

Dry Run Guide

The purpose of this document is to let you run your club through the complete schedule as a "dry run" or "dress rehearsal" before club starts. Once all the questions have been answered, hold another meeting to walk your leaders through the process of club (actually set up rooms for a complete club night, and run your club schedule) without any children present. Follow the guide listed below and actually do each item. Use some of your leaders or leader's kids as your clubbers to practice on. Note: These steps work well with Sparks thru the 6th grade. Cubbies have a unique schedule that is listed in their Leader Training book. Have the Cubbies Director go over this schedule with their Leaders.

Before Club

The Commander

- Arrives first and gets out all the supplies for Directors
- Checks with all Directors for leader shortages, and arranges extra helpers to listen during Handbook Time or assist in club (may need to get help from church service)
- Passes out any last minute information or changes to Directors
- Meets Parents as they drop off clubbers

The Directors

- Arrive 15 minutes early to:
 - Σ Set up the registration table and attendance supplies
 - Σ Set up their handbook rooms & council time rooms (chairs, tables, etc.)
 - Σ Set out and Arrange supplies for the night
- Greet clubbers and parents at registration table
- Game Time Director gets flags, game equipment and supplies ready, and has 5 pre-planned games ready to play

The Leaders

- Arrive 15 minutes early to:
 - Σ Greet Clubbers as they arrive at club
 - Σ Run a pre-club activity to keep clubbers busy until club starts
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The Opening Ceremony (5 minutes)

The Commander

- Selects two clubbers in uniform to hold flags (Use your leaders the first night of club to demonstrate the opening ceremony)
- Blows the whistle and gives a 5-count when club is to start
- Conducts the Opening Ceremony (commands are in the Leadersource Training Book)
- Makes any announcements to the Club
- Prays and dismisses clubs to their different schedules (Directors take charge)

The Directors

- When the 5-count is given, assists clubbers to get lined up and quiet
- Participates in the opening ceremony as an example
- Marches club from the opening ceremony in orderly and quiet manner

The Leaders

- When the 5-count is given, assists clubbers to get lined up and quiet
- Participates in the opening ceremony as an example

Game Time (25 minutes or 40 minutes)

The Commander

- Evaluates Game Time (information used during next leaders meeting to improve club)
- Available to assist Directors with club needs

The Game Director

- Primary Disciplinarian during Game Time
- Balances Teams if they are short players
- Plays 4-5 games and ensures everyone gets to play
- Uses 5-count to maintain discipline
- Awards points to 1st place team, 2nd place team, and 3rd & 4th place teams if they finish the game
- Awards points for lining up the fastest during a 5 count
- Awards points for fun items like cheering the loudest or quietest, etc.

Other Directors and Leaders

- Line up clubbers tallest to smallest on the team line
- Explain games and select players per Game Directors instructions
- Assist the Game Director with clubber discipline (lining up when 5-count is given, being quiet, etc.)
- Encourage clubbers and be their cheerleader

Score Keeper

- Keeps score as Game Director hands out points to the teams and passes score sheet to next points keeper as determined in the Club Planning Guide

Handbook Time (25 minutes or 40 minutes)

The Commander

- Evaluates Handbook Time (information used during next leaders meeting to improve club)
- Available to assist Directors with club needs

The Director

- Primary Disciplinarian of Handbook Time
- Assists Leaders with getting first time children into handbook groups
- Get supplies when Leaders need them (Entrance booklets, Handbooks, pencils, Clubber Progress Cards, "Team Points and Award" sheets, etc.)
- Assign extra helpers (i.e. listeners from the evening service) to handbook groups to assist Leaders
- Be Available to answer Leader's questions
- Passes Handbook points to the next Points Keeper as determined in Club Planning Guide

The Handbook Leader

- Get handbook group seated and then pray
- Learn each clubber's name, and ask what they have ready to recite for the night
- Get clubbers that have nothing ready, started working on their material
- Listen to clubbers recite work (you may have a second leader work as a listener sitting out in the hallway or away from the group, freeing up the teaching leader to help clubbers with their memory work)
- Fill in Clubber Progress record card after each section is recited, record team points (Sparks and Older clubs only) and awards earned on the "Team Points and Awards" sheet)
- Make sure each clubber gets attention
- Turns in "Team Points and Awards" sheet to Director at the end of Handbook Time

Council Time (25 minutes or 40 minutes)

The Commander

- Evaluates Council Time (information used during next leaders meeting to improve club)
- Available to speak during Council Time
- Available to assist Directors with club needs

The Director (if more than 2 are in the same Council Time, share duties)

- Arranges clubbers by color team
- Gives Announcements
- Hands out Awards earned
- Has a selected Leader do 1-2 songs
- Has selected Leader, Commander, or Special Guest give devotion (should last no longer than 1 minute per age of the youngest group plus 3 minutes)
- Allows time for clubber decisions and has leaders available to counsel with clubber
- Reemphasizes important announcements again
- Gets points from the Points Keeper and awards the winning team

The Leaders

- Sit with clubbers to maintain discipline and be an example
- Prepared to counsel with clubbers (has plan of salvation and can talk about salvation in age appropriate terms)

After Club

The Commander

- Assigns Directors responsibility to clean up club (return rooms to original condition, materials stored, etc.)
- Talks to parents about any discipline problems

The Directors

- Informs parents of any decisions made during club
- Assigns Leaders to clean-up tasks
- Available to counsel with clubbers

The Leaders

- Assist Directors with club clean-up
- Available to counsel with clubbers