through sports and what can be seen in Scripture. At the very least it takes time and effort to both play sports and follow Christ.
2. Evangelism - Many people engage with sports in our culture, and giving people an entry point to a relationship with the church through sports offers a unique way to share the truth of the Gospel.
3. Discipleship - Giving people an opportunity to serve in a sports setting allows for the development of leaders in a recognizable way. Base Ministry aims to partner with churches to develop leaders who will live and share their faith!

There are other reasons, but these three are seen time and time again at each sports ministry. We are so excited you are partnering with us in this way. If you need anything, please contact us at sports@baseministry.org. If you want to know more about the ministry and why we are so passionate about sports as a ministry tool, please visit our website at www.baseministry.org.

Sports Ministry Philosophy

One thing all sports have in common is a “field of play”, whether it is a basketball court, soccer pitch, baseball diamond, or other type of ball field. The first thing we want to do is introduce you to the field of play! There are three main things we believe make sports ministry effective and we use these as our boundaries.

1. Real - The sports and the ministry both need to be real. From the sports perspective this means skills development needs to be emphasized. Helping children learn and succeed in their sport is going to reach into their lives and allow for them to hear what is being said by their coaches.

Even more important, the ministry side of your clinic must be real. This means a focus on the Gospel which draws the kids into a trusting relationship with Jesus Christ. This also means everything we do includes Scripture as the central piece.

2. Relational - Building relationships comes naturally with sports. Whether it be new teammates who are building a relationship or a coach who is teaching an “athlete,” sports is a major way people build relationships in their lives.

As a church you have the opportunity to build these relationships with your community through any activity you choose. Sports is one avenue you have that builds immediate relationship and allows for people to share the Gospel in a relational way.

3. Recurring - In order to make an impact on a child there needs to be recurring ministry speaking into the child's life. Even though you don't utilize sports ministry every week, our hope is churches can use this as a platform to invite children into relationship and then keep them engaged through a recurring ministry. If your church focuses on building a bridge for families in the community and connecting them to your church you will see more children engaged in recurring ministry.

These are the main pieces of the “playing field”. Please make sure you are intentional about focusing on these three things to have an effective relational sports ministry.

The Directors Guide

This manual is intended to equip you for a one-day clinic that can be done at your church. This manual will make your planning effective, easy and flexible! It includes:

- Goals for the clinic.
- Step-by-step planning guidelines.
- Volunteer roles and responsibilities.
- Recruiting tips and ideas.
- Publicity helps, reproducible information and forms.
- The Large Group Sessions Guide
- Helpful resources and ideas and much, much more!

Please review this manual carefully and prayerfully before you begin you get going on your clinic. As you read, we hope you grasp the exciting potential of sports and ministry in partnership with God to do His powerful work. Also know that our staff at Base Ministry is ready to support you along the way, feel free to reach out on how we can help you!

Why a Sports Clinic?

A sports clinic is meant to be a simple way to engage volunteers and participants who can use their talents in sports to come together and learn more about God, His plan of salvation, and how they can be a part of God's team!

It's designed to both develop volunteers and their ministry skill set, while they share their faith with kids who are excited to learn. The kids learn great skills development in their sport, play games, and hear the powerful message of the gospel proclaimed in a creative and kid-centered way.

Other Manuals

One of the best ways to get familiar with your sports clinic is to explore all the helpful materials that are part of the Director's Kit. This includes:

Bible Curriculum - This manual is the core piece to the program of the day

Coach's Pocket Guide - to help volunteers be prepared to share their faith.

Sample materials like posters, bulletin inserts, registration forms, and evaluation sheets can be found on our website at www.baseministry.org/sports-camp-resources

Getting Ready For Your Clinic

Securing Facilities

As you think of where to host your clinic, your church may not have all the facilities needed. No problem! If facilities are what the church is short on, consider renting (or sharing) space from a local partner.

Consider the following sources for potential partners:

- Another church
- A public middle or high school
- A Christian school
- A city or county park or recreational facility
- A private athletic club

If you rent a field, you will need to make the choice whether to host the entire day at the site or just parts of it. If you host the entire day at the rented site, make sure you have spaces to set up the hospitality area and to carry on large group and Team Time activities. If you host only part of the day at the rented facility try to limit the amount of times you go back and forth. You will also need to determine a safe form of transportation between the locations. Ensure direct and continual access to bathrooms for the duration of your clinic.

For safety and extra space, you may want to ask permission to block off church parking areas or side streets from traffic during clinic time.

Hospitality Area

The space for the hospitality area can be a room indoors, a patio, or a covered area outside. If the weather is nice, you may be able to simply set up a few tables in a shady location. Parents will have the benefit of watching their children on the field if you set up the hospitality near the skills sessions.

Large Group Sessions

The space for large group activities can be indoors in a church sanctuary, gym, fellowship hall or other large room. Large group sessions can also be outside near the sports activities. If you are outdoors, consider putting up a tent to protect kids from the rain and heat. Keep in mind the technology you plan to use during the large group activities and decide if it will be hindered by an outdoor setting.

Team Time (Small Group)

Team Time activities are meant to be close to the sports. Normally, it is just finding a shady spot. Tables and chairs are not necessary for this activity.

Field Equipment


It is suggested either the church provide balls for every kid or communicate that each kid bring a ball from home. You may want to purchase extra balls in case some are lost or kids do not show up with balls. You will also need cone markers for skill stations and game-playing fields. Goals are optional, as cones work well as goals. Pinnies to help differentiate between teams help during game time and finally

For a clinic of 200 kids, you will need about 120 half cones and 40 cones. For a clinic of 100 kids, you will need about 70 half cones and 25 cones. For a clinic of 50, you will need about 40 half cones and 20 cones.

Select a Date

There are many options for scheduling your clinic. You can do it during the summer, or have multiple clinics with multiple sports! As you schedule your clinic, try to avoid conflicts with other church or community events as much as possible.

For example, find out when other sporting events, school events, local festivals and church VBS programs are held in your community. Also, consider the availability of potential volunteers as you schedule your clinic. Finally, consider your goals for the clinic. If one of your goals is to use the clinic as a way to bring new children into your Children's Ministry programs, you may want to schedule the clinic based on other Children's Ministry events and when other ministries start.



One church hosts its sports activities the second week in August. They find this is the best time – kids are getting bored with summer, families are back from vacations, and Sunday school and mid-week children's ministry are right around the corner.

Selecting a Schedule

Each clinic can be built to fit the time you want to have. There is a suggested schedule and the curriculum is written with certain time frames in mind. However, they can be adjusted to fit almost any timeframe. You could also set up different nights with this curriculum. Below are the components we recommend making sure are a part of your clinic. The sample schedule shows the recommended times of each component for a four hour clinic. Your clinic can adjust as needed, if you would like some wisdom please reach out to us at sports@baseministry.org.

Clinic Components

1. Coaches/Volunteers Arrive

All volunteers should be at the location least 30 minutes before kids arrive. These volunteers should be willing to help you with set-up. Then about 15 minutes before kids arrive, you can lead a time of prayer and heart preparation with all your volunteers. It also gives you an opportunity to give last minute instructions for the flow of the clinic.

2. Participants Arrive

All kids check in at the registration tables with their parents. Then volunteers help them find where they can meet their coaches. Parents are invited to stay to watch their children and visit the hospitality area.

Consider having youth volunteers run games and greeting as kids arrive. They should be both excited and friendly to both the kids and the parents.

3. Large Group Sessions

This is where everybody is together and a single person is sharing the truth of the Gospel. This is usually done in one space throughout the clinic.

4. Skill Sessions

This is where the sport specific skills are coached. Children can be split into teams within each sport/activity and the Head Coach will help walk through the different skills. There are two of these in a typical clinic schedule.

5. Team Times

Coaches and their teams move to a quieter area to talk and pray about what the lessons mean for their lives. Although sharing the gospel with participants can occur at any time during the clinic, this is a great time for coaches and their team members to build deeper relationships and share the gospel. In both the lesson plans and the Coaches Pocket Guide you can find directions for the team time.

6. Snack Time

Everybody reports to a designated area for snacks. This is paired with a large group time. On the way to and from snack time is a great time for kids to use the bathroom.

7. Game Time

The excitement builds as teams play games against each other on assigned fields! Coaches act as the referee, they keep score, but the level of competition is meant to be about teaching, not a focus on winning. Be prepared for lots of cheering and high fives!

8. Participant Dismissal

After game time there is a final large group time and the kids will be dismissed after this time. You can have parents "check out" their kids and then pick them up from their coach is the safest option for dismissal.

9. Coaches/Volunteer Debrief

The Clinic Director, Head Coach, coaches, and other ministry team members meet to reflect on the clinic, share information and/or concerns, and pray together. Here are four key words to think about as you debrief: Preparation, Celebration, Distraction, Transformation.

