

PLANNING CHECKLIST

THREE TO SIX MONTHS BEFORE

- Review this *Director Guide* and familiarize yourself with all the components. This is a good time to divide up the items in your kit according to who will use them.
- Choose which sports to offer. Think about the coaches available, your facilities, and community interest. The **MEGA Sports Camp In Your Element Starter Kit** includes easy-to-follow playbooks for basketball, soccer, and cheerleading, while playbooks for baseball, flag football, and volleyball are available for purchase.
- Schedule the dates, times, and location of your MEGA Sports Camp outreach.

TWO TO THREE MONTHS BEFORE

- Decide which role(s) you will fill and then begin recruiting volunteers to fill the other spots:

Head Coaches	Safety Coach	Snack Coach
Huddle Coaches	Prayer Coach	Publicity Coach
Rally Coach	Follow-Up Coach	Registration Coach
Music Coach	Camp Store Coach	Decorations Coach
Professor Zoom	Media Coach	Production Assistant

- Schedule and plan the Volunteer Training session.
- Provide each volunteer with the resources they need from this *Director Guide*, along with any manuals or playbooks that correspond with their role.
- Check with your church's insurance company to determine if you are covered for a Sports Camp or if you will need an additional policy rider.
- Schedule and plan the Volunteer Training (Director trains the staff using the training video at MEGASportsCamp.com or in the **Downloads**).
- Publicity Coach begins to promote your Sports Camp. Director orders extra **Posters**. Print Postcards, Banners, and other promotional assets from the **Downloads**.

COACH'S CORNER



A key to the success of a MEGA Sports Camp outreach is making sure kids see their coaches involved in the spiritual parts of camp too. Ask coaches to lead sports stories and Bible stories, join in the singing, and participate in every part of the rallies.

SIX WEEKS BEFORE

- Prepare the product order for your Sports Camp. Use the **MEGA Sports Camp *In Your Element* Catalog**, visit MyHealthyChurch.com, or call 1 (855) 642-2011 to place your order.
 1. Order the following for your coaches:
 - One **Coach T-shirt** per coach
 - One **Coach Huddle Guide** per Huddle Coach
 - One **Playbook** per Head Coach in each sport
 - One **Salvation Share Square** per Huddle Group
 - One **MEGA Verse Wristband** per coach
 - One **Drawstring Backpack** per coach (optional)
 2. Order the following for all kids:
 - One ***In Your Element* T-shirt** per kid
 - One ***Sports Flash*** set per kid
 - One **MEGA Verse Wristband** per kid (have extras for walk-ons)
 - One set of **Theme Keeper Buttons** per kid
 - One **Backpack** per kid (optional)
 - One **Water Bottle** per kid (optional)
 - One **Mini Foam Finger** per kid (optional)
 - In Your Element* Stickers** (optional)
 3. Along with the Camp Store Coach, order souvenirs for the Sports Camp Store from MyHealthChurch.com or call 1 (855) 642-2011.
 - Order additional prizes if you choose to reward kids who bring their last ***Sports Flash*** “I Did It” flap to church the Sunday after camp
 - Begin recruiting Huddle Coaches.
 - Create a contingency plan for inclement weather.
 - Head Coaches determine supplies needed for their sport.
 - Plan how you will celebrate the end of MEGA Sports Camp. Consider inviting parents (and the whole church) to the final Closing Rally so the kids can show what they’ve learned.
 - If you are offering cheerleading, download additional materials from MyHealthyChurch.com/Cheer.

FOUR WEEKS BEFORE

- Begin preregistration. Every kid’s parent or guardian must fill out a registration form and a model release form if you plan to photograph or video any part of camp.



COACH'S CORNER

Need an idea of how much to spend per camper? Choose which you'll provide:

- \$ ____ **T-shirt**
- \$ ____ ***Sports Flash***
- \$ ____ **MEGA Verse Wristband**
- \$ ____ **Theme Keeper Buttons**
- \$ ____ **Backpack**
- \$ ____ **Water Bottle**
- \$ ____ Snacks and drinks
- \$ ____ Sports equipment (if not donated or borrowed)

\$ ____ Total for each kid

x ____ Number of kids

\$ ____ Grand total



COACH'S CORNER

Check out page 13 to figure out how many kids' **T-shirts** to purchase in the right variety of sizes.



