IMPORTANT GUIDELINES FOR PHOTOCOPYING
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FOREWORD

The need for strong leadership and character development skills among our nation’s youth has never been more apparent. With the prevalence of childhood obesity and the growing issue of bullying among youth and teens today, Boys & Girls Clubs are uniquely positioned to help youth overcome obstacles, combat stereotypes and have a positive effect on the lives of members.

It is critical that young people not only have a say about their future but help shape it. Research indicates that young people who develop leadership skills and engage in their communities are more effective in school, maintain positive relationships with adults and peers and avoid risky behaviors. By engaging members early in life, we provide them with the tools and support needed to become productive, caring and responsible citizens.

Triple Play, Boys & Girls Clubs of America’s (BGCA) first comprehensive health and wellness program, strives to improve the overall health of all members by supporting increased physical activity, healthy relationships, good nutrition and leadership development. Since the program was introduced in 2005, more than one million Club members have participated in a wide range of fun activities. Program components are designed around three main pillars – Mind, Body and Soul.

More specifically, Triple Play Leadership Clubs are part of the Triple Play “Body” component. These youth leadership groups, for members 10 and older, promote fitness, community service, healthy eating and an improved ability to interact positively with peers. Not only do Triple Play Leadership Clubs drive an atmosphere of healthy lifestyles in your Club, but programs and activities are designed to foster good character and citizenship among members. Because this program promotes positive outcomes in two of BGCA’s priority outcome areas, integrating Triple Play Leadership Clubs into your Club's program offerings is an easy way to provide an outcome-driven Club Experience for your members.

We hope that you find this guide useful when starting a Triple Play Leadership Club, or enhancing your existing program. This resource is designed to provide guidance for Club staff and other program volunteers so that they may positively impact the lives of members, so that those members then go on to have great futures.

Judith J. Pickens, M.Ed.
Senior Vice President, Program & Youth Development Services
Boys & Girls Clubs of America
ACKNOWLEDGMENTS

BGCA gratefully acknowledges the contributions of the following organizations and individuals to the development of the *Triple Play Leadership Club Guide*. This resource is a critical component of BGCA's Triple Play program.

Triple Play: A Game Plan for the Mind, Body and Soul is BGCA's first comprehensive health and wellness initiative developed in collaboration with the U.S. Department of Health and Human Services. Originally developed and launched in 2005, this program is still possible today thanks to the generous support of The Coca-Cola Company and the WellPoint Foundation.

Many of BGCA's national staff provided invaluable insights and suggestions for the revision of the *Triple Play Leadership Club Guide*:

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Introduction

Triple Play Leadership Clubs, formerly known as Sports Clubs, are small-group youth leadership clubs in Boys & Girls Clubs that promote leadership, health and wellness, and community involvement in the Club and community. Part of BGCA’s Triple Play: A Game Plan for the Mind, Body and Soul program, Triple Play Leadership Clubs specifically promote the importance of good character and wellness among Club members.

BGCA has developed the Formula for Impact – a research-informed theory of change – that provides guidance for Clubs so that they can provide youth with a meaningful Club Experience that is designed to drive youth to demonstrate positive outcomes in Academic Success, Good Character & Citizenship and Healthy Lifestyles.

Our Formula begins with the young people in Clubs. It calls for us to consistently provide the most powerful Club Experience possible – by implementing the Five Key Elements for Positive Youth Development, offering high-yield activities, providing targeted programs and encouraging regular attendance – all of which we know help youth achieve priority outcomes. Then, because attending the Club more frequently and over a greater length of time makes young people even more likely to achieve positive outcomes, we must also pursue strategies to increase attendance, program participation and member retention.

In an outcome-driven organization, the entire organization shares clear goals for youth. All programs and activities are coordinated, purposeful and designed to advance one or more of our priority outcomes. Triple Play Leadership Clubs, as part of an outcome-driven Club Experience, support BGCA’s Formula for Impact as it drives positive outcomes in two of BGCA’s priority outcome areas: Good Character & Citizenship and Healthy Lifestyles.
Understanding Triple Play Leadership Clubs

Mission: Triple Play Leadership Clubs provide youth with opportunities to hone their leadership skills through service and fitness within the Club and community.

WHAT IS A TRIPLE PLAY LEADERSHIP CLUB?

Triple Play Leadership Clubs are youth leadership groups in Boys & Girls Clubs that promote physical fitness, service, healthy eating habits and help youth interact positively with peers.

Triple Play Leadership Clubs consist of both male and female members ages 10 and older.

Youth who participate in Leadership Clubs serve as role models for members involved in Triple Play, the largest health and wellness endeavor BGCA has ever undertaken. This comprehensive program includes three vital components – Mind, Body and Soul – to help young people develop healthy lifestyles and demonstrate good character. As part of the “Body” component, Triple Play Leadership Club leaders:

- Encourage Club youth to become more knowledgeable about healthy eating habits. This includes making smart food choices,
ImplementAtIon ReSouRCe foR Club StAff And VolunteeRS

eating proper portion sizes, and creating fun and healthy meals.

• Strengthen character and reinforce positive behavior through health and wellness activities, and community service projects.
• Help coach, officiate, keep score, conduct health- and wellness-related community service projects, conduct Triple Play Daily Challenges, and assist staff with sports clinics and other fitness activities.

Participation in Triple Play Leadership Clubs empowers youth to adopt healthier lifestyles by learning about nutrition; engage the community regarding health and wellness issues; become more physically active; and improve their confidence and interpersonal skills.

WHY START A TRIPLE PLAY LEADERSHIP CLUB?

The Triple Play program emphasizes the importance of fitness, social recreation and nutrition-related activities for youth. Fitness activities teach young people basic skills that help them develop lifelong fitness knowledge. Important tenets, such as sportsmanship and fairness, can be learned on the soccer field or basketball court. Qualities like self-confidence, teamwork, discipline, the value of practice and the thrill of individual achievement—all of which are critical to youth development—can also be gained through sports and fitness activities.

The Triple Play Leadership Club program uses these lessons and others to help its members grow. Members develop a sense of belonging through participation in Leadership Club activities and interaction with peers. They learn to use teamwork to accomplish goals, make group decisions, plan their own events and govern themselves. Each member has a role in helping the group function.

WHAT ARE THE REQUIREMENTS TO CHARTER A TRIPLE PLAY LEADERSHIP CLUB?

To receive a charter for a Triple Play Leadership Club program, Clubs must meet the following criteria:

• Must submit a completed charter application each year to BGCA.
• Have a minimum of eight and a maximum of 12 members, ages 10-18.
• Have at least one adult advisor, preferably at least 24 years old.
• Members complete Triple Play’s Healthy Habits program.
• Members conduct at least two Triple Play Daily Challenges for Club members, assist in hosting (or participate in) at least one Triple Play Games Tournament and conduct one Healthy Habits session for Club members each year.
• Remain active in the Leadership Club throughout the year.
• Organize community-based volunteer service projects to improve and promote health and wellness, leadership and fitness in their Club and community.

Clubs with a larger membership population may form multiple Triple Play Leadership Clubs to better address the needs and interests of their members. These same rules apply for each chartered Triple Play Leadership Club.
SELECTING AN ADVISOR

The Triple Play Leadership Club advisor is key to the success of the program. The support and guidance that the advisor provides helps members bond and keeps the group on task. It is strongly recommended that the Triple Play Leadership Club advisor be at least 24 years old. Identifying the right advisor is critical to the success of the Triple Play Leadership Club.

When selecting the Triple Play Leadership Club advisor, it is important to choose someone who is skilled at drawing out and encouraging youth input. Advisors need to understand the difference between working with youth and working for them. They should not try to relive their youth through the Triple Play Leadership Club. Advisors who model appropriate adult behaviors will gain the confidence of young people.

Remember, one whose conduct and actions blur the line between adult and teen behavior compromises his integrity and diminishes his ability to influence members. Additionally, an advisor who displays a lack of respect for youth viewpoints, interests and needs will find it difficult to earn the trust of program participants.

On the other end of the spectrum, the role of the advisor is to empower, not control, Triple Play Leadership Club members. If members are the “glue” that holds the Triple Play Leadership Club together, the advisor is the extra “tape” that supports and strengthens the group dynamic.
ROLE OF THE ADVISOR

The Triple Play Leadership Club advisor’s role is to help members learn the value and fun of working together to accomplish tasks that are beneficial to others, while developing self-reliance and confidence in their own organization and decision-making abilities.