10. Coaches Dismissed

Coaches and other ministry team members go home and reflect on ways they learned to share their faith and how they might lead in the future.

Sample Clinic Schedules

<u>Time</u>	<u>Event</u>
8:15	Coaches Arrive
8:45	Participants Arrive
9:00	Large Group Session #1
9:20	Sports Session #1
10:10	Large Group Session #2
10:15	Team Time #1
10:25	Sports Session #2
11:15	Large Group Session #3
11:35	Sports Session #3 (First Half)
12:00	Sports Session #3 (Half Time)
12:10	Sports Session #3 (Second Half)
12:35	Team Time #2
12:45	Large Group Session #4
1:00	Participants Dismissed
1:30	Leaders Debrief

<u>Time</u>	<u>Event</u>
12:15	Coaches Arrive
12:45	Participants Arrive
1:00	Large Group Session #1
1:20	Sports Session #1
2:10	Large Group Session #2
2:15	Team Time #1
2:25	Skills Session #2
3:15	Large Group Session #3
3:35	Sports Session #3 (First Half)
4:00	Sports Session #3 (Half Time)
4:10	Sports Session #3 (Second Half)
4:35	Team Time #2
4:45	Large Group Session #4
5:00	Participants Dismissed
12:30	Leaders Debrief

Setting Goals

Each clinic will have different “numbers” based on the size of church, sports interest in your area, ability of coaches in your area, and many other factors. A clinic can run with as few as 8 kids and still work well for up to 1000 kids!

Deciding on a goal is pertinent to the success of your clinic. A few goals that churches have with the clinic are:

- A successful sharing of the Gospel to kids
- Volunteers getting a chance to share their faith with kids who may not have heard it before
- Number of volunteers stepping up to serve
- Better prepared volunteers for service in their church
- Number of kids coming to participate from outside the church
- Deepening relationships with kids in the congregation and community
- New families engaged in recurring ministry at the church

All of these goals can help you understand some of the way you get ready for the clinic. You might want to consider starting small and growing towards growing your goal over subsequent clinics.

Also, don't be shy about the evangelistic vision of the clinic! In almost all of the goals above, this is a major piece, whether you're training volunteers to share their faith or you are reaching out to specific kids. The Gospel is a beautiful thing to share and sports is a unique way to be witnesses of His Good News!

Funding the Clinic

Sports clinics are designed to be affordable. You may determine a participant fee that will cover your costs, including leader kits, sport supplies, food, snacks, promotional items, and any rental fees.

Be careful not to make your registration fee too high or too low.

Know what people in your community can afford. To keep costs low, consider subsidizing with money from your church budget or doing fundraisers, such as a bake sale, pancake breakfast, or car wash.

But don't go too low! Compare your fee to typical sports event rates in your community. Although your clinic does not offer professional sports training, you offer other unique features and your rates should be somewhat competitive. If you or your church members feel uncomfortable charging kids to participate in a ministry event, remember that parents expect to pay for sports training. To NOT charge parents may suggest to them it's not a real sports clinic and lower participation from the community.

It is likely that some families will not be able to afford your clinic registration fee. In this case, try various options:

- Offer these families a discount, subsidizing the rest of their costs.
- Sponsor some families through scholarships provided by church members.
- Offer families a discount if they have more than one child attending.
- Use surplus money from registration fees to provide for scholarships.

Planning for Specific Areas

Countdown to Clinic Time! General Pre-Clinic Planning Checklist

THREE TO SIX MONTHS BEFORE THE CLINIC

- ☐ Plan for the clinic in your church budget, if necessary.
- ☐ Review this Director Manual and the items in your Director Kit.
- ☐ Envision the unique look and feel of a clinic in your church setting.
- ☐ Plan specific goals and ways to achieve them. Set the daily schedule and program.
- ☐ Decide which volunteers you will need.
- ☐ Schedule dates on the church calendar for the clinic and any follow-up events.
- ☐ Select and secure the field and facilities.
- ☐ Choose a Head Coach for any sport needed and a Large Group Leader so they can begin planning their respective areas. Give them appropriate leader materials.

THREE MONTHS BEFORE THE CLINIC

- ☐ Plan and begin implementing a strategy for publicizing the clinic in your community.
- ☐ Order/prepare promotional and follow-up materials.
- ☐ Project registration numbers and recruit needed coaches and other volunteers, with help from Head Coaches and Large Group Leader.
- ☐ Plan training dates for volunteers. At minimum, host a training on sharing their faith through testimony and scripture.
- ☐ Order field equipment (cones, half cones, etc.) based on estimated registration and planned activities.
- ☐ Check with your church's insurance company to determine if you are covered for a clinic.

TWO MONTHS BEFORE THE CLINIC

- ☐ Publicize the clinic in the church and community.
- ☐ Optional: Contact community sponsors or members of the congregation about making food or supply donations.
- ☐ Host Coaches Clinics (see Page 29)
- ☐ Plan the hospitality area and ensure the team is ready (see Page 23).
- ☐ Make sure the Large Group Leader is working with the Large Group team.
- ☐ Prepare for the unexpected: develop a medical crisis plan and a written treatment protocol (in accordance with your church's insurance policy); plan alternative activities for bad weather.
- ☐ Create and distribute registration forms and begin early registration.

ONE MONTH BEFORE THE CLINIC

- ☐ Continue publicity, recruitment, and registration.
- ☐ Gather prayer support for the clinic.
- ☐ Host training clinic for coaches and other volunteers (see Page 29).
- ☐ Order materials from Base Ministry for a successful clinic (store.baseministry.org)
- ☐ Check with the Head Coaches to offer help and order additional field supplies.
- ☐ If you have a hospitality coordinator, talk with him/her about the food plans for the clinic (e.g., snack times, hospitality area, any after clinic activity etc.) and determine supplies needed.

ONE TO TWO WEEKS BEFORE THE CLINIC

- ☐ Check registration count, consult with the Head Coaches and the Large Group Leader and order any last-minute supplies and go over details.
- ☐ Finalize plans for any follow-up plans for kids who accept Christ and general follow-up for all participants.
- ☐ Prepare communications to distribute to families during the clinic (brochure of church ministries, gospel tracts, invitations to other church events, etc.).
- ☐ Remind the church congregation and prayer supporters to pray for the clinic.
- ☐ Order food and drink supplies for the clinic.
- ☐ Check the weather to see if any alternative options need take place.

ONE OR TWO DAYS BEFORE THE CLINIC

- ☐ Host final training workshop for coaches and other volunteers.
- ☐ Make sure the head coach and coaches have current team lists.
- ☐ Make sure you and other appropriate persons have emergency information.
- ☐ Prepare (with head coach and other volunteers) field, equipment and other areas of the clinic (e.g., pump balls, mow grass, set up cones, set up tables and chairs for registration, put up hospitality tent, display signs, decorate the large group area, etc.).
- ☐ Make sure hospitality coordinator and volunteers prepare some food items in advance, especially those in need of special assembly.
- ☐ You or the Safety/First Aid Coordinator will ensure first aid supplies are stocked and easily accessible.
- ☐ Make sure you have set-up for Mission Impact Giving project (if applicable)

It's Finally Here! Day of clinic planning checklist

BEFORE THE CLINIC

- ☐ Arrive early to oversee the set up of the field, equipment and other areas of the clinic.
- ☐ Lead a volunteer meeting at least minutes before the clinic starts.
- ☐ Check that all volunteers are present (call substitutes if necessary).
- ☐ Direct volunteers and assist them with their needs, questions, or problems.
- ☐ Make sure everyone has the supplies they need. (Enlist the help of someone who can act as a runner to buy last-minute supplies locally.)

DURING THE CLINIC


- ☐ Oversee and assess all volunteers and clinic activities, making sure all activities are on schedule and running smoothly.
- ☐ Circulate to different volunteers and assist them with their needs, supplies, questions or problems. (It is helpful to have a cell phone or radio for accessibility.)
- ☐ Make and communicate any necessary schedule adjustments.
- ☐ Welcome participants and families and set the tone for relationship building with all your volunteers.
- ☐ Assist with discipline issues (with Head Coaches).
- ☐ Ensure overall child safety and alignment with child protection policies.
- ☐ Take the lead in an emergency (keeping participant medical information on hand).
- ☐ Find opportunities to connect with kids and parents (Visit the hospitality area, join in one of the skill activities, sit in on a small group, etc.).
- ☐ Serve as a liaison for coaches, staff, parents and members of the community.