COACH'S CORNER

Model release forms give you permission to photograph and video the kids at MEGA Sports Camp sessions. For safety and legal reasons, never provide identifying information with a photo or video of a kid. If a kid's parents deny permission, place a bright sticker or other identifier on the front of their shirt so the Media Coach knows to avoid capturing them in photos or videos.

TWO WEEKS BEFORE

- Many kids register at the last minute, so be prepared with plenty of extra **T-shirts**, ***Sports Flash*** newsletters, **Theme Keeper Buttons**, and **MEGA Verse Wristbands**.
- Continue to recruit Huddle Coaches so that you have one for every 5–8 kids. To allow for walk-ons, you may want to have one Huddle Coach for every four preregistered kids.
- Touch base with all the Head Coaches to make sure they have everything they need.
- Host the Volunteer Training session.

ONE WEEK BEFORE

- Purchase any last-minute supplies.
- Ask your pastor to remind the congregation to be praying for the MEGA Sports Camp outreach.
- Prepare a Name Tag, **T-shirt**, and **Water Bottle** for each kid. Have extras on hand for kids who didn't preregister.
- Distribute the daily schedule to all coaches.
- Divide each sport's preregistered kids into Huddle Groups of 5–8 kids and assign a Huddle Coach to each group. Leave extra spots for kids who don't preregister.
- Before camp, hand out the Prayer Guide (available in the **Downloads**) to help coaches prepare for each day's theme.

FIRST DAY

- Before camp begins, meet with all volunteers for last-minute instructions and prayer. Distribute the safety plan, introduce the Safety Coach, and let everyone know where the Safety Area will be located during MEGA Sports Camp.
- Ensure registration goes smoothly (see pages 54–58).
- At the Opening Rally, welcome kids and introduce coaches.
- During the Sports Sessions, roam and answer questions. It is helpful to have phones or walkie-talkies.

EVERY DAY

- Before camp begins, meet with all volunteers for last-minute instructions and prayer. Make sure everyone is present for the day. Recruit extra Huddle Coaches if needed.

COACH'S CORNER



Print the Prayer Guide for all the coaches. Encourage them to pray before camp starts each day. This will help them prepare for ministering to the kids.

- Promote the special Closing Rally to be held on the final day, so kids can invite their parents and other family members to attend. On Day 3, send home the Parent Edition invitation from *Sports Flash*.
- Hand out *Sports Flash* newsletters and **Theme Keeper Buttons**.
- Give **MEGA Verse Wristbands** to new kids on their first day.
- Check the inventory at your Sports Camp Store.
- Make memories. Take pictures or even join a Sports Session.

BEFORE THE LAST DAY

- Prepare Certificates for kids (available in the **Downloads**).
- Check with the Cheerleading Head Coach to plan for the kids' performance during the final Closing Rally.
- Recruit a clean-up team to help gather leftover supplies and pick up the Sports Areas and Rally Zone.

LAST DAY

- Invite kids and families to your next service or kids event.
- Optional: Tell kids they'll get another chance for a prize if they bring the final *Sports Flash* "I Did It" flap to church.

AFTER MEGA SPORTS CAMP

- Along with other volunteers, clean up facilities and return sports equipment to its owners.
- Gather staff input using the Team Member Postgame Review form (available in the **Downloads**) or the online survey at MEGASportsCamp.com.
- Share pictures and videos from Sports Camp.
- Kids accept Jesus at almost every MEGA Sports Camp outreach, so be ready to tell your church the good news!
- Follow up with anyone who accepted Jesus as their Savior.
- Prepare to welcome guests on the following Sunday.
- Send in the Director Evaluation (available in the **Downloads**) or complete the online survey at MEGASportsCamp.com.
- Gather leftover items like **T-shirts** and **Theme Keeper Buttons** to use in the future as kids' ministry giveaways.

COACH'S CORNER



Here are some ideas for the last day of your MEGA Sports Camp outreach:

- Invite families to an award ceremony. Make sure every kid receives an award!
- Let kids showcase their sport for their families. After scrimmages, come back together for awards and a special last-day snack. Have the cheerleaders cheer as kids are called up to receive their awards.
- Have a picnic for the kids and their families and let the parents join the sports games!
- Have a tailgate party in the church parking lot for kids and their families. If it's hot, you could have water games set up.

COACH'S CORNER



Help us make MEGA Sports Camp better! Please complete the evaluation survey online at MEGASportsCamp.com.