ADVISOR GUIDELINES

In addition to ensuring that Triple Play Leadership Club members work as a group, the advisor is encouraged to learn as much as possible about each member and to offer individual consultations when help is needed. An advisor may be asked to discuss a variety of topics, ranging from career options to medical problems, trouble in school to young love, and gang involvement to drug abuse. Advisors should never pass judgment, but seek ways to help members positively resolve their own problems. At the same time, the advisor has to balance any legal responsibility for reporting instances of abuse or neglect. Sometimes a referral to appropriate organizational leadership is warranted. The advisor must maintain confidentiality, the key ingredient upon which individual/group trust is built.

The Triple Play Leadership Club advisor must seek healthy relationships that do not compromise her authority. Breaking any bond of trust is detrimental to the group and to the advisor’s overall effectiveness. Advisors should avoid the perception of favoritism among members, be able to admit mistakes when needed, and establish trust and communication to foster strong group cohesiveness.

Advisors should seek to encourage participation among all members, being sensitive to the needs of youth who lack confidence and whose skills may be weaker than those of other members. The Triple Play Leadership Club advisor can create a positive learning environment by adhering to two basic rules:

- Never ridicule a member for advancing a suggestion or idea.
- Avoid negative discussions about individual members or the group.

Conversely, the advisor who seeks opportunities for youth to empower themselves provides a variety of programs and events that accomplish the following objectives:

- Develop an atmosphere of trust and unity respectful of cultural and gender considerations, while promoting inclusiveness.
- Incorporate specific skills and work habits to strengthen group cohesiveness and productivity.
- Cultivate desirable citizenship and leadership traits through a shared democratic process.
- Promote pride in the Boys & Girls Club and the community it serves.

ADVISOR RESPONSIBILITIES

The advisor takes the lead in starting the Triple Play Leadership Club program. He accesses information from BGCA, recruits the initial members and promotes and runs the initial meetings. After the second meeting, the officers are elected and the advisor’s role is to oversee and guide the Club.
Provide advice and guidance. The advisor provides advice when asked and expertise when necessary. The advisor helps members think through their projects and look at the feasibility of each.

Assist officers and committee chairpersons. The advisor works closely with the officers and committee chairpersons to help them complete their responsibilities. The following are examples of advisor roles:

- **Meetings** – The advisor first demonstrates and then assists the members in developing an agenda, running a meeting and creating action items. As the members become comfortable with these tasks, the advisor simply oversees the meeting.

- **Service hours** – The advisor first demonstrates and then assists the secretary in keeping proper records of community-service hours served by each Club member. As the secretary becomes comfortable with these tasks, the advisor simply oversees the record keeping of community hours.

- **Record keeping** – The advisor first demonstrates and then assists the secretary in keeping proper records of meetings, including how to take and present minutes from each meeting. As the secretary becomes comfortable with these tasks, the advisor simply oversees the record keeping of meetings.

- **Bookkeeping** – The advisor first demonstrates and then assists the treasurer in keeping the books. As the treasurer becomes comfortable with these tasks, the advisor simply oversees the bookkeeping.

Communicate with BGCA. The advisor ensures that the Triple Play Leadership Club program is meeting all its obligations to the national office and that the documents submitted to the national office are complete and correct. This documentation includes:

- Programmatic reports
- Charter application and renewal
- Copies of press releases and local news media coverage of Triple Play Leadership Club events
- Program feedback

WHAT ADVISORS DO FOR YOUTH

In response to what youth want and need at this important stage of development, Club professionals, particularly advisors of programs like Triple Play Leadership Club, provide informal guidance and mentoring that helps youth develop:

- the ability and determination to overcome obstacles;
- an unbreakable bond between themselves and Club mentors;
- the ability to realize achievements greater than they ever imagined;
- the desire to contribute to the lives of others; and
- important life lessons learned from their Club experiences.

WHAT YOUTH WANT

The role an advisor can play in the life of a young person, especially a teen, is more evident as we gain a better understanding of what they are experiencing and what they want. The Triple Play Leadership Club program offers youth a small-group peer experience with opportunities to test,
develop and grow in a positive environment. It also offers supportive adult guidance in an unobtrusive, non-threatening manner. Studies into adolescent development identify what youth want and need as the following:

- a safe place of their own, where they can relax and be with friends;
- caring, listening adult staff;
- opportunities to plan their own activities;
- programs that address their needs and interests;
- opportunities for physical activity;
- development of competence and achievement;
- opportunities for creative expression;
- positive interaction with peers and adults;
- sense of structure and clear limits; and
- meaningful participation in authentic work.

UNDERSTANDING YOUTH

For Triple Play Leadership Club advisors to facilitate a meaningful small-group experience, they need to recognize that youth are in a critical developmental stage of life. Many young people are experiencing extreme highs and lows as they experiment, test and question the world around them. Their feelings range from self-doubt to euphoria and invincibility. The whole world is before them as they try to define who they are, who they want to be and how they will fit in.

What is happening developmentally for youth can be categorized into four areas:

- Physical development
- Cognitive development
- Emotional development
- Social development

Triple Play Leadership Clubs offer an excellent opportunity to meet the developmental needs of youth. The challenge of the Triple Play Leadership Club advisor is to understand what is happening in the lives of Club members and help them reach their full potential. The following chart outlines some changes that youth experience in early adolescence.

(Note: A complete list of age-appropriate child and adolescent developmental milestones is available to order in a two-sided poster through BGCA’s SupplyWorks. Visit the online store – available through www.bgca.net – or call 404-487-5701 and reference product P-300.)
ImplementAtion ReSouRCe foR Club Staff And VolunteeRS

There is wide variation in the onset of puberty, creating early and late maturation. Girls begin puberty, on average, two years earlier than boys.

The physical changes of puberty become outwardly apparent, and children are more aware of their changing bodies.

Puberty continues. Both boys and girls show outward, physical signs of maturation. Boys’ voices deepen and many girls are menstruating.

By age 15, boys have typically begun growth spurts and are taller and more muscular than girls. By age 14 or 15, most girls have reached their final adult height.

Physical changes are leveling off. Most girls have completed puberty and achieved their full height. Boys may still be maturing physically; in particular, boys’ muscles continue to develop. Boys also develop greater heart and lung capacity.

<table>
<thead>
<tr>
<th>Ages 10-12</th>
<th>PHYSICAL DEVELOPMENT</th>
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<td></td>
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<tr>
<th>Ages 13-15</th>
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<th>Ages 16-18</th>
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### Adolescent Developmental Milestones (By Age)

| Ages 10-12 | Thinking matures as children’s attention, memory and problem-solving abilities improve. Children develop greater abilities for logic and reason; their thinking is predominantly concrete rather than abstract. |
| Ages 13-15 | Youth develop a greater ability for complex thought (i.e., they can think abstractly, use reasoning skills, show more intellectual curiosity and can understand the hypothetical). Goal-setting, including for long-term goals, becomes important. |
| Ages 16-18 | Most older teens can now think abstractly and hypothetically, can discern the underlying principles of a situation and apply them to new situations, can think about the future, and can consider many possibilities and logical outcomes of possible events. |
Adolescent Developmental Milestones (By Age)

<table>
<thead>
<tr>
<th>Ages 10-12</th>
<th>EMOTIONAL DEVELOPMENT</th>
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<tbody>
<tr>
<td>Youth are more self-conscious and worried about what others think of them. However, because of the onset of puberty, children are less able to recognize the emotions of others. Children seek independence and test adult authority, but retain a great need for parental support and guidance. Adult role models and heroes are important.</td>
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<tr>
<th>Ages 13-15</th>
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<tbody>
<tr>
<td>Young teens often show less affection toward parents, with occasional rudeness. They seek independence but still need structure and limits set by parents and other adults. Although teens want some distance from their parents, they often want close relationships with other adults outside the family.</td>
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<tr>
<th>Ages 16-18</th>
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<tr>
<td>Youth continue to form their own identities and may experiment with different styles, sexuality, friendships and occupations. Minority youth, in particular, may explore several different patterns of identity formation, possibly by identifying closely with their own racial or ethnic group.</td>
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Adolescent Developmental Milestones (By Age)

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<tr>
<th>SOCIAL DEVELOPMENT</th>
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<tr>
<td>It becomes more emotionally important for children to have and keep friends, especially of the same sex; although, some opposite-sex interaction begins.</td>
</tr>
<tr>
<td>Peers’ attention and approval is very important. Young people feel peer pressure intensely and may develop “best friend” relationships and cliques.</td>
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<tr>
<td>Friendship and romance are increasingly important. Teens may feel confusion over emerging sexuality and may worry about sexual orientation.</td>
</tr>
<tr>
<td>Peer pressure is at its peak; young teens want to spend time with older teens. Teens are trying to establish their own identities separate from their families.</td>
</tr>
<tr>
<td>Friendships with peers remain important, but older teens rely less on their peer group for their sense of identity as they begin to define themselves on their own.</td>
</tr>
<tr>
<td>Teens need a balance between time spent with peers and with parents or other adults.</td>
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Ages 10-12

Ages 13-15

Ages 16-18
IN VolVING PaRENTS

Parents play an important role in their children’s lives and can be a valuable resource to the Triple Play Leadership Club program. It is important to keep parents involved and informed about what the Triple Play Leadership Club is doing; outreach to parents is vital to the success of the program.