AT THE END OF THE CLINIC

- ☐ Remind everyone about any follow-up event
- ☐ Remind people about the Mission Impact opportunity (if applicable)
- ☐ Say goodbye to participants and families

DIRECTLY AFTER THE CLINIC

- ☐ Lead a volunteer debriefing meeting to encourage volunteers and engage them in their next steps of follow-up and service within the church.
- ☐ Highlight positive events of the day and express appreciation to volunteers.
- ☐ Listen and respond to volunteers' problems, concerns and suggestions.
- ☐ Evaluate your own leadership and the effectiveness of the clinic.



Having a small gift (even a drink or snack) for the volunteers is an easy way to show appreciation for the time and energy at the clinic.

Now What? Post-Clinic Planning Checklist

- ☐ Oversee the clean up of all areas the clinic used. Have checklists ready for clean up.
- ☐ Instruct volunteers what to do with leftover and borrowed supplies.
- ☐ Send thank-you cards, appreciation certificates, or gifts to all volunteers and supportive members of the congregation or community.
- ☐ Communicate stories of God's work in the clinic to your congregation and/or education committee. Include slides, video, or photographs in your presentation and invite coaches, volunteers, and participants to share personal testimonies.
- ☐ Follow-up with participants and family members who accepted Christ and suggest opportunities for further growth..
- ☐ Prepare and mail follow-up items to participants and families (e.g., postcards, church calendars and brochures, letters, etc.) (see Page 26).
- ☐ Collect and add any leftover, usable resource materials to your church library or supply cabinet. Return borrowed equipment or decorations to owners. Try to locate owners of lost and found items.
- ☐ Prepare a story with photographs for local newspaper, church newsletter or web site. Be sure to get permission from parents and caregivers to use photographs of their kids.


Publicity

As soon as possible, start getting the word out about your clinic! The more people you ask to join you in this task, the better. Consider appointing a Publicity Coordinator to direct your clinic promotional efforts.

There are many creative strategies you can use to build enthusiasm. Consider the following outlets as ways to bring more participants from your church and community.

In Your Church


- Develop social media plan.
- Advertise the clinic in your worship bulletin.
- Write an article in your church newsletter.
- Post information on your church web site.
- Place clinic posters around the church.
- Create a table display, bulletin board, or booth in a central gathering place.
- Perform a short segment of a large group skit during your worship service.
- Ask your pastor to make an announcement.
- Send a postcard to church families.
- Ask former coaches and participants to share personal testimonies during the services.
- Ask coaches to wear sports T-shirts and visit Sunday school classes, giving an overview of the fun activities that will take place.
- Make a slideshow or video presentation to the congregation.



As you promote the clinic in children's classes, be creative with visuals. Get kids excited! Stress that your clinic is both a fun way to spend time with friends and a chance to be missionaries to friends who don't know Jesus. Hand out information to take home to families.

In Your Community

- Make yard signs and distribute to highly-trafficked congregant homes.
- Put up a large sign or banner at your church .
- Encourage members of your congregation to invite their unchurched friends and neighbors. Personal invitations are the most effective publicity tool!
- Place door hangers on homes in your neighborhood.
- Send postcards or letters to community residents.
- Hand out fliers at a central local business, such as a grocery store
- Tack up posters in popular family locations, such as schools, libraries, youth centers, parks, bookstores, swimming facilities, family restaurants, etc.
- Prepare a news release for a local newspaper.
- Make personal visits and/or phone calls to the homes of community residents.
- Enter a float in a community parade. Decorate the float with a sports theme. Volunteers on the float can wear church shirts while others walking next to the float can distribute information about the clinic.
- Ask other churches in the area to help you promote the clinic.
- Print at least two other fliers per family so there are more for them to hand out.



Identify up to ten key families, youth and singles in your church that are active in the local sports community and interested in the concept of sports evangelism. They can connect with unchurched kids and families at sporting events and invite them to your clinic.

Photo and Video Publicity

When it comes to publicity, one picture is worth a thousand words! Gather a few volunteers to take photos or video footage during your clinic. Photos and videos can enhance any promotional effort.

Consider the ideas below:

- Take team photos and mail a photo to each participant after the clinic.
- Create a video or slide show of the clinic for closing ceremony. Use the piece next year to promote another sports ministry in your congregation.
- Insert photos into promotional pieces, such as posters, fliers, newsletters, websites, etc.
- Prepare a story with photographs for the local newspaper.
- Create a sports collage to enhance a table display.

Be sure to get the permission of parents and caregivers before using photos of their kids in any way. Have parents fill out a model release form, which included in the Sample Registration Form on the resources page (link below). This gives permission to use photos and video of children at the clinic for church activities and promotional efforts. For safety and legal reasons, never provide identifying information with a photo or video clip of a child.

Registration

It would be helpful to delegate the details of the registration process to a registration coordinator. This person should be friendly and organized. He or she should seek out several volunteers to offer assistance. Volunteers can set up and work the registration tables, greet and direct parents and participants, and hand out any shirts or other take home items.

Registration Checklist

TWO OR THREE MONTHS BEFORE THE CLINIC

- ☐ Meet with director to decide details on the clinic registration form.
- ☐ Determine if you will have a registration close date.
- ☐ Launch online registration. Make any QR codes or links to make sure it is easy to find how to register.
- ☐ Prepare the registration form and distribute it throughout your church and community.
- ☐ Collect returned registration forms and fees, verifying that all information is complete.
- ☐ Maintain a master list of all registered participants and important participant information. Making the registration list alphabetical will help registration on the first day to go more quickly.

Consider offering an incentive for early registration, this greatly helps with planning numbers.

ONE MONTH BEFORE THE CLINIC

- ☐ Continue collecting registration forms, online registrations, fees, and maintaining the list.
- ☐ Handle questions or concerns of parents regarding registration.
- ☐ Communicate with clinic director about registration numbers so he/she can order supplies and recruit additional coaches if needed.
- ☐ Finalize plans with the director for checking kids in and out.
- ☐ Prepare items to include in a registration confirmation package (letter to parents, release forms, invitations to future events, etc.).
- ☐ Attend the volunteer training clinic.

ONE TO TWO WEEKS BEFORE THE CLINIC

- ☐ Continue to stay in touch with the director about the registration count.
- ☐ Mail (or e-mail) out registration confirmation packages to families.
- ☐ Check with the director about items to distribute to families when they arrive (e.g., church brochures, invitations to closing events, etc.).
- ☐ Be available to address questions or concerns of parents regarding registration.
- ☐ Prepare most current master registration list.
- ☐ If you want to divide teams up before your clinic work with the head coaches and director to do so. This will be based on size of your clinic, parent preferences, etc.
- ☐ Contact volunteers who have agreed to help with registration.
- ☐ Make volunteer lanyards with name, the clinic schedule, team info, etc.
- ☐ Create a place to drop off any Mission Impact donations during the clinic.

Plan how you will handle kids signing out early. For safety, consider asking parents to come to the registration table first. Then go with the parent to find their child or send an adult volunteer to notify the child's coach and bring the child to the registration area.

ONE OR TWO DAYS BEFORE THE CLINIC

- ☐ Give team lists to the Clinic Director or distribute them to the Head Coaches and coaches.
- ☐ Keep copies of the team lists for volunteers at the registration tables.
- ☐ Prepare signs and other materials for registration tables. (Materials include pens, copies of registration lists, name tags, markers, blank registration forms, money bag and change.) Signs could include "New Registrations", "Already Registered" (by last name?),.
- ☐ Set up (with volunteers) tables and chairs for registration.
- ☐ Pass along important medical and emergency information to the Clinic Director and/or person in charge of first aid.
- ☐ Prepare large signs with team numbers or colors for coaches to hold up or post to easily connect with kids and families for drop-off and pick-up.
- ☐ Receive from the Clinic Director any items to distribute to families.
- ☐ Run final training clinic with all registration volunteers so they are all aware.
- ☐ Print participant name tags, make available blank name tags for walk-up registrants as well.

If you will be accepting walk-in registrations on the day of the clinic, leave space on some of the teams for newcomers, or have "stand-by" coaches ready to form additional teams as needed.

ON THE DAY OF THE CLINIC

- ☐ Make sure the registration tables, chairs and signs are set up.
- ☐ Make sure all volunteers have necessary materials.
- ☐ Assign a few volunteers to welcome kids and families and direct them to registration tables.
- ☐ Get any goods, name tags and other supplies ready for distribution.
- ☐ Check that coaches have their current team lists and large team number signs.
- ☐ Check-in all pre-registered participants and register walk-

The more volunteers you have to help with the check-in process, the faster the lines will move and the quicker the kids can join in the fun.

ins (assigning walk-ins to teams). See the “Registration Procedure” section below.

