

CAL RIPKEN, SR. FOUNDATION  
**YOUTH CLINIC**  
PLANNING GUIDE



This planning guide serves as a resource for law enforcement officers and their agencies on how to coordinate, plan, implement, and/or volunteer for youth clinics within their community.

Youth events encourage kids to succeed and envision their futures while having fun in healthy, productive ways. These opportunities encourage youth participation, retention, and interest in the program while also giving law enforcement officers the chance to connect with youth, break down barriers, and build relationships in a positive environment. We encourage law enforcement officers and/or agencies to host youth clinics in their community or volunteer as a mentor while partnering with a local youth-serving organization such as a Boys & Girls Club, YMCA, or school.



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## WHEN PLANNING A YOUTH CLINIC, KEEP THE FOLLOWING STEPS IN MIND:

1. Decide the type of clinic you want to host.
  - a. Multi-sport clinic
  - b. Quickball tournament
  - c. Soccer clinic
  - d. Other
2. If you don't serve youth at your location, partner with a local youth-serving organization.
  - a. Boys & Girls Clubs
  - b. YMCAs
  - c. Schools
  - d. Parks & Recreation Departments
3. Identify the age range for the youth that will attend the one-day event.
4. Create a promotional document and/or email to send out to youth and families to garner excitement for your event.
5. Confirm youth attendance with youth-serving organization.
6. Identify the location of the event.
  - a. If location is outside, make sure you have an alternative location in case of rain.
  - b. Make sure the location has access to bathrooms.
7. Choose a date for your event.
  - a. Make sure you coordinate with your youth-serving organization and volunteers on their availability.
8. Recruit additional law enforcement mentors and/or volunteers to serve as coaches during your clinic.
  - a. Volunteers can include college students, staff from the youth-serving organization, and local minor and major league sports teams.
  - b. Be sure to distribute all necessary child protection documents:
    - i. Background checks for volunteers.
    - ii. Event waivers for youth to protect your organization in the case of injury.
    - iii. Media releases for youth – if you have youth that can't be photographed, bring different colored wristbands for identification.
9. Once you've confirmed your clinic date, location, and coaches, you can begin to plan the logistics for the day.
  - a. You'll want to identify several different stations for youth to participate in during the clinic. Having a variety of different activities fosters an inclusive environment. Not every participant will be interested in sports. To ensure retention, have other activities.
  - b. These stations can include a wide variation of activities.
    - i. Sports
      1. Soccer - shooting, dribbling
      2. Football relay
      3. Baseball - hitting, infield, outfield
      4. Dodgeball
    - ii. STEM
    - iii. Arts & Crafts
    - iv. Law Enforcement Presentations
      1. K9 Demonstration
      2. Helicopter landing
      3. Presentation of cars, trucks, equipment, etc.



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## DAY OF CLINIC STEPS

1. Create a sign-in sheet in order to track volunteers. This can also serve as a way to invite them back for future events.
2. Greet additional law enforcement officers and volunteers that will serve as your coaches.
3. Be sure to assign each coach to a station and confirm they are comfortable leading it. Make sure your coaches are aware of the timing of each station and the rotation.
  - a. Set up the direction you would like the youth to rotate through each station (i.e. clockwise or counter-clockwise), as all youth should have an equal and fair opportunity to participate in each activity.
  - b. Set a timer for the length of each station, leaving enough time for youth to rotate.
    - i. For example, each station will last 15 minutes. At the end of the 15 minutes, include two minutes to rotate to ensure youth get to the next activity.
4. Set up water stations.
5. Once youth arrive, have them meet in a central location and await instructions.
6. Prior to beginning the clinic, review the rules for the day and give a brief overview of the stations.
7. After reviewing the rules, separate youth by age. This will create a safer environment by keeping youth of the same age together.
8. Once youth are separated, allow them to go to their first station.
9. Each coach should explain their station with three to five instructions. This allows youth to get the basic understanding of the activity and gets them playing quickly.
10. During each station, be sure to encourage youth and provide a lot of positive reinforcement through high-fives and verbal encouragement.
11. After the stations, do a quick wrap up and reflect on what the youth have learned.
12. If possible, provide youth with a meal or a snack after the clinic.



If a local community-based organization such as a Boys & Girls Club, YMCA, or school is hosting a clinic, reach out to see how your agency can volunteer. Possible volunteer opportunities can include:

1. Offer to attend the event with additional officers as volunteers/mentors.
2. Create a law enforcement presentation for the event. Examples include:
  - a. K-9 demonstration
  - b. Equipment show-and-tell
  - c. Food donation and distribution

**\* REMINDER\*** During these clinics, it is important to have a paramedic, EMT, or athletic trainer on site in the event of injury or an emergency. Reach out to local fire departments for EMT or paramedic volunteers. Local high schools may also have athletic trainers on staff that are willing to volunteer. However, if you are already trained in this field, the need to hire an outside party may not be necessary.



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## SCREENING/BACKGROUND CHECKS:

When hosting clinics, it is important to ensure the safety of youth participants, volunteers, mentors, and coaches involved. Any adult interacting with youth during a clinic or any program must successfully pass a background check screening.

As a Cal Ripken, Sr. Foundation partner, all employees, volunteers, mentors, and coaches must successfully pass a background check screening annually. This is designed for partners and youth-serving organizations to keep children safe from sexual predators and those who seek to harm them.

The Ripken Foundation has a first-of-its-kind resource that includes a newly developed Child Protection Policy, affordable background checks, and child safety training videos available to any organization in America at no cost to all who register online at [www.ripkenfoundation.org/resource-portal](http://www.ripkenfoundation.org/resource-portal).

## EVENT LIABILITY WAIVERS:

When hosting clinics, it is important to supply any participating youth-serving organization with proper liability waivers prior to attending. This waiver verifies the following:

- Participating organization(s) consents to participating in the event.
- Allows the use of photographs, videos and use of likeness of participants to be used by hosting organization (i.e. social media posts, media exposure, etc.).
- Gives the right to remove any participants from the event if necessary.
- Directs all liability to the participating organization.



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