Parents become more interested in assisting with Club projects when they know and trust the advisor, and are kept up to date on Club events. It is good practice for the advisor to call or visit the parents of new Triple Play Leadership Club members to make an introduction and to continue contact with parents on a regular basis. Parents should also be invited to informational meetings about the Triple Play Leadership Club program, updated on recent or upcoming events, and connected with resources to help create a healthy environment at home.

To introduce parents to the Triple Play Leadership Club and to explain the projects/tasks in which their children will be participating, invite them to the Club one evening. Here is a sample agenda to use for the meeting:

I. Opening (five minutes)

II. Objectives of the Triple Play Leadership Clubs program (five minutes)

III. Schedule of Triple Play Leadership Club activities and meetings (five minutes)

IV. Advisor’s role and responsibilities (five minutes)

V. Parents’ roles and responsibilities (five minutes)

VI. Advisor/parent relations (five minutes)

VII. Closing and questions (five minutes)
Getting Started

CONDUCTING THE TRIPLE PLAY LEADERSHIP CLUB PROGRAM

An effective Triple Play Leadership Club program should be tailored to the needs and interests of the youth involved, and designed in a way that yields long-term, positive benefits. Advisors can support youth by making sure:

• goals are clear and understood by all participants;
• programs/activities are implemented on a regular basis;
• positive and strong group dynamics are fostered through open communication;
• the entire group shares responsibility for the decision-making process;
• the benefits of group participation are stressed, and individuals who participate in the events are recognized; and
• an evaluation of the program is conducted to determine whether objectives were achieved.

AGE GROUPS

In 2012, BGCA revised the Triple Play Leadership Club program to be more user-friendly and easier to implement, and to include younger members. The content has been revised to provide participants with age appropriate skill-building opportunities and hands-on experiences. The Triple Play Leadership Club is broken into two age groups:
Club participation and attendance is likely to be affected as members experience transitional periods in their lives. As youth make the transition from elementary to middle school and from middle to high school, opportunities and distractions increase. It's important that Club staff are aware of transitions that members are going through and provide support when needed.

Older members should be encouraged to conduct activities for younger participants. This gives them the opportunity to assume a leadership role, and to develop their presentation and other communication skills. These opportunities also provide members an increased sense of competence and belonging. The following is a sample list of opportunities for which teen Triple Play Leadership Club members can provide support.

- **Gym Assistant** – Conduct Triple Play Daily Challenges and help lead other games with supervision of staff. Teach new games to younger Club members. Assist in designing and implementing the Club’s Sports, Fitness and Recreation program. Referee games or run the scoreboard. Support staff by coaching younger members.
- **Social Recreation Assistant** – Conduct tournaments and special events in the Gamesroom. Assist day camp director in daily activities during the summer. Promote safety at all times.
- **Healthy Habits Helper** – Assist in supervising members during meal and snack time. Provide support by assisting with the preparation of meals or cleaning up the Club.
- **General Support** – Assist members in service projects or health– and wellness– related field trips.

Boys & Girls Clubs continue to promote leadership development and career preparation as a major goal of their programs. Clubs and staff should be dedicated to providing more services and programs for teens that help them not only develop a strong sense of civic responsibility and a lifelong commitment to serving others, but also prepare them for career success.

The Triple Play Leadership Club program may also provide opportunities for this age group to see future employment opportunities. Clubs may assist members in becoming certified officials, or identify opportunities beyond the playing field in mass media or in corporate entities that support sports, fitness and recreation.

While younger members may be engaged in community service projects, this age group’s focus should be on service learning. Successful service-learning experiences are characterized by the following traits:

- Personal, positive and meaningful
- Promotes skills associated with teamwork, community involvement and citizenship
- Promotes social, emotional and cognitive learning
- Complex, rather than simple issues, are addressed
- Opportunities are provided for members to gain knowledge regarding their community’s challenges
- Deep learning occurs because there are no right or wrong answers
**LEADERSHIP SUMMIT**

The Triple Play Leadership Club Summit, held in September each year, gives Clubs the opportunity to recognize high-performing Triple Play Leadership Club members and celebrate their achievements. The event allows members ages 13-18 to network and exchange information on successful program ideas, service projects and other Club activities. Additionally, the summit is designed to foster leadership skills and expose Triple Play Leadership Club members to relevant health and wellness issues, and to affirm these youth as leaders in their communities. Awards and grants are available to help offset the cost of attendance. Clubs must be chartered in order to participate in the Triple Play Leadership Club Summit.

**SUBMITTING A TRIPLE PLAY LEADERSHIP CLUB CHARTER**

Complete and submit the Triple Play Leadership Club charter application by visiting BGCA’s Online Communities, or going directly to this link: [http://groups2.bgca.net/sites/PYDS/SFR/LeadershipClub/Pages/default.aspx](http://groups2.bgca.net/sites/PYDS/SFR/LeadershipClub/Pages/default.aspx) (you will need your BGCA.net username and password to log in). Upon submission of the charter application, your Club will receive a Triple Play Leadership Club Kit, (while supplies last) which contains everything you need to start and implement the program.

**TRIPLE PLAY LEADERSHIP CLUB KIT**

Upon submission of an online charter application, your Club will receive:

- A Triple Play Leadership Club Banner for display
- 25 Triple Play Leadership Club Awareness Bracelets
- Triple Play Leadership Club Charter Certificate (electronic)

**PROMOTING THE PROGRAM**

Display materials throughout the Club, in newsletters, on your organization’s website and Facebook page, and at various locations throughout the community such as at local schools; parks and recreation departments; housing projects; churches; youth centers; and other community-based organizations or spots where youth frequently gather.

Visit local schools or community-based organizations during assembly or lunch time to explain the Triple Play Leadership Clubs program to youth. Share information with school coaches, athletic directors, teachers and counselors; local youth athletic organizations; and local service organizations (e.g., Kiwanis International, Rotary Clubs).

Attracting participants can be challenging, so it is critical that Club staff clearly explain the benefits of taking part in the Triple Play Leadership Clubs to youth. When creating bulletin boards, posters or flyers, use attractive graphics and colors that appeal to teens.

**RECRUITING MEMBERS**

Identifying youth to participate in the Triple Play Leadership Club requires support and input from Club staff and members. Recruitment can be especially difficult if your organization does not have an existing Triple Play Leadership Club to which younger members can refer. A thriving existing program can attract new youth without
much recruitment activity.

When starting a new program, there are many strategies for recruiting youth:

• Select four to six youth who are considered positive role models in the Club. Have them, in turn, identify and recommend peers. Advise them to explain that being a Triple Play Leadership Club member is rewarding and lots of fun! Also, as a Triple Play Leadership Club member, they’ll get the opportunity to volunteer, coach, referee, play sports, conduct signature Triple Play activities and participate in other special events.

• Ask Junior Staff members at your Club to recruit friends from school.

• Recruit from existing group clubs such as Torch Club, Keystone Club and other special-interest clubs. Ask staff members for recommendations.

• Recruit while planning or attending an event.

• Send flyers/announcements to schools about upcoming projects, etc.

• Arrange for Triple Play Leadership Club members to speak on the radio regarding the program’s mission, objectives and need for assistance.

• Set up a Triple Play Leadership Club booth at an upcoming open house event at the Club to answer questions about the program.

CONDUCTING ORIENTATION

Set a date and time when youth can attend an orientation to ask questions and hear program specifics. Keep the meeting open-ended, upbeat and fun. Icebreakers and healthy snacks help create a relaxed and informal atmosphere.

Prospective Triple Play Leadership Club members who have visited existing Triple Play Leadership Clubs, worked on a service-learning project, participated in field trips or volunteered at the Club can share their experiences. Youth leaders want the facts! Triple Play activities and fundraising events require a strong, sustained commitment. It is unfair to mislead prospective Triple Play Leadership Club members by not being transparent about what will be expected of them. Most importantly, avoid making promises that may be difficult to keep.

SCHEDULING MEETINGS

The advisor leads the first meeting and should have a written agenda ready to distribute to members. Below is a sample agenda that an advisor can use to structure the first Triple Play Leadership Club meeting. Subsequent meetings can follow this or an adapted format, and should primarily be planned and executed by the elected Triple Play Leadership Club officers.

SAMPLE FIRST MEETING AGENDA

I. Call to order. Call the meeting to order.

II. Introductions and attendance. Introduce yourself and have all members introduce themselves. Take attendance, using a paper attendance form, or start an electronic document to track attendance at all meetings.