- ☐ Make sure participants and parents go together to locate assigned teams.
- ☐ Keep registration list and team lists updated and distribute copies to appropriate volunteers.
- ☐ Hand out any important materials/information to parents (e.g., invitations to closing events, upcoming activities, follow-up at church on Sunday).
- ☐ Compare coach attendance rosters with your attendance records for accurate information.
- ☐ Give emergency information and parental release information for new arrivals to coaches (and other appropriate staff) as soon as possible.
- ☐ Handle situations of any participants who need to leave the clinic early.
- ☐ Participate in any volunteer meetings.

To eliminate long lines at tables, divide the check-in process by the letters of participants’ last names. The kids can report to a designated table or section of a table.

AT THE END OF THE CLINIC

- ☐ Put away registration tables and materials.
- ☐ Assist volunteers with clean-up, as needed.
- ☐ Collect any gifts made to the Mission Impact campaign and give them to the appropriate volunteer.

Registration Procedure:

Pre-registered Participants

1. Check off a participants name on the registration list.
2. Verify that you have received the necessary forms and fees.
3. Print the participants first name on a name tag, including his/her team number or color.
4. Hand the name tag to the participant and give them directions to connecting with their coach.
5. Invite parents to the hospitality area after they drop their child off.
6. Send participants with their parents to locate their team.

New Arrivals (Walk-in Registrations)

1. Ask a participants age to verify he/she is eligible to attend.
2. Ask a parent or guardian to complete the registration form and other permission forms. (You may want to have a table and chairs set up in another location for parents to use.)
3. Verify the forms are completed correctly and collect and clinic fee.
4. Add the participants name to the registration list.
5. Add the participant to a team. (Check the current team lists for a team with spaces open.)
6. Print the participants first name on a name tag; include his/her team number or color.
7. Invite parents to the hospitality area after they drop their child off.
8. Send participants with their parents to locate their teams.

Sport Activities

The parts of the schedule that directly involve sports are the Skill Sessions and the Games. The ministry team members in charge of the sports activities are the Head Coaches and the coaches. Guidelines for these volunteer roles are listed below.

Head Coach

The Head Coach of each sport is someone who has experience coaching, demonstrates leadership and communication skills, and is able to train and support others.

The Head Coach is responsible for:

- Planning all sports activities and determining needed supplies and space.
- Directing sports equipment set up and clean up.
- Overseeing sport activities during the clinic.
- Helping the Clinic Director recruit, train, and support coaches.
- Working with registration coordinator to assign participants and coaches to teams.
- Assisting with opening activities (welcome, announcements, exercises, etc.).
- Communicating with ministry team about sports activities and how they can be involved.

Organizing Teams

As you organize the participants into teams, we recommend placing two coaches with a team of 8 to 10 kids. Try to pair a more experienced coach with a less experienced coach. It is also a good idea to divide the teams by ages. (For example, make a team of all 5-year-olds or a team of all 9 to 10-year-olds.) Teams should play games against other teams of the same age if possible.

In order to have a balanced game time, it is best to make your total number of teams an even number based on age/skill. For example, if you have 12 older kids, there may be two teams of 6, but there are 16 younger participants, so you have two teams of 8. In extreme cases, such as a majority of skilled athletes on one team, you may move a few participants to make the teams more even. Do this rarely and as close to the beginning of the clinic as possible. Or consider mixing teams up during game time only; the rest of the day they'll stay with their assigned coaches.

Sports Skills Sessions

Read the sports curriculum for a list of recommended drills and games. You may want to pick skills you want to focus on and then do technical and tactical (small sided) games during a skill session. Or do a more technical session and a more tactical session before game time.

You can also utilize a list of ten recommended skill stations located at the back of the sports curriculum. There are many ways to set up the stations. Teams each start at a designated skill station on the field and rotate to the next station (about every 8 minutes). Usually, only one team visits each station at a time. Non-sport alternatives, such as face painting, parachute games, or water slides may be available at Station 10 or on other parts of the field.

The rotation strategy accommodates 10 teams or 20 teams nicely. If you have more than 10 teams but less than 20, you will not be able to use this schedule as it is listed. Instead, simply add or subtract stations in the rotation and create your own schedule. For example, if you have 12 teams, add two more stations to the original 10 and create a new rotation schedule involving 12 stations. With this you will have to divide up the time as needed for everybody to get to each station. If you have 16 teams, subtract two stations from the original 10 and set up two rotations of eight stations each. (The stations in each rotation will be exactly the same.) Eight teams will stay on one rotation, while the other eight teams stay on the other rotation.

Games

The "Sample Schedule" in our sports curriculum gives an example how to organize teams and playing fields. Some coaches and kids will be unfamiliar with the rules of their sport. Take a few moments at the beginning of game time on the first day to review basic rules of the game and common terms. To allow for developmental

differences, organize games so teams of the same ages are playing against each other.

Use small-sided games. This allows for more touches on the ball, and the beginnings of strategy in their sport. Games should focus on implementing the skills they have learned at the clinic. Focus on helping them learn their sport and develop individual skills.

For extra safety, arrange the field so the games of younger players are farthest from the road or any other hazard that may be present. .

Your coaches should participate in the game as needed to keep the game even. Competition should not be shied away from, but coaches should ensure the game is close and everybody is involved with their sport. They should also “referee” the game.

Training and Assisting Coaches

Your volunteer coaches for the clinic may or may not be familiar with the sport they are coaching. Your goal is to help them feel comfortable and confident in their role. Assure them the skills they need to learn are basic and easy, and that you are available to offer your support and assistance.

Remind them the kids are not expecting their coaches to be professional players; kids are focused on having fun. Coaches should focus on having fun too!

Host a training session at a convenient time to explain the sports portion of the clinic. It would be helpful to have the skill stations set up during the run through so you can demonstrate the skills and allow coaches to practice them. Answer their questions, be encouraging and offer feedback and tips. You may want to ask another experienced coach to help you with the training session.

Coaches

A coach is someone who enjoys building relationships with kids and their parents and is prepared for sharing the gospel and discussing biblical truth with kids. He or she is active, enthusiastic and encouraging, as well as caring and responsible.

A coach is responsible for

- Supervising and coaching a team of about 8 to 10 participants.
- Building caring relationships with participants and their families.
- Leading small group (“Team Time”) discussions related to the lessons.
- Assisting with activities and set-up/clean-up.
- Attending all volunteer training sessions and meetings.
- Sharing the gospel clearly and concisely, in an age appropriate manner.
- Ensuring a fun and safe clinic for kids.
- Helping kids get from place to place during the clinic.

Scrimmage Do’s and Don’ts

- DO emphasize fun over competition.
- DO your best to keep teams equal. Switch players or add a player to the team that is falling dramatically behind. (But don’t make permanent team changes without approval from the Head Coach.)
- DO focus on helping the kids develop good character and sportsmanship as well as skills. Be a positive role model.
- DO stop game times occasionally for teachable moments.
- DO help kids build teamwork skills.
- DO find ways to reinforce the daily lesson theme during game time.
- DO make sure every team member has been involved.
- DON’T keep team standings. This is not a tournament.
- DON’T play too much in the game. You are there to encourage and support the kids and to keep the game moving.
- DON’T be too serious. Let the kids see you have fun and laugh. Goof off when appropriate.

- DON'T bend the rules for your team. Admit when a team member breaks the rules.
- DON'T just stand and watch. Get noisy and cheer with your team! Yell, pump your fists and jump around together. Give lots of high-fives.
- DON'T focus on winning and losing. Make sure everyone is having fun! Encourage all the kids whether they win or lose.

The Four C's of Coaching

1. Competence – Help participants to develop their soccer skills.
2. Confidence – Help participants to believe they can do the skills.
3. Character – Look for ways to help you team members develop godly character traits.
4. Care – Show them you care.

Sport Session Planning

BEFORE THE CLINIC

Head Coach

- ☐ Decide which skills and games to use, keeping the abilities of your participants in mind.
- ☐ Determine the sports equipment and space needed for the clinic (based on estimated registration numbers) and notify the Clinic Director.
- ☐ Assist the Clinic Director as needed in recruiting coaches for the clinic.
- ☐ Attend the general volunteer training scheduled by the Clinic Director.
- ☐ Lead a training clinic for coaches in how to coach kids and any skills needed for your sport.
- ☐ Work with the Registration Coordinator to assign coaches and kids onto teams.

Coaches or Volunteers

- ☐ Attend all coach training clinics and general volunteer clinics.
- ☐ Be able to explain and demonstrate the skills for the stations (if applicable).
- ☐ Review the Coach's Pocket Guide and Team Time discussion questions.
- ☐ Prepare for any responsibilities in large group sessions as assigned by the Large Group Leader.

DURING THE CLINIC

Coaches Arrive

Head Coach

- ☐ Set up the field and equipment (directing volunteers to help in this task).
- ☐ Lead a coaches meeting with any last suggestions and making sure volunteers know their role.
- ☐ Communicate with coaches about the activities you've planned or adjusted for the day.
- ☐ Obtain current team lists so you can introduce teams and coaches during the Welcome.

