Youth skills clinic planning kit

A head start for your booster club. Take what's useful and change the rest.

Timeline

6 weeks out

- [ ] Set the date, ages, and fee with the coaches
- [ ] Reserve the gym or field
- [ ] Ask the school or district about waivers and insurance
  Many schools have a waiver and rules for youth events on their grounds.
- [ ] Set up registration with the waiver
  Collect each child's age, T-shirt size, emergency contact, and any medical notes.

4 to 5 weeks out

- [ ] Open registration and send flyers to local schools and leagues
- [ ] Share the volunteer signup link

2 to 3 weeks out

- [ ] Order clinic T-shirts
  Leave a few extra in common sizes for late sign-ups.
- [ ] Plan the stations with the coaches
- [ ] Follow up on empty volunteer spots

The final week

- [ ] Close registration
- [ ] Sort players into groups by age
- [ ] Send families drop-off, pickup, and what to bring
- [ ] Buy water, snacks, and first aid supplies
- [ ] Walk the athletes through their stations

Clinic day

- [ ] Set up stations and the check-in table

After the clinic

- [ ] Thank coaches, athletes, and volunteers
- [ ] Record payments and receipts
- [ ] Write down what to change next time
  A few quick notes while it's fresh can save next season's booster club a lot of time.

Volunteer spots

A sample to adapt, for a school of 600–1,000 students. The online version at pineboard.app/templates resizes it for yours. Add, cut, or rename spots to suit your school.

Spot	When	People
Setup Crew Set up stations, cones, and the check-in table.	8:00 AM to 9:00 AM	4
Check-In and Waivers Check players in, confirm waivers, and hand out T-shirts.	8:15 AM to 9:30 AM	3
Station Coaches Run a skills station with the team's athletes.	9:00 AM to 12:00 PM	8
Group Leaders Walk a group of young players between stations.	9:00 AM to 12:00 PM	6
First Aid and Water Keep water, ice, and the first aid kit ready.	9:00 AM to 12:00 PM	2
Snack Table Hand out snacks at the break.	10:15 AM to 11:00 AM	2
Pickup and Cleanup Match each player to their grown-up, then pack up.	11:45 AM to 12:30 PM	4

Sample budget

Placeholder amounts to help you get started, not real prices. Swap in your own numbers.

Item	Example	Our budget
Clinic T-shirts	$400	
Water and snacks	$120	
Cones, pinnies, and equipment	$80	
Participant awards	$60	
Flyers and printing	$40	
Total	**$700**	

Shopping list

Sporting goods store

- [ ] Cones
- [ ] Pinnies
- [ ] Extra balls

Warehouse club

- [ ] Water
- [ ] Snacks
- [ ] Ice

Pharmacy or office supply store

- [ ] First aid kit
- [ ] Name tags
- [ ] Markers
- [ ] Clipboards

Easy things to overlook

Waivers and medical notes
Having every waiver and medical note in hand before the first drill keeps the morning calm.

Pickup
Matching each child to their grown-up at the end is as important as check-in.

Adults with every group
Athletes make great teachers, and an adult with each group keeps everyone safe.

Water breaks
Young players forget to drink. A break in every rotation helps.

Extra T-shirts
A few spares in common sizes means late sign-ups still feel part of the team.

Want it all in one place?
PineBoard can hold your tasks, volunteers, shopping, and budget together, and copies the plan to next year. Try it free for 60 days at pineboard.app.