III. General overview. Give an overview of the Triple Play Leadership Club, including purpose and activities.

IV. Triple Play Leadership Club structure. Explain how the Triple Play Leadership Club is structured (officers, committees, meetings and activities).
V. **Expectations.** Explain what is expected of Triple Play Leadership Club members (see the Triple Play Leadership Club Code of Conduct on page 18).

VII. **Elections.** Explain that the Club will hold its first elections in the following week. Members will elect four officers: president, vice president, treasurer and secretary. Briefly explain the duties of each position. Members can nominate themselves or others prior to the meeting. Members running for office should be prepared to explain why they feel they should be elected.

VIII. **Adjourn.** Advisor adjourns the meeting.

**OFFICER ROLES AND RESPONSIBILITIES**

All officers are elected by fellow members and hold the position for one year. The following is a brief description of duties:

- **President:** The president’s duties include overseeing the development of each agenda, running each meeting according to the developed agenda, overseeing the progress of each committee and ensuring that Triple Play Leadership Club guidelines and responsibilities are being met.
- **Vice President:** The vice president collaborates with the president and advisor to determine the agenda items for meetings. In the absence of the president, the vice president also assumes the responsibilities outlined above.
- **Treasurer:** The treasurer is responsible for keeping track of all expenses and revenue accrued by the Triple Play Leadership Club and reporting on finances weekly during meetings.
- **Secretary:** The secretary is responsible for keeping a written account of the progress of the Triple Play Leadership Club in the form of minutes taken during each meeting. The secretary presents the minutes of the previous meeting in a legible form at each meeting to be approved by all group members. The secretary also keeps a weekly account of member attendance at meetings, activities and special events and tracks service hours for participating members. The secretary plays a key role in the success of Triple Play Leadership Club. Their leadership and organizational skills are crucial to ensuring proper governance.
- **Committees:** Sub-committees are formed to complete special tasks and events. Each sub-committee has a chairperson who is in charge of making sure that committee is meeting its goals. If two people are in charge, they are called co-chairs. Committee members are assigned responsibilities to help their committee reach its goals. At each meeting, the chairperson updates the others on the committee’s progress. New committees and a new chairperson are chosen for each new event. All members should be appointed to at least one subcommittee and have the opportunity to serve as chair.

**RULES TO CONSIDER**

There are rules and bylaws by which Triple Play Leadership Clubs must abide. In addition to the bylaws, each club develops its own rules. Rules should include, but not be limited to, the following:
• **Attendance.** What happens to members who do not come and/or participate in meetings and activities?

• **Requirements.** Does a member have to complete any requirements to be eligible to go on social outings? (Some Triple Play Leadership Clubs require members to complete certain service requirements in order to participate in social outings.)

• **New members.** What is the club’s policy regarding how and when to allow new members? It is important not to let the club get too large or too small. Clubs are required to include eight to 12 members.

**SELECTING MEMBERS**

The selection process is not a popularity contest, nor is it a college admission exam. Youth with a desire to assist others, learn new leadership skills and improve health and fitness levels of the Club and community are prime candidates for membership. No one should be turned down because of gender, race or ethnicity, poor grades or a lack of leadership experience.

Selection should be based upon the candidate’s interest in being involved, a commitment to attend scheduled meetings, special events and activities, and a commitment to uphold the spirit of the Triple Play Leadership Club.

**TRIPLE PLAY LEADERSHIP CLUB CODE OF CONDUCT**

All members must observe the Triple Play Leadership Club Code of Conduct:

1. Members uphold the values and principles of honesty, sportsmanship and integrity at all times.

2. Members help others develop balanced eating habits, daily fitness habits and social confidence.

3. Members set a good example by leading healthy, active lifestyles and by making service a priority.

4. Members work with the staff to plan FUN activities for all Club members.

5. Members make a positive difference in their communities.

6. Triple Play Leadership Club members are Boys & Girls Club members in good standing.

7. Triple Play Leadership Club members show respect for others, the Club, the community, and themselves.

**KEY AREAS AND ACTIVITIES**

There are several key areas in which Triple Play Leadership Clubs can conduct activities. Understanding that we are all a part of the same community and our actions directly affect others is a valuable lesson to learn. Growing up, we are all given things. However, we’re not always required to give anything in return. Providing members a chance to give back to the community helps them feel useful and a part of something larger.

The following are some suggestions for Triple Play Leadership Club and community-service activities:

• **Field Trips:** Triple Play Leadership Club members plan field trips for Club members. Trips can revolve around health and wellness or service. When possible, let group members decide the destinations they are most interested in visiting. Remember, youth still want to have FUN!
• **Triple Play Games Tournaments:** Have Triple Play Leadership Club members host tournaments at their Club or support competitive play events at surrounding Clubs to offer members an opportunity to improve their skills and broaden experiences. Just traveling to another Club in a different city or state can be exciting and rewarding. Note: Tournaments can be conducted formally or informally. Either way, it is customary for the host Club to provide accommodations for out-of-town visitors.

• **Triple Play Daily Challenges:** Triple Play Leadership Club members may lead Triple Play Daily Challenge activities for other Club members.

• **Assistant coaching:** Triple Play Leadership Club members volunteer to help coach, passing what they have learned on to younger members. (See pg. 30 for coaching tips and other resources.)

• **Refereeing:** Refereeing Club tournaments and intramural sports leagues presents a great community service opportunity for Triple Play Leadership Club members. Note: Training should be provided for members before they begin to referee. Additionally, Club staff should explore the process of sanctioning members as referees. There are many job opportunities for sanctioned referees.

• **Junior helpers:** Leadership Club members can assist as junior helpers during health and wellness-related field trips and special events. As with all volunteers, Club staff should clearly define roles and expectations.

• **Social recreation:** Triple Play Leadership Club members can use the Gamesroom to teach age-appropriate positive social skills through board games, craft projects and pool tournaments.

• **Nutrition/Healthy Habits:** Triple Play Leadership Club members can create fun activities or Club-wide special events, such as making/serving healthy meals and snacks, or hosting a healthy snack week, to teach other members how to make smart food choices and eat proper portion sizes, basic principles of the Triple Play Healthy Habits program.

• **Volunteer at fitness events:** Triple Play Leadership members can volunteer in any number of roles to assist with sporting or fitness events in their local communities such as little league games, 3-on-3 basketball tournaments, road races or community-league softball games.

• **Chaperones:** Have Triple Play Leadership Club members act as chaperones to lead younger members in select program activities and special events.

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As your Triple Play Leadership Club members participate in activities and events, take advantage of teachable moments and other opportunities to reinforce good sportsmanship, fairness, teamwork, self-discipline and respect. Always look for ways to recognize members individually and collectively for demonstrating these traits.
Implementation Strategies

ORGANIZING A PROJECT

Triple Play Leadership Clubs are asked to organize service projects to address issues that affect their community. Participants are encouraged to pay special attention to health and wellness issues. You are encouraged to use the following process to develop and execute your projects.

PART I: SELECTING A CAUSE

Triple Play Leadership Club members are encouraged to plan and organize service projects to increase awareness of health and wellness issues. While suggestions are provided below, members are not limited to these suggestions and are strongly encouraged to come up with creative project ideas of their own.

• Health Awareness: Create signs, displays and messaging to remind children and their families about the importance of fitness and nutrition.
• Community Education Campaign: Create commercials and public service announcements to educate the community about relevant issues.
• Community Water Break: Create a special event in which community members receive free bottled water or reusable water bottles to promote proper hydration.
• Take Triple Play Home: Distribute the Triple Play Parents Game Plan to adults to encourage healthy lifestyles while at home.
• Teaching Younger Kids and Peers: Teach younger members and peers the importance of fitness, nutrition, sportsmanship and service.
• Health and Fitness Performing Arts: Use spoken word, music, plays or other art forms to entertain while educating others about health and wellness issues.

Although Triple Play Leadership Club members can choose to plan and organize projects that address any health issue, you may want to choose the cause that best meets your members’ interests, available resources and community’s need. A longer list of sample project ideas can be found in the Resources section on page 36 of this guide.

Selection Process
When determining how to select a project, Triple Play Leadership Club members should separate into three work groups. Each group selects one of the listed project concepts or creates a new one. After processing, ask each group to research their interest area in advance to discuss at the next group meeting.

Groups should present their findings to the entire Triple Play Leadership Club. The presentations should include discussion about the issue, its relevance to the community, the benefits of addressing the issue and at least two ways Club members can make a difference.