Coaches or Volunteers

- ☐ Obtain a list of your team members and a sign with your team identifier on it.

- ☐ Participate in any volunteer meetings.
- ☐ Assist the Head Coach with field and equipment set up as needed.
- ☐ Review and prepare for upcoming team activities (skill stations, Team Time, games, etc.).

The head coach and each coach should bring the following materials: Coach's Pocket Guide, Water bottle, watch, pen or pencil, small Bible, black marker and optional masking tape.

Kids Arrive

Head Coach

- ☐ Continue to set up the field and equipment.

Coaches or Volunteers

- ☐ Be in an accessible place with your team identifier clearly marked.
- ☐ Greet and build relationships with participants and their parents.
- ☐ Invite parents to stay to watch their children and visit the hospitality area.
- ☐ Explain the daily schedule and clinic rules to your team..
- ☐ Ask participants to label their personal belongings on the first day. Use a black permanent marker and masking tape (if needed) for this.

Options for Teams to get to know each other while waiting for a full team

- Play a name game with your team. For yourself, use the title "Coach" followed by your first name. This promotes respectful familiarity.
- Do a fun get-to-know-you activity or ice breaker.
- Decide with you team members on a creative team name.

Skill Sessions

Head Coach

- ☐ Oversee the skill stations and alternative activities.
- ☐ Blow your whistle to signify when to rotate or to communicate other information.
- ☐ Travel to the various stations, assisting coaches and demonstrating skills as needed.
- ☐ Assist with discipline problems during skill sessions (along with the Clinic Director).

If kids seem bored or over-challenged by any activities, adapt the activities. For example, adjust distances, make the rules more or less complicated and add obstacles or additional players for excitement and challenge. You may also try an alternative activity.

Coaches or Volunteers

- ☐ Know what station your team starts at and where your team goes next.
- ☐ Keep your team moving quickly to the next skill station.
- ☐ Explain and/or demonstrate each skill to your team members.
- ☐ Coach team members as they practice the skill; don't practice the skills yourself.
- ☐ Try to keep your whole team involved and enthusiastic.
- ☐ Ask the Head Coach for help if you get stuck on something.

Snack / Break

Head Coach

- ☐ Prepare your space for game time

- ☐ Enlist volunteers to help you with field set-up.

Coaches or Volunteers

- ☐ Stay with your team and build relationships while you eat.
- ☐ Take bathroom and water breaks.
- ☐ Refill empty water bottles.
- ☐ Clean up your area after the snack.

Large Group Sessions

Head Coach

- ☐ You have no direct responsibilities during the large group sessions, unless the Large Group Leader has asked you to lead or participate in the program. You may pray for the large group sessions, or continue setting up the games.

Coaches or Volunteers

- ☐ Sit or stand with your team, keeping the team together the whole time.
- ☐ Participate in the large group activities enthusiastically along with your team.
- ☐ Keep your team focused during the large group lessons
- ☐ Pay attention to the lesson; you will be discussing it later with your team.
- ☐ Assist or participate in large group sessions aspects as directed by Large Group leader.

Team Time

Head Coach

- ☐ Set up for the next sport activities (if you have not already done so).
- ☐ Observe team times and ensure they are going well. Jump in for discipline or as a leader if need be.

Coaches or Volunteers

- ☐ Lead a team discussion using the questions provided in the Coach's Pocket Guide.
- ☐ Make sure kids understand the lesson and how it applies to them personally.
- ☐ Use real-life, kid-based examples so participants can see how the gospel impacts their daily lives.
- ☐ If your team has extra time, create a team cheer or chant to use during game time.

Scrimmage Time

Head Coach

- ☐ Plan which teams play against each other on each day and decide the fields teams will use.
- ☐ Keep coaches informed regarding games and field locations.
- ☐ Review the basic rules of your sport.
- ☐ Supervise the game time.
- ☐ Assist coaches as needed, including discipline.

Coaches or Volunteers

- ☐ Know which team your team plays as well as the field location.
- ☐ Coach and encourage your team.
- ☐ Ask for assistance from the Head Coach if needed.

- ☐ Make sure all participants are involved during the game.

Participants Dismissed

Head Coach

- ☐ Make sure all kids are meeting with their parents.
- ☐ Clean up the field and equipment and prepare for the next day.

Coaches or Volunteers

- ☐ Gather your team immediately when you hear the Head Coach whistle.
- ☐ Keep your team together and under control.
- ☐ Release team members to designated parents or guardians only.
- ☐ Continue building relationships with kids and parents.
- ☐ After your team is gone, help the Head Coach clean up the field as needed.

Leaders Debrief

Head Coach

- ☐ Communicate field activity information or directions for the next day.
- ☐ Listen and respond to coaches' problems, concerns and suggestions related to field activities.
- ☐ Inform director of any field maintenance needed.

Coaches or Volunteers

- ☐ Give the Clinic Director and/or Head Coach your observations from the day and offer encouragement or suggestions for improvement. Share any stories with other coaches!
- ☐ As you leave, reflect on your own leadership during the day and identify areas to improve.

Large Group Sessions

Large group sessions are the times to get spiritually charged with God's truth! During this part of the day, everybody is together in the same space. These activities are written on in the Large Group section of this manual.

You will want to designate a Large Group Leader to be in charge of this segment of the clinic. This person should have experience teaching the gospel and other biblical truths to kids. He or she should be creative, organized, enthusiastic and a good team leader.

The Large Group Leader is responsible for:

- Overseeing the planning and leading of program elements in the large group sessions.
- Recruiting, directing and meeting with the large group volunteer team.
- Determining supplies (sound system, visual aids, etc.) and setting up the large group area.
- Communicating to Clinic Director, coaches and others about the large group sessions and the roles they are needed to fill.
- Communicate the Mission Impact giving option

Mission Impact

Mission Impact is a giving platform designed to help your church teach children about generosity and missions around the world! It is an interactive fundraiser that supports Base's international ministry partners and missionaries. There is a different location focus every year, so visit www.baseministry.org/mission-impact or scan the QR code for more information!



Large Group Planning

BEFORE THE CLINIC

- Plan or delegate planning for program elements of large group sessions.
- Recruit, direct and meet with the large group volunteer team (for planning, rehearsal, material preparation, etc.).
- Determine supplies needed (sound system, visual aids, etc.) for large group activities and inform the Clinic Director of needs.
- Communicate to the Director, coaches and others about the large group activities and the roles they should fulfill during large group sessions.
- Attend the general volunteer training scheduled by the director.

DAY OF THE CLINIC

- Arrive early with volunteers to set up/decorate the large group area.
- Make sure large group volunteer team members are (or will be) present for their assigned large group activities.
- Lead/perform the large group program elements with energy and enthusiasm.
- Communicate God's truth clearly and creatively during large group sessions.
- During Team Time, answer any questions coaches or kids may have about the Bible lesson and related discussion questions.
- Provide any supportive materials/resources to coaches during Team Time.
- Help volunteers with other aspects of the clinic as needed after large group responsibilities are complete (e.g., registration tables, field set up, etc.).
- Clean up the large group area at the end of the day.
- Attend any volunteer meetings.
- Evaluate large group activities and identify areas to improve.

Hospitality Area/Snacks

The hospitality area for parents is a unique feature of many sports ministries. You can set aside an area of the clinic, whether it is a room, a tent or a shady picnic area, with snacks and conversation just for parents. The intent is to encourage parents to stay and watch their kids play, and while they do, adults from the church can meet and build friendships with them, inviting them to other church activities and looking for opportunities to share the gospel.

A designated hospitality coordinator would be a great asset to your sports ministry team. This person should be friendly and organized, and someone who enjoys planning and preparing food as well as sharing the gospel through relationships. He or she should seek out several volunteers (hosts/hostesses) to assist with food service and relationship-building with parents. The parents from your church who have kids attending the clinic are excellent persons to engage in relationship-building with new families!

The Hospitality Coordinator's responsibilities include the following:

- Plan, prepare and coordinate food/drink service for the hospitality area and snack times.
- Manage a team of hospitality volunteers.
- Monitor food-related supplies and inform the director of needed supplies.
- Ensure adequate water supply for participants throughout the day.
- Ensure allergy-friendly snacks are available and properly prepared.
- Establish (with hospitality volunteers) welcoming and gospel-sharing relationships with parents/guardians in the hospitality area.
- Oversee food-related set-up, clean-up and storage.

Hospitality/Snack Planning

ONE TO TWO MONTHS BEFORE THE CLINIC

- Talk to the Director about the general food related plans for the clinic (e.g., snack times, hospitality area).
- Plan the specific items you will serve and make a list of food/drink supplies and general supplies needed.
- Inform the Clinic Director of supplies needed.
- Contact those who have agreed to serve as hospitality volunteers.
- Attend volunteer training clinic.