After the presentations, the Triple Play Leadership Club members should take a vote on each of the three issues. The issue that garners the most votes is selected. In the case of a tie vote, members can debate the issues further and then take a second vote using secret ballots. Or, consider compromises or issue integration. For example, your Triple Play Leadership Club could decide to create a plan to support the community’s aging population by working with senior citizen facilities and local media. Once your decision is made, begin developing a project action plan.

PART II: TAKING ACTION
Once you select a cause or combination of causes, you are ready to begin a seven-step project planning process. This process will provide a framework for Triple Play Leadership Club members to create a quality project with significant impact.

Step One – Set Project Goal(s)
It is important to start your project plan with a clear goal in mind. Ask yourselves the following questions:

- Who is the target audience of our project? (Are we focusing on other members, parents, community residents?)
- What do we want to accomplish with this project? (Do we want our target audience to increase their health and wellness activities? Are we looking for them to change their behaviors?)
- What is our ultimate goal?

The answers to these questions should help you generate a basic goal statement for your project. Below is a sample goal statement:

As a result of the new service initiative, Triple Play Leadership Club members will help provide companionship to the community’s elderly population through recreation activities and generate awareness about other issues facing senior citizens.

When setting your project goals, be sure to consider who will be directly or indirectly impacted by your project.
Step Two – Set Objectives/Deliverables
Establish one or two objectives for your project. Specify when and how each item must be delivered. Objectives help clarify what you want to accomplish. It is important that project objectives are measurable so you can evaluate whether your efforts were successful. Write objectives in the form of statements. They should show how the project contributes to your cause, be challenging and establish an implementation period.

A project objective could be written like this:

By July 1, 2012, Triple Play Leadership Club members will:

Identify a minimum of three facilities in or close to our community that provide programming for senior citizens. Triple Play Leadership Clubs will host recreation activities for senior citizens, support other special events and partner with local media to generate awareness about health and wellness issues facing the elderly population. The project will also include engaging members and demonstrating the importance of service. Triple Play Leadership Club participants will distribute information regarding available services for seniors.

In this example, the Triple Play Leadership Club participants have selected a service project. The group has also described its target audience; they plan to work with three senior citizen facilities, local media, Club staff and other Club members. This project objective is measurable. If carried out, it will contribute to the selected cause by educating the community, Triple Play Leadership Club members, Club staff and Club members about health and wellness issues facing the elderly population.

Step Three – Identify Resources
The next step in the planning process is to examine the resources that Triple Play Leadership Club members can access in their Club and community. Just as a chef must know what ingredients she has to work with before she prepares a meal, it is critical that you know what resources you have before starting a project.

An effective project should identify and address critical issues that affect the community. To start this process, hold a brainstorming session to discuss possible community initiatives and identify the resources, both internal (within the Club) and external (in the community) you can use to support your project. Consider human resources (volunteers, Triple Play Leadership Club members, Torch or Keystone Clubs, or other groups that can assist with a project), facilities (space at the Club, surrounding outdoor areas, local parks or other areas that members can access), supplies and equipment (poster board, markers, computers, telephones, copy machine, and other equipment and supplies) and financial resources (in-kind contributions from individual donors or other governmental entities or businesses).

Step Four – Create a Project Action Plan
Once you’ve established your objectives, develop a project action plan describing the tasks required to successfully implement the project. Using the aforementioned outreach project as an example, members would list such tasks as identifying nursing homes and senior facilities; making appropriate contact with local media; determining the on-site activities; identifying costs and transportation; defining equipment and recreational supply needs; and creating a marketing and promotion strategy.
Next, you need to prioritize. Look at the importance of each task – discussing the idea with Club leadership and confirming dates should be very high on the project list. How this activity fits into the general Club programming is critical. Also, look at the time required for the service visits, how other program areas can support the initiative and how other members will be engaged.

Once you’ve generated a prioritized list of tasks, set a completion date and assign responsibility for each task:

<table>
<thead>
<tr>
<th>TASK</th>
<th>PERSON RESPONSIBLE</th>
<th>COMPLETION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Contact local United Way, service groups and community agencies to identify senior facilities. Senior citizens who live in single family homes or residents should also be considered.</td>
<td>Keon Jackson – Triple Play Leadership Club Member</td>
<td>May 1, 2012</td>
</tr>
<tr>
<td>2. Contact local media to explain the project, secure coverage and establish partnerships.</td>
<td>Ayanna Wade – Triple Play Leadership Club Member</td>
<td>June 1, 2012</td>
</tr>
</tbody>
</table>

You may want to create a document listing the names of individuals who need to be kept informed. The document may also include how those individuals will receive the information. A simple Action Agenda or Progress Report can be used to outline the status of the project, milestones and next steps. Make sure that your action plans include a marketing or publicity strategy. Also, consider ways to include local Coca-Cola and WellPoint employees as volunteers or event supporters.

The Triple Play Leadership Club has identified the task that must be completed, listed Keon Jackson as the member who has agreed to assume responsibility and set a completion date. Triple Play Leadership Club members would continue to list all tasks in chronological order by completion date.

The list of resources you generated earlier should help here. Triple Play Leadership Club members, for example, may have already identified organizations or experts who can provide a short information session on issues affecting the elderly.

Step Five: Implement the Project

Follow the action plan. Make certain all critical assignments and dates are met. All Triple Play Leadership Club members must assume responsibility for completing their designated tasks. The success of the Triple Play Leadership Club project does not fall solely on the project lead or the advisor. A good strategy is to organize subcommittees that can handle various aspects of your project’s implementation. A subcommittee provides an added layer of support to ensure the successful completion of a task. For example, if a member is assigned to contact a local nursing facility to schedule a meeting but gets sick and is unable to schedule the meeting, another member of the subcommittee can take over, ensuring the assignment is completed.
Step Six – Reflection
Effective service-learning incorporates multiple reflection activities that prompt deep thinking and analysis about oneself, one’s relationship to society and complex community challenges. Reflection involves a variety of verbal, written, artistic and nonverbal activities during and after service experiences.

Document experiences in preparation for reflection, demonstration and celebration. Participants will get the most out of their service-learning if they document their experiences, learning and questions along the way. Giving time and attention to documentation and reflection in the midst of action will help ensure that the experience has a lasting impact. There are many ways to promote reflection during the action stages:

- Ask youth questions about what they are doing and why, what they are learning and what they are confused or concerned about.
- Encourage participants to write down any key words or phrases that describe their experience, their feelings or what they are learning.
- Assign participants to be the official photographers and/or videographer.
- Encourage youth to keep a journal.
- Arrange for participants to write about their day while at the site. They are more likely to remember specific details if they document the event immediately.
- If you are traveling to and from the site together, use the time to discuss the day’s events and experiences.

Allocate time at the end of the day to gauge how everyone is feeling and talk about any issues that came up during the day. Keep your own notes or a journal to capture your reflections for sharing later in group discussions, dialogues with community members or experts, role plays or group simulation experiences.

Step Seven – Evaluate the Project
Project evaluation gives you a chance to objectively examine your work, determine your successes and challenges, and get feedback for possible improvement.

One way you can evaluate your success is by revisiting your objectives. If you’ve constructed a measurable set of objectives, it will be easy to determine whether you have met your goals.

Continuing with our example, the Triple Play Leadership Club has completed its project. The group identified 12 facilities that serve senior citizens, highlighting one of them each month on radio, television and in local newspapers. Working with several city leaders, the Triple Play Leadership Club was also able to host recreation projects for seniors, establish partnerships with senior facility administrators, media, city officials and other community-based organizations.

As a result of these cultivated partnerships, positive relationships were formed with the senior citizens; two of the three newspapers have agreed to continue promoting the Triple Play Leadership Club service campaign next year, and Club staff and other members had the opportunity to get involved.

In the example, the Triple Play Leadership Club exceeded their initial expectations. The group planned to identify three senior service-related organizations but was able to select and
highlight 12. They wanted to establish media partnerships and were able to secure one from television, one from radio and two from local newspapers. An unexpected partnership was also secured by working with the radio and news station's online editors. Although it wasn’t planned, the project was also successful in getting the television and local newspapers to continue promoting future service projects.

You may also want to request feedback from those involved. You can construct surveys to poll project participants. Survey questions can ask for participants’ thoughts on the project, for example, to determine whether they had fun or learned something useful.

You could also hold a meeting with project participants or with your group to gather information about what worked well and what could be improved. Someone should serve as a recorder in order to document feedback and share it with Triple Play Leadership Club members in the form of minutes.

Once you’ve completed the project evaluation, be sure to include any photos or news articles covering the project. After you have completed all the steps, celebrate your accomplishments. Hold a special party or recognition ceremony. Distribute certificates to Triple Play Leadership Club members, media representatives and community stakeholders who contributed to the project.

Congratulations!
Having followed all the steps above, you should have a solid project plan. Remember to update your plan as the project progresses and measure progress against the plan.

PART III: SHARING THE RESULTS
Once your Triple Play Leadership Club completes its service project, share your results with other Clubs. A special online report can be accessed through BGCA’s Online Communities (available through http://groups2.bgca.net).

Be prepared to share a summary of your project, and the number of participants and volunteer hours. Attach photos and any other support documents highlighting your project.
Hosting special events provides a great opportunity to showcase your organization and generate awareness for select initiatives, programs or partnerships. Below are several special events to help support Triple Play Leadership Clubs and your Club’s overall Healthy Lifestyles programming.

BIKE SAFETY RODEO
A bike safety rodeo is a great community-service activity. Gather broken bicycles from thrift stores and from community donations. Contact the police department for impounded bicycles. Triple Play Leadership Club members can repair and repaint the bikes and raise funds to buy helmets. Bicycle shops can advise Triple Play Leadership Club members on repairs; some shops may also offer discounts on helmets. Refurbished bicycles and helmets can be given to Club members through periodic raffles or as door prizes or during your bike safety rodeo. Ask the police department to help conduct your bike safety rodeo.

COMMUNITY FITNESS FAIR
Set up several activity stations where parents and youth can participate in fitness activities. Try aerobic classes, jump rope, table tennis, power walks around the Club’s neighborhood, basketball and other fitness activities. Contact the local health department or hospitals to have booths set up to check blood pressure, teach attendees to check heart rate, cholesterol level and conduct
simple health screenings. Involve other Club members by coordinating several demonstrations of fitness activities (cheerleading, relay races, etc.) throughout the day. Publicity and good planning are the keys to this event’s success. Decorate the Club with fitness messages and balloons. Set aside areas to provide healthy snacks.

**FAMILY FITNESS DAYS**

The Club can sponsor fitness activities in which entire families participate. Try hosting a different event each week at the same time, preferably on the weekend. Family jogging, jump rope and bicycling marathons can be widely promoted to the community. Because it is so visible, a family fitness event is likely to enhance a Club’s public image.

**FITNESS TRAVEL CADE**

Youth who are not members of the Club can still be encouraged to be active and engaged with the Club by participating in fun, fitness-oriented field trips. Work with your advisor and Club program director to plan a series of youth-oriented events to places such as roller rinks, water parks, bike paths and hiking trails. Once the schedule of trips is known, publicize it at schools and other places teens hang out. Encourage each Triple Play Leadership Club member to bring a friend. Those who attend have the chance to become Triple Play Leadership Club members if they would like to participate in future events.

**NATIONAL GIRLS AND WOMEN IN SPORTS DAY**

Recognize the achievements of girls and women in all kinds of sports by celebrating the annual National Girls and Women in Sports Day, sponsored by the Women’s Sports Foundation (www.womenssportsfoundation.org). Conduct a special event on this day or host your own Sports Day. Invite female athletes from local colleges and universities.

**SCHOOL EVENTS**

Younger children look up to older youth. Think of ways to conduct activities at elementary schools, preschools or head start programs during lunch, after school or during select events. One possibility is the Triple Play Basketball Challenge; have Triple Play Leadership Club members officiate the basketball games. Be sure to contact the school’s principal or the designated administrator to discuss plans and make necessary arrangements.

**TRIPLE PLAY DAILY CHALLENGE EVENT AT THE MALL**

Lots of youth and parents go to the mall. By conducting a weekend Triple Play Daily Challenge event at the mall, you will reach new people. Invite participating children to the Club to play after the event. Triple Play Daily Challenge activities are great mall activities because they are fun, safe and easy to implement, and they help promote your organization. This can also serve as a great recruitment tool. Work with your Chief Professional Officer, Club Director or
PROGRAM DIRECTOR to devise a mall program plan, determine equipment needs and contact the mall management office to propose the idea. Remember to visit www.bgca.net to access the Triple Play Daily Challenges and Daily Challenges Too guides.

TRIPLE PLAY DAYS

What is Triple Play Day? It’s a day when all areas of the Club are participating in Triple Play activities. This special day can happen once a week, once a month, once a quarter or once a year. Turn your entire Club into a healthy, fun place by conducting programs in the areas of nutrition, health and wellness, social recreation and physical recreation. You might have a health fair with heart screenings or offer aerobics and other fitness programs; whatever you do, you can customize the activities to meet the needs of your Club and community. Have members change bulletin boards and assist with Healthy Habits sessions, giving them the chance to manage this important day!

TRIPLE PLAY FESTIVAL

Take over the entire Club gymnasium or any outdoor field space available and set up numerous play stations where children can try new activities. Use age-appropriate activities. Award participants with “Fit Bucks” for each station tried. At the end of the event, have an auction using “Fit Bucks” for donated prizes. Make sure every child can earn a prize. Promote the event to Club members and the community using signs, posters and Club announcements. Use helium balloons to create a festive atmosphere. Secure small, donated prizes from local businesses or parents prior to the event.

TRIPLE PLAY LEADERSHIP CLUB DANCE

Dancing is a great way to be active. Work with Club staff to plan a dance for Triple Play Leadership Club members and other youth in the community. Remember that putting together a dance is a major event, so it is important to plan ahead for a disc jockey, lighting, security, decorations, post-event clean up, refreshments, promotion, parking and an expense-recovery plan. Ask for as much help as needed to execute the event. For direction, look to the Club’s past experience in putting on special events. Dances lend themselves to special themes – such as canned food drives and holidays – but be sure to discuss the theme of the dance with Triple Play Leadership Club members. Put together a chart of needed components, assign responsibilities and create deadlines and a back-up plan. Be sure you leave enough lead time to plan the dance. Triple Play Leadership Club members can use the event as an opportunity to present dances from new cultures into the Club experience or to introduce popular dances such as salsa, merengue or country line dancing.

WALK/JOG-A-THON

Designate a day and place to conduct the event. A park or school track is safer than areas with traffic. Set an amount of time or a distance to be walked or run. Get friends and family to agree to run with Triple Play Leadership Club members. Ask runners to seek sponsors for increments of distances to be walked or run. Create and copy a pledge form to keep track of people (including phone numbers and addresses) who pledge money. The form should also describe
the Leadership Club program and explain how the funds will be used. Just prior to the event, have the walkers or runners deliver pledges and forms. A Triple Play Leadership Club committee can make follow-up phone calls to retrieve outstanding pledges. This is not only a great fitness event, but also an effective fundraising idea. Triple Play Leadership Club members may decide to use the money they raise to help offset expenses or to go toward another activity.
Helpful Tips for Triple Play Leadership Club Advisors and Volunteers

As Triple Play Leadership Club advisors, you may be called upon to serve as more than just a program advisor. It is important to understand the basics of coaching and encouraging the youth with whom you will interact. The following information is designed to serve as a primer for those with minimal prior experience coaching and interacting with youth.

**BEING A COACH**

From time to time, you may also serve as coaches to members or youth. Coaches play a key role in making athletics fun for participants. The following are some tips to help coach more effectively:

- **Become a communicator.** Listen and give feedback.
- **Recognize the needs of youth** and balance your needs with theirs.
- **Develop perspective.** Remember what you were like at their age and what you could do then; do not judge the young person/people by what you can do now.
- **Make it fun.** Remember the definition of FUN and plan activities with it in mind.
- **Allow for differences.** Remember that youth learn in different ways. Some seem to learn well in a team environment while others need more individual attention.
• **Give examples.** Youth learn best when they can follow an example. If they can watch an older athlete execute a drill or a move successfully, they are better able to replicate it.

• **Provide positive feedback.** Words and messages are powerful; they create associations that influence children to act and think in a particular way. Girls may be more influenced by messages they receive about athletics because of cultural gender roles. Children who receive positive reinforcements for sports participation are more likely to become involved in sports activities than those who receive neutral or negative messages.

• **Keep activities brief.** Generally, youth have short attention spans. Give short, concise explanations that are easy to understand. Allow for questions. Allow youth to try drills following a demonstration.

• **Be fair.** Young people are very attentive to what is fair and frequently make comparisons between the ways a coach treats different players.

• **Provide multiple levels of play.** Age is never a good indicator of skill level because youth grow and develop at different rates. Provide levels of play for youth of all age groups and allow them to move up or down skill levels.

• **Encourage and inspire the athletes.** Many of the world’s greatest successes, athletes and others were dreamers who would not be discouraged or denied.

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**PRINCIPLES OF SUPERVISION**

Some athletic directors view supervision as a policing function, but others think of it as a means of providing support. What follows are a few helpful suggestions to enhance your supervision:

• **Be there.** Do not let athletes warm up without supervision. Accidents can and do happen in practices, as well as games.

• **Position yourself to see the entire area.** Make sure that you stand or sit in a position that allows you to observe the activity.