Be sensitive to food allergies. It is best to avoid items containing nuts. You should either make it a point to provide alternative snacks for any allergies, or plainly state that no alternatives are available to allow parents to accommodate for their own children.

ONE TO TWO WEEKS BEFORE THE CLINIC

- Obtain food and drink supplies, by donation or by purchase.
- Meet with volunteers to delegate duties and make sure everyone is equipped for their tasks.
- Prepare food in advance as much as possible.

ONE OR TWO DAYS BEFORE THE CLINIC

- Set up the hospitality tent (if applicable) and tables. (Get volunteers to help with this.)
- Prepare food in advance as much as possible, especially those snacks in need of special assembly.

THE DAY OF THE CLINIC

- Arrive early to set up the hospitality area for parents.
- Prepare and set out food, drinks and tableware for the hospitality area.

Avoid always serving high-sugar content snacks to kids. Provide some snacks that are both nutritious and tasty.

- Prepare water supply for the kids.
 - Inform the director of any supply needs.
 - Make sure all hospitality volunteers are present and ready for their tasks.
 - Double check with the Registration Coordinator about allergies.
-
- Set-up and clean-up all food-related activities.
 - Build relationships with parents, inviting them to church events and sharing the gospel at opportune moments.
 - Make sure water supply is easily accessible to kids and coaches.
 - Prepare snacks and direct snack distribution during snack times.
 - Participate in any volunteer meetings.

Stocking

Obtaining Food Supplies

To cut costs, consider the following:

- Put an ad in the church bulletin or make an announcement requesting donations of specific snack items. This works best with nonperishable items.
- Contact local food businesses (e.g., grocery stores, coffee shops, donut shops, etc.) about donating snacks or sponsoring the clinic. Your clinic receives free food items and the businesses receive free advertising.
- Find several volunteers who will each make a snack or treat for the clinic.

Snack Times

Arrange snacks in single-serving sizes. Put snacks, such as crackers or chips, into plastic food storage bags or cups. Pour drinks into cups, or provide drinks in plastic or box containers. This will speed distribution and enable everybody to carry the snacks easily.

Water Supply

Participants and coaches will constantly need to refill their water bottles during the day. Plan a way to make cold drinking water readily accessible. One idea is to set out large water coolers or pitchers near the field, replenishing them often. Perhaps you can put one or two hospitality volunteers in charge of refilling the coolers. Plan to have plenty of ice if the weather is hot. Another idea is to collect and refill all water bottles at different points during the day. (If you do this, you will need to have a system of either sterilizing the bottles or identifying the owner of each water bottle.)

Food Safety

Every adult volunteer and kid should wash his or her hands thoroughly before preparing or eating snacks. Set up hand washing areas and provide soap and hand sanitizers for this purpose. The Hospitality Coordinator and volunteers may want to take a food safety course to learn the local standards for public food preparation.

Safety and First Aid

Your clinic should be safe and positive for all participants. The director must be aware of and prepared for safety-related issues at all times during activities. Additionally, the director must inform and prepare clinic staff on safety-related issues.

Some clinics may designate a Safety/First Aid Coordinator to take the lead on safety concerns. This person should have basic medical knowledge and/or experience in the field. A registered nurse or EMT would be best, but an adult with first aid or CPR certification is acceptable.

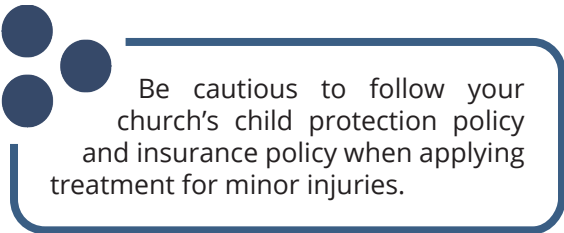
Safety Planning

BEFORE THE CLINIC

- Meet with the director to develop a medical crisis plan and a written treatment protocol in accordance with the church's insurance policy.
- Establish communication plan for emergencies.
- Gather supplies for the first aid station.
- Make sure appropriate medical release forms will be distributed and completed before the clinic begins.
- Attend and assist with safety training (if asked by director).
- Obtain health and emergency contact information from the Registration Coordinator.
- Check out the safety of the facilities and make any suggestions.
- Post emergency instructions (safe meeting places, evacuation routes, etc.) in case of violent weather or fires.
- Post the church's phone number and street address at every phone along with any special instructions for using the phone.

DURING THE CLINIC

- Set up the first aid station and keep supplies stocked.
- Keep a watchful eye for safety and be easily accessible to other volunteers by cell phone or radio.
- Keep communication lines open with volunteers encouraging them to report any safety concerns to you.
- Enforce emergency medical plans.
- Keep participant health information and emergency contact information on hand.
- Direct safety volunteer team.
- Carefully and compassionately administer medical treatment for minor injuries.



Be cautious to follow your church's child protection policy and insurance policy when applying treatment for minor injuries.

Safety Volunteer Team

It is very helpful to have a group of volunteers to assist with safety. Members of the hospitality or registration team can assist in this area when they are not occupied with other tasks.

These volunteers allow coaches to stay focused on team activities by offering to escort the kids to and from the safety station or the bathroom. They stand by to help when the Safety/First Aid Coordinator bandages up a scraped knee. In the rare case of an emergency, these volunteers may be designated to drive a kid to a doctor or hospital.

Follow-Up Opportunities

Postcards and Other Mail

Kids love to get mail! Many churches send a postcard or letter to every kid who attended the clinic. These postcards thank them for coming, inform them of future clinic or camp dates for next year and tell them how to stay connected with church events. Before the cards are mailed, churches might ask coaches to include a note to the kid on the card, such as a special memory, Bible verse, or a personality trait they appreciated. Participant families should receive mail as well, especially during the first few months following the clinic while their memories are fresh and energy is high. Create a mailing list of families and give it to your church's education director. The director can send invitations to Sunday school, Children's ministry, special events, and holiday activities.

Birthday Cards

Remind kids that they are special! Send a birthday card signed by their coaches. Include something on or in the card to remind them of the fun time they had at your clinic.

Family Events and Follow-up

Many churches plan special events for kids and their families to strengthen the evangelistic influence of their clinic. These events usually have three main purposes: (1) Parents and kids from the clinic hear the gospel message clearly proclaimed. (2) Participant families are invited to join other church programs, such as children's ministry, adult Bible studies and worship services. (3) Participant families continue to build relationships with coaches and other church staff.

Now What? Post-Clinic Planning Checklist

- ☐ Oversee the clean up of all areas the clinic used. Have checklists ready for clean up.
- ☐ Instruct volunteers what to do with leftover and borrowed supplies.
- ☐ Send thank-you cards, appreciation certificates, or gifts to all volunteers and supportive members of the congregation or community.
- ☐ Communicate stories of God's work in the clinic to your congregation and/or education committee. Include slides, video, or photographs in your presentation and invite coaches, volunteers, and kids to share personal testimonies.
- ☐ Follow-up with participants and family members who accepted Christ and suggest opportunities for further growth.
- ☐ Prepare and mail follow-up items to participants and families (e.g., postcards, church calendars and brochures, letters, etc.).
- ☐ Collect and add any leftover, usable resource materials to your church library or supply cabinet. Return borrowed equipment or decorations to owners. Try to locate owners of lost and found items.
- ☐ Prepare a story with photographs for local newspaper, church newsletter or web site. Be sure to get permission from parents and caregivers to use photographs of their kids.

Recruiting and Training Volunteers

Recruiting Volunteers

If you're like most leaders, the thought of recruiting volunteers makes you feel a slight sense of panic. You picture yourself standing alone at a sign-up booth in your church foyer, waiting in vain for the slightest sign of interest in your ministry. The picture becomes, you, running the clinic all alone, trying to juggle all the responsibilities, and ending each day in stress and frustration.

Stop your thoughts right now! Recruiting doesn't have to be like this. Recruiting can be a fun and even encouraging process for all involved. Start your recruiting process early. We recommend recruiting volunteers for your main roles at least three to six months before the clinic. Consider the following steps when you begin to recruit leaders for your clinic.

Step One: Believe and Pray

"The harvest is plentiful, but the workers are few...pray to the Lord of the Harvest."- Mathew 9:27-28. He will provide the volunteers you need. Trust that His Spirit is already at work, preparing the hearts and minds of volunteers to join your team. Pray for Him to guide you as you think of the roles and people needed to run the clinic.