• **Check out the area and the equipment** before youth arrive to make sure everything is working and there are no safety hazards, such as ankle-size holes in the ground, a busy street nearby or wet gym floors.

• **Know evacuation plans** and any other emergency procedures that might affect your program area.

• **Inform participants** about how to use the equipment and about any safety concerns.

• **Provide instruction** and guidance to individuals for short periods of time.

• **Hold youth accountable** for their behaviors. If a few youth act out, others may leave or not return.
PLANNING ACTIVITIES

When deciding which programs, activities and special events to conduct, let the program emphasis of Triple Play Leadership Club be your guide. Here are a few planning guidelines:

• **Plan age-appropriate activities.** Young members may lose interest if a game goes on too long. Older children might become frustrated if an activity is completed too soon. Taking members’ ages and developmental abilities into consideration when planning activities will make them successful and fun.

• **Keep skill levels in mind.** Remember that youth of different ages are also at different developmental stages when it comes to coordination and fine motor skills. For instance, younger members (six to 10 years) excel at and enjoy activities that center around the use of large muscle groups.

• **Be supportive.** Do not hold back when it comes to letting members know they have done a great job, made a good try or improved their skills.

• **Give everyone a chance.** Make sure activities allow everyone the chance to play and be involved.

• **Group according to age and skill level.** Make activities fair by matching groups by age and skill level.

• **Consider timing.** Keep the children’s schedules, ages and energy levels in mind when timing an event.

• **Allow for success.** Make every activity one in which all youth can achieve some level of success.

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The following is an example for conducting athletic practices:

**Activities Allocated Time**

- Warm-up - 5 minutes
- Review of skills - 10 minutes
- Work on new skills - 15 minutes
- Game-type scrimmage - 20 minutes
- Cool-down - 5 minutes
- Team meeting - 5 minutes
- Coaches’ evaluation - Post-practice

This example is based upon a one-hour time period and is suggested for mature players. Practice sessions for youth younger than 14 years of age should be shorter, based upon age, skill level, temperature, etc.
CHOOSING TEAMS

Waiting to be picked for a team is often a traumatic experience for youth. Those who are picked last rarely feel good about playing. Triple Play Leadership Club advisors and participants are sensitive to this and take steps to remedy the situation. Here are programming suggestions for establishing teams without anyone feeling slighted:

- Count off participants by numbers, with all “1s” on one team and “2s” on the other.
- Divide the group by birthdays. All those whose birthdays are in January form a team, and so on.
- Divide the group by articles of clothing (i.e., those with striped shirts on one team and those with collars on their shirts on another team).
- Divide members by the first letter of their first or last names (A-L on one side, M-Z on the other).

TEACHING NEW SKILLS

Teaching and coaching are essential skills in helping youth develop leadership abilities. Triple Play Leadership Club advisors and participants will have ample opportunities to help other Club members improve their skills through sports and fitness related activities. It always takes some children longer to become proficient at certain skills so it’s important to remain positive, exercise patience and be understanding. Below is the suggested order for how new skills or activities should be introduced to groups or individuals. If an activity requires several different skills, repeat this process for each skill:

- Assemble the group
- Name the game or activity
- Explain the skill, activity or game; keep the rules simple and modify them to fit the skill level and needs of the group
- Demonstrate the game, skill or activity
- Answer questions
- Let participants practice
- Play the game or activity and try to end while interest is high

KEEPING YOUTH MOTIVATED TO BE ACTIVE

Many youth who start playing sports at an early age stop participating by the time they reach adolescence. In order to be motivated to be active, youth must have FUN. One of the goals of the Triple Play Leadership Club program is to support opportunities for youth to participate in athletic leagues by coaching and helping younger members. For many youth, there are few opportunities for regular fitness or organized sports outside of school and select teams. There are several ways Triple Play Leadership Club advisors and participants can make sports fun and keep members participating:

- Help them set individual goals and strive to reach their potential
- Make sure they are challenged to their level of ability when playing
- Enable members to develop positive relationships, have FUN and learn about themselves through participating in athletics
- Do not make winning the primary reason to play games
INVOVING GIRLS IN THE PROGRAM

It is important to remember that girls enjoy playing sports as much as boys do. In some Clubs, however, many athletic activities are designed for boys. As a result, boys tend to dominate in the gym or on the basketball court. If girls get involved in sports at a young age and have rewarding experiences, they are more likely to continue playing sports throughout their lives.

Below are important reasons to pay particular attention to girls’ participation in athletic activities:

• When Title IX was signed into law in June 1972, only 7 percent of the nation’s high school athletes were female. Today the figure is 41 percent.¹

• Girls who play sports have higher levels of self-esteem and lower levels of depression.²

• Girls who play sports have a more positive body image and experience higher states of psychological well-being than girls who do not play sports.³

• High school girls who play sports are more likely to graduate from high school and have better grades.⁴

• If a girl does not participate in sports by the time she is 10 years old, there is only a 10 percent chance she will participate when she is 25.⁵

• Sportswomen have lower incidence of heart disease, osteoporosis, obesity, breast and other reproductive cancers.⁶

• Girls who are involved in athletics have increased self-esteem; improved physical fitness; do better academically; are less likely to drop out of school, do drugs, smoke or get pregnant; and are more able to weather the physical and emotional storms of adolescence.⁷
IDEAS FOR RECRUITING FEMALE PARTICIPANTS

Participation rates among girls are much lower than boys. Below are 10 ideas to spur female participation:

- **Promotion.** Post fliers and posters in the Club and in other community gathering places. Contact national organizations such as sports federations or professional women’s sports teams for posters or look in magazines for pictures of female athletes.

- **Leadership.** Identify and recruit female leaders to spearhead girls’ sports.

- **Recruitment.** Use the “bring-a-friend” method to attract more girls to events. To quickly double female participation, require that each girl bring along someone new to the next sport session.

- **Collaboration.** Collaborate with other organizations to attract new girls to your Club or to events. Organizations such as Girl Scouts are often interested in collaborating on girls-only events.

- **Presentations.** Schedule in-school presentations, post fliers in schools or send notes home with girls. During the school year, make frequent visits to schools.

- **Publicity.** Send press releases to local media. Advertise what you are doing for girls in your community and talk to a staff writer about a story. Publish information on upcoming leagues or events at the Club.

- **Contest.** Host a community contest – such as a free-throw contest or a weekend 3-on-3 volleyball tournament – and open it up to all girls in your community. This will raise community awareness of your Club’s girls-only activities, particularly if the activity is held at the Club.

- **Planning.** Involve girls in the planning of sports activities. Listen to what girls want, and provide opportunities for their feedback and suggestions.

- **Family involvement.** Involve families and enlist parents in recruiting other girls. For example, stage a mother-daughter scrimmage or field day.

- **Access.** Schedule events and activities in central locations that allow for easy access. Look for ways to increase involvement, such as providing babysitting or other services to boost participation from a diverse group of girls.
Triple Play Leadership Club Resources
Sample Triple Play Leadership Club Project Ideas

Projects are limited only by imagination. Below are some great ideas!

**GENERAL PROJECTS:**
- Work in a concession stand to raise money for a good cause
- Volunteer at a health fair
- Run or walk in a charity race
- Stage a carnival to promote FUN and community spirit
- Ask your mayor to sign a proclamation regarding your health and wellness project/issue
- Stage a walk/run to raise money for a cause
- Collect, repair and donate used bikes to a community agency
- Sponsor a health fair with free blood pressure and cholesterol tests
- Create a “Don’t Litter” campaign

**SPECIAL NEEDS PROJECTS:**
- Volunteer to help at a Special Olympics event
- Set up a buddy system for kids with special needs at your Club/school
- Prepare lunches and deliver them to homeless or homebound people
- Build a ramp for a person in a wheelchair to make it easier for him to get in and out of his house
• Clean a neighbor’s yard if she is unable to do it herself.
• Volunteer at a rehabilitation center

**NEIGHBORHOOD ENHANCEMENT PROJECTS:**

• Arrange for the local health department to conduct neighborhood health checks
• Work with the local health department to set up an immunization day or clinic to immunize children against childhood diseases
• Petition your city to make drinking fountains and/or restrooms available in public areas
• Volunteer to clean up trash at a community event or county fair
• Clean up a vacant lot
• Help fix a run-down playground
• Participate in an annual parade
• Plant a community garden
• Clean an elderly neighbor’s driveway and sidewalk after a snowfall
• Organize a local blood drive with the American Red Cross

**ENVIRONMENTAL PROJECTS:**

• Set up a recycling system for your home and participate in your neighborhood curbside recycling pick-up
• Pick up trash on a local trail
• Encourage members, friends and family to conserve water
• Clean up trash along a river or in a park
• Plant a commemorative tree to honor a local residents’ commitment to health, service or leadership
• Support a community bike riding campaign
• Start a recycling center at the Club or school
• Adopt a park with your friends and keep it clean