Step Two : Name the Volunteer Roles You Will Need

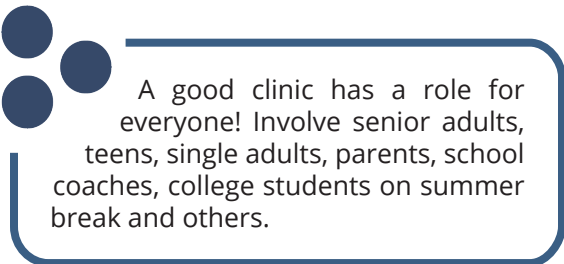
Reflect upon the unique vision and goals for the clinic at your church. What schedule and activities are planned? What will your large group time be like? How many kids do you anticipate? What resources do you have? List all the volunteer roles that would be necessary to accomplish your vision and goals. (Refer to the "Ministry Team: Roles and Responsibilities" section earlier in this manual for ideas.)

What roles do you see other equipped persons filling? What roles are absolutely essential? What roles can be eliminated or combined with other roles if you do not have enough volunteers?

Step Three: List Criteria for Each Role

Many leaders make the mistake of looking for volunteers to fill positions before they decide what the positions involve. List the main responsibilities of each position and the specific qualities and skills a person needs to effectively fill the position. Look for the following general qualities in each potential volunteer. Remember, your volunteers will be role models for the participants. They should meet the following qualifications:

- Trust in Jesus Christ as Savior.
- Active in the life of the church.
- Comply with the requirements of leadership in your church,.
- Willing to work with a team.
- Desire to share the gospel with kids and their families.
- Pass a background check to serve with kids.



A good clinic has a role for everyone! Involve senior adults, teens, single adults, parents, school coaches, college students on summer break and others.

Step Four: Select Volunteers for Main Roles

The most common role of your clinic are the Head Coaches, Large Group Leader and coaches. Since these roles are so vital to the success of the clinic, select these volunteers carefully. First, review the position criteria and list possible candidates to serve as a Head Coach or Large Group Leader. (Ask your Pastor, Education Director, Elders and others for recommended candidates.)

Once you have a list created, arrange the candidates in order of preference. Approach each candidate personally, handing him or her a list of the responsibilities of the role and the expected time commitment and schedule. Give the candidate time to think and pray about accepting the role. Choose only those candidates who have the qualities and skills needed for the position. Do not settle for volunteers simply because you like them or because they are willing!

Once you have these leaders in place, they can help you recruit coaches and large group assistants (such as worship leaders, Bible teachers, etc.). Select these volunteers carefully as well, since they will have direct and extended interaction with the kids. Current children's ministry workers, such as Sunday school teachers or children's leaders, may be good candidates and may also be able to recommend others.

Children's Director/Pastor: The Children's Director or Pastor offers spiritual leadership to the ministry team. He or she helps the church congregation catch the vision for your clinic.

Clinic Director: The Clinic Director provides overall leadership and administration of the clinic. He or she oversees the ministry team, schedule, clinic site,, promotion, registration, budget, safety issues and child protection policies, and debrief/follow-up. He or she ensures all aspects of the clinic run smoothly and evaluates the effectiveness of the clinic.

Large Group Leader: The Large Group Leader plans and leads (or delegates) program elements of the large group sessions (such as the Bible lesson) and oversees all large group preparation, activities and volunteers.

Head Coach: The Head Coach oversees and directs field and equipment set up, skill sessions, scrimmages, and any alternative field activities. He or she trains and supports coaches in sports-related aspects of the clinic. It would be beneficial if this person has coaching experience.

Coaches: The coaches work to supervise, coach and build caring relationships with a team of about 10-12 kids and their parents. They assist the head coach and other leaders as needed. They also lead a small group (Team Time) discussion with their team. No athletic experience is required to be a coach.

Step Five: Call for Supporting Volunteers

Once you have the main roles in place, gather your support staff. The support staff helps with areas such as registration, snacks, field and equipment set up, publicity, prayer, photography, safety, nursery care, and so on. Publicize these needs widely in your congregation. Make sure to screen all volunteers according your church's child protection policy. You may also not have all the coaches in place. That's fine, the directors and coordinators below can help with finding coaches to serve at the clinic.

Depending on the plans and size of your clinic, your church may want to create additional volunteer roles. Volunteers might assist with the snack preparation and hospitality area for parents, promotional or follow-up efforts, registration or safety and first aid. Other volunteers may be asked to dress up as a mascot, to take photos and videos of clinic activities, to coordinate prayer efforts, to provide nursery care, or to help counsel kids who express interest in accepting Christ. The possibilities for service are endless! Below are a few specific role descriptions for potential supporting ministry team members.

Assistant Director: The Assistant Director works with the clinic director to plan and oversee, as delegated. He or she may serve as a Clinic Director in the future. This is a great role for raising up leadership in your church.

Registration Coordinator: The Registration Coordinator works with the director to plan, organize and conduct the registration process. He or she organizes a team of volunteers to help with registration.

Hospitality Coordinator: The Hospitality Coordinator plans, prepares and coordinates food/drink service for the hospitality area, snack times, and any special needs. He or she organizes a team of volunteers to help with food/drink service and build welcoming and gospel-sharing relationships with parents in the hospitality area.

Prayer Coordinator: The Prayer Coordinator enlists and encourages a group of dedicated prayer supporters for the clinic. He or she stays alert to current prayer requests and promotes a spirit of prayer on the ministry team and in the congregation.

Publicity Coordinator: The Publicity Coordinator works with the director to plan and implement a promotion and follow-up strategy in the congregation and community. He or she organizes a team of volunteers to help with publicity efforts.

Safety/ First Aid Coordinator: The Safety/First Aid Coordinator works with the Clinic Director to develop a medical crisis plan and a written treatment protocol for the clinic (in accordance with the church insurance policy). He or she monitors the first aid supply and takes the lead on medical issues that arise during the clinic. This coordinator may want to organize a safety volunteer team to escort kids to the bathroom, the first aid station or to the doctor or hospital.

Volunteer Training Clinics

Don't throw your volunteers into the pool without teaching them to swim! Training your ministry team is one of the most productive ways to spend your time as you plan for an awesome clinic. Three to four months before your clinic begins, schedule and plan training clinics for your coaches and other volunteers. Let the coaches and volunteers know the dates of the clinics as soon as possible so they can plan to attend. It is best to spread the training clinics out over two or three sessions. This way, your volunteers will not feel overwhelmed, and they will have a longer time to process the information and practice the skills. It will also allow plenty of time for you to reinforce the information and answer questions. Read the following sections for suggested activities for each session. Feel free to adapt the suggestions to fit your unique plans and setting.

First Training: Coach's Clinic

Who Attends: Head Coaches, coaches, Clinic Director

When: About two weeks before the clinic

Where: In a room at your church and/or on a field

Duration: About 45 minutes

Materials:

- Appropriate equipment for your activity
- Coach's Pocket Guides
- Field equipment (cones, half cones)
- Markers

Preparation:

Plan this session together with the Head Coaches. Order the materials listed above (except markers).

Before the session begins, set up the sport skill stations with the Head Coaches and pump up the balls.

Session Plan:

Begin the session by passing out the Coach's Pocket Guides and markers, and asking each coach to write his or her name on a name tag. Introduce yourself and the Head Coaches, and ask the coaches to each introduce themselves. Building a sense of community and partnership among the coaches is key to a successful ministry team. You may want to play a team-building game to help the coaches get to know each other better, or you may want to have the coaches each answer a question about themselves. For example, ask the coaches to share what excites them about being a part of the clinic, their favorite childhood memory from a ministry they attended or their background with the activity you are coaching..

The Head Coaches should each explain their sport's basics, key terms and general rules of the sport to coaches. (Visuals are always helpful for sports explanations.) He or she should also highlight the main differences between different ages.

After introductions and the sports overview, spend the bulk of the meeting time in skill training. The Head Coaches should explain and demonstrate each of the skills in the rotation schedule and/or the daily skill. Since people learn best by doing, we recommend you set up the skill stations.

The coaches can rotate through the stations, practicing each skill, while the Head Coaches walk around, offering suggestions and help. Above all, make this part of the session enjoyable and encouraging to the coaches. Laugh with them. Assure them that they do not need to be an expert; rather, they simply need to know enough to demonstrate each skill briefly to the kids. With a little practice, each coach should begin to feel comfortable and confident. If coaches get stuck on something, the Head Coaches will be available during the clinic to offer support and assistance. Finally, encourage the coaches to read the Coach's Pocket Guide before the next training clinic.

Second Training: General Volunteer Clinic

Who Attends: Head Coaches, coaches, Clinic Director, Large Group Leader, all other volunteers

When: A few days before the clinic

Where: In a large room at your church

Duration: About an hour to an hour and a half

Materials:

- Coach Kits
- Name tags
- Markers (for writing on name tags)
- Sound system or CD player
- Chairs for everyone
- Copies of designated resources from this Director's Manual
- Sheets of paper and pens for taking notes
- Refreshments and accompanying supplies
- Whiteboard or easel and chart paper, with appropriate markers
- Optional: Wordless Gospel Wristbands and Bibles for all leaders (for role play activity below)

Preparation:

Contact the Large Group Leader and ask him or her to prepare a short presentation about the large group aspects of the clinic. Also ask the head coach to prepare a brief overview of the sports skills he or she has planned.

Copy the designated resources from this Director's Manual and assemble them into a folder or envelope for each participant. Label the folder with the volunteer's name and his or her role. For example, you may want to copy the resources below for volunteers who are not coaches.

- Publicity
- Registration
- Hospitality Area/Snacks
- Safety/First Aid

Before the session, arrange chairs in a semicircle to enhance discussion and allow everyone to see each other. Set up the whiteboard or easel and chart paper where all can see. Play some music as volunteers are entering the room. Prepare a table of simple refreshments.

Small details often get overlooked. Don't forget to mow the soccer field, or sweep the basketball court before the clinic begins!

Session Plan:

This training clinic should be both informative and fun. Start the training by playing some music in the background. Greet each person at the door and invite him or her to make a name tag and find the necessary materials and folder. Ask everyone to sign in so you can keep track of attendance.

Part 1: Clinic Schedule Overview

Start with a fun game (maybe the same one you will be doing with the kids). Bring the focus back to the front and make introductions of all the main volunteers and their roles. Then discuss some or all of the topics below with your group. You may want to prepare a PowerPoint® presentation to outline the main points and offer a helpful visual display:

- Goal of the clinic
- Your vision for the clinic and its ministry potential
- Detailed daily schedule, focus on making sure the different volunteers know where they are supposed to be during the different times. Maybe even move to different areas of the room (large group, sports session, small group) to show the different times people will move.
- Future events and follow-up

Part 2: Sports and Large Groups

Next, invite the Head Coach and the Large Group Leader to present brief overviews of their respective areas. Allow time for other volunteers to ask questions.

Part 3: Discussion and Activity Groups

By now your volunteers have been sitting and listening for a while. It's time to shake them up a bit! Many people learn best when they are actively participating and interacting with others. Have them practice a small group time with each other. Sharing a personal story and asking a few questions will help them relate and prepare for the small group times they are in charge of.

Also giving the coaches time to practice sharing the Gospel using the Gospel Bracelet or Gospel Hand resources would help them be better prepared for doing so with all the kids.

Part 5: Safety, Discipline and Prayer

In this last part of the clinic, inform your volunteers of your church policies for child protection, discipline, and first aid.

Give volunteers a summary sheet or provide materials for them to take notes on these topics. Allow time for them to ask questions as well. End your time together in prayer. Ask volunteers to name various prayer requests for the clinic. Write these on the whiteboard or chart paper, and delegate certain volunteers to pray for each request.

Online Training

Online training is also available through Base Ministry. If you wish to provide training for your coaches that helps them understand the components, sharing their testimonies, sharing the Gospel, please contact a Base Ministry Representative today!

For an example of the training Base offers, check out our "Sharing the Gospel" training [here](#) or via the QR code to the right. (You are welcome to use this for the training of your volunteers.)



Discipline

The word discipline is often used negatively. Actually, discipline is meant to be a loving approach to teaching children appropriate behavior. It comes from the word disciple and literally means “to teach” or “to mold.” Children need discipline to become healthy mature adults. The reason we are confused is that many people incorrectly refer to punishment as discipline.

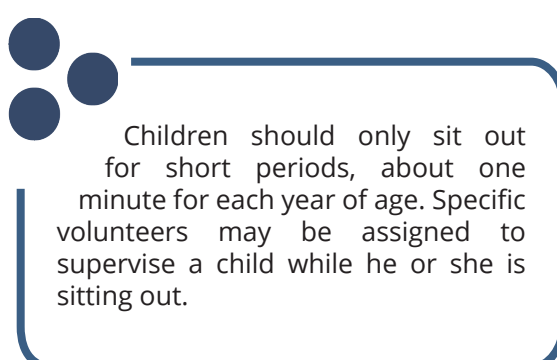
Discipline, properly implemented, helps a child feel loved and secure. In fact, Scripture teaches us in Hebrews 12:8 that if we don't experience discipline from God the Father, then we are illegitimate children. It continues to teach us in verse 11: *“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”* So it is with the children we serve. It's our responsibility to be godly disciplinarians.

One role of the Clinic Director is to help volunteers to discipline well. He or she trains them in constructive discipline techniques. The director is also available to offer support when volunteers encounter discipline issues that are beyond their ability to handle. The director will be able to counsel the child, mediate conflicts between kids and address discipline issues with the child's parents. In an extreme situation, the director has the option of calling a participant's parent to come and pick him or her up.

Discipline Tips

Typically, a gentle verbal correction is all it takes to get a kid back on course. If kids are still acting up, try the tips below, keeping in mind the discipline procedures outlined in your church's child protection policy.

- Remind all participant of the rules.
- Ask the child to help you while you demonstrate an activity or steer them toward another positive role.
- Say the kid's name and make eye contact with them while you give instructions.
- Separate participants who can't stop goofing around and have another volunteer work with them.
- Be fair. Don't play favorites or give preferential treatment to any kids. This can cause others to feel resentment or to misbehave.
- Keep things moving and interesting! Change to a new activity. Keep transitions orderly and quick. This minimizes discipline problems by eliminating down time and keeping kids involved.
- Use praise and positive reinforcement to encourage respectful behavior. Kids will learn they don't need to act up to receive attention.




Children should only sit out for short periods, about one minute for each year of age. Specific volunteers may be assigned to supervise a child while he or she is sitting out.

Discipline Procedures

Refer to your church's child protection policy for general discipline procedures. One of the best practices is to use the three-count for individual discipline and the five-count for group discipline.

The Five-Count for Group Discipline

Use this procedure to gain order and attention in a group. The leader in charge will count to five slowly and loudly, holding their hand in the air and using their fingers during the count. The children respond by being quiet and still by the count of five. All other leaders should remain quiet as well. There are many other ways to gather the attention of a group, but this is simple if you don't already have a favorite.



The list below identifies common mistakes in the five-count.

- Counting too slowly or too quickly
- Counting past five, this moves the goals and kids know they can push the limit.
- Allowing behavior to continue after you've counted. Look to the three count for those who are still talking.

The Three-Count for Individual Discipline

This procedure is for an individual child who continues to misbehave after being given several opportunities to correct his or her behavior.

Count One: A kid who continues to misbehave will receive a count one. The adult volunteer should warn her that her next wrong behavior will lead to a talk and possibly time away.

Count Two: If the same kid continues to misbehave, the clinic director will come to speak with them.

Count Three: If behavior continues, the clinic director will take the child aside and remove them from the activity for a time. In an extreme situation, the director has the option of calling a parent to come and pick their kid up.

Discipline Cautions

Improper use of discipline can be damaging to a child. Remember, the child is not the problem; rather, it is the specific behavior that is at fault. Never respond to a child's behavior with shock, frustration, or anger. Avoid treatment, even words or a tone of voice, which might demean or embarrass the child and lead to feelings of shame or fear.

Respond to unacceptable behavior immediately. Try not to discipline a child in front of the whole group; rather, take them aside with another leader and talk to them individually if possible. Behavior issues should be discussed confidentially with the parent or Clinic Director. Above all, be kind and respectful in your correction. If a situation is beyond what you can handle, other leaders and the Clinic Director are available for advice or help.

Building Relationships with Kids

One of your main responsibilities as a coach is to build relationships with the kids on your team. In fact, building relationships is the primary way to avoid discipline problems and help kids have fun. Below are a few ways you can do this better.

- Learn their names and use them. This is probably one of the best ways to make a child feel loved.
- Greet your team enthusiastically. Be happy to see them! Greet them with a high-five.
- Be yourself. Kids are quick to discern whether a person is genuine and sincere.
- Be aware of any special needs or disorders. This will help you be more sensitive and understanding.
- Talk to them. Show interest in the things that interest them. Ask them questions about their family, their pets, their favorite activities, their school, and so on.
- Make a point to interact in some way with each kid. Kids want and need individual attention and affirmation from adults. Even if all you do is share a laugh, this small act will mean a lot!
- Listen and make eye contact with the team members when they talk to you. Kids this age are eager to talk, and an adult who listens can make them feel valued and loved.
- Treat each child with respect. Do not talk down to them. Use a natural tone of voice, and be as courteous to a child as you would be to an adult.
- Get to know their parents. Greet them when they drop off and pick up the kids. Let them know their child is important to you and thank them for bringing their child to the clinic. Tell parents about any special things their child did during the day as a way to encourage them.