**CLUB/SCHOOL PROJECTS:**

• Start an anti-smoking campaign that encourages members or students not to smoke
• Invite local police officers to present a drug awareness or bike safety assembly
• Conduct a canned goods drive during a Club or school event and donate the items to a local food bank
• Recognize coaches and instructors during National Education Week
• Inspect school playgrounds for hazards
• Organize a sports safety clinic and/or nutrition and fitness presentation
• Organize a Safe Walk Service to escort young children to and from the Club or school

**SENIOR CITIZEN PROJECTS:**

• Go for a walk with a senior citizen in your community
• Hold an afternoon dance for your local nursing home
• Teach seniors your latest dances and ask them to teach you theirs
• Do something creative on the holidays for senior citizens (e.g., cook a healthy meal)
• Teach an elderly neighbor a new card game
• Lead a bingo game for nursing home residents

**FITNESS AND PERFORMING ARTS PROJECTS:**

• Volunteer to serve as an usher or assistant at a sporting event
• Organize a demonstration from a local marital arts or dance troop
• Teach a friend a new sport like in-line skating
• Start a collection drive for old sports equipment and donate it to local families
• Start campaign encouraging increased water consumption
• Serve refreshments at a local race or sporting event

**HOMELESS OR HUNGER AWARENESS PROJECTS:**

• Help serve a meal at homeless shelter
• Organize a nutrition awareness campaign
• Organize a food scavenger hunt to collect food for the needy
• Pack and distribute food at a food bank
• Sponsor a food drive at your Club or parent’s workplace or business
• Set up collection bins in stores, movie theaters and schools for a food drive
• Help raise money to support a fitness program
• Sponsor a day at the Club for taking homeless children on fitness and recreation outings
• Make first-aid kits for homeless shelters
• Repair and donate toys to a shelter
**Project Action Plan Worksheet**

Project Title: ________________________________________________________________

Project Goal: ________________________________________________________________

Project Objectives: ____________________________________________________________

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Sample Program Press Release

Note: Copy the below text into a new document. Replace all items in parentheses with your local information. Print on Boys & Girls Club news release stationery or letterhead.

Contact: (Name) (Contact number)

FOR IMMEDIATE RELEASE

(Your Club) Starts Triple Play Leadership Club

(Your City), (Date) – Boys & Girls Club of (your town) will kick off its Triple Play Leadership Club on (kick off date) at (kick off location). The Triple Play Leadership Club is a youth leadership group that empowers youth to adopt healthier lifestyles by learning about nutrition, becoming more physically active and improving confidence and interpersonal skills.

Leadership Club members – all Club members ages 10 to 18 years are eligible – volunteer service hours as referees, coaches, in other athletic department assistance roles or support roles in the Gamesroom or health program.

Leadership Club leaders can attend select Triple Play local, regional and national events. Leadership members take part in clinics, competitions and classes about college planning, sports-related careers, health, fitness and leadership. Leadership Club activities challenge youth to take an active role in increasing physical activity amongst themselves, other youth, younger Club members and the community at large.

“Leadership can teach a young person basic life skills that will carry over into the classroom. Some of the important tenets of citizenship and fairness can be learned on the soccer field or the basketball court. The lessons learned through participation in fitness and service, such as self-confidence, teamwork, discipline, the value of practice and the thrill of individual achievement, are critical to a child’s development,” said (executive director).

Sports, fitness and recreation is just one of the core program areas provided by Boys & Girls Clubs. The other areas are character and leadership development, education and career development, health and life skills and the arts. (Your Club) has been an integral part of the (name of community) for more than (#) years. Its (#) of units provides service to (#) boys and girls, ages 6 to 18 (or local membership information).

To find out how you can be involved in the Triple Play Leadership Club or for general Boys & Girls Club membership information, please contact (name) at (telephone #).

###
Sample Service Project Press Release

Note: Copy the below text into a new document. Replace all items in parentheses with your local information. Print on Boys & Girls Club news release stationery or letterhead.

Contact: (Name) FOR IMMEDIATE RELEASE
(Contact number)

BOYS & GIRLS CLUB LEADERS TAKE ACTION TO INCREASE THE NATION’S AWARENESS OF COMMUNITY HEALTH AND WELLNESS ISSUES

(Your City) (Date) – Families and health authorities are increasingly concerned about the growing number of health related problems including obesity, heart disease, diabetes, cancer and high blood pressure. In part due to long work schedules, increased stress, rising costs for sports and fitness activities and increased technology and media use, parents and youth are less physically active than in previous generations. As a result, these sedentary lifestyles are decreasing the quality of life and life expectancy.

To help combat these ever growing health problems, members of Boys & Girls Clubs across the nation are exploring ways to develop and implement service projects that address and generate awareness around health and wellness issues affecting their communities.

These service projects will be spearheaded by members of the Triple Play Leadership Club. A component of the Triple Play initiative, Triple Play Leadership Clubs are a positive force of young adult leaders who model healthy, active lifestyles and assist their Clubs and communities with opportunities to improve their mental, physical and social well-being.

Through the Triple Leadership Club Service Project, youth from Boys & Girls Clubs of (Your City) are challenged to:

• address health and wellness issues through collaborative partnerships with local media;
• showcase the positive contributions youth can make in their respective communities; and
• develop critical collaborations with community leaders and /or stakeholders.

Triple Play Leadership Club members in (Your City) have developed a program to address (Insert issue). This project will consist of (Insert details of program). (Insert quote from teen participant or Club Executive Director)

About Boys & Girls Clubs of (Your City) (Insert basic information about your Club, including hours of operation, number of youth served and the number of years in business).

###
Physical Education Assistant
Sample Job Description

Name _______________________________________________________ Date __________________

Advisor _____________________________________________________________________________

1. Check in and out daily with your Triple Play Leadership Club Advisor or designated supervisor.

2. If you have any questions about what is expected of you while working in the athletic department, ask your supervisor.

3. It is your responsibility to keep the physical education area safe, FUN and clean.

4. By working with the athletic director, you can show your leadership skills.

Duties may include but are not limited to:

• Assist in planning activities for members
• Lead the Daily Challenges or Triple Play Games
• Set up and put away equipment
• Assist coaches and staff with scheduled activities
• Coach teams with younger members
• Maintain equipment in good order
• Keep scores and stats
• Make calls to parents or players when directed to do so by staff
• Clean bleachers and gym areas
• Monitor locker room activities (ensure members are not hanging out in area)
• Ensure safety rules are followed

(Signature) ___________________________________________ (Date) ___________________
Gamesroom Assistant Sample Job Description

Name _______________________________________________________ Date __________________

Advisor _____________________________________________________________________________

1. Check in and out daily with your Triple Play Leadership Club Advisor or designated supervisor.

2. If you have any questions about what is expected of you while working in the athletic department, ask your supervisor.

3. It is your responsibility to keep the physical education area safe, FUN and clean.

4. By working with the athletic director, you can show your leadership skills.

Duties may include but are not limited to:

• Keep games and game tables clean
• Assist members in learning rules and playing games
• Help conduct tournaments
• Recruit, organize and implement small group Clubs (e.g., Chess Clubs)
• Assist with the organizing and implementation of Triple Play Game Festivals
• Monitor video, DVD and use of electronic games
• Keep equipment organized and neat
• Supervise game area
• Assist with cleaning equipment and disposing of trash

_____________________________________________  ________________________
(Signature)  (Date)
Healthy Habits Helper
Sample Job Description

Name ___________________________________________ Date ________________

Advisor ________________________________________________________________________________

1. Check in and out daily with your Triple Play Leadership Club advisor or designated supervisor.

2. If you have any questions about what is expected of you while working in the athletic department, ask your supervisor.

3. It is your responsibility to keep the physical education area safe, FUN and clean.

4. By working with the athletic director, you can show your leadership skills.

Duties may include but are not limited to:

• Assisting or leading Healthy Habits lessons
• Support all lunch, dinner and snack programs
• Help distribute food and snacks
• Help set up the kitchen or preparation area
• Help set up lunchroom
• Clean up trash from area
• Clean tables
• Help monitor behavior in the area
• Instruct members to clean up their area

(Signature) ________________________________ (Date) ____________________________
Web Resources

The following websites provide excellent resources, products, services, activity ideas and strategies to support your Triple Play Leadership Club.

American Alliance for Health, Physical Education, Recreation and Dance
www.aahperd.org
This site helps promote and support leadership, research, education, partnerships and professional standards in the health and wellness industry.

Boys & Girls Club Leadership University
http://bgca.net/Departments/TPD/LeadershipUniversity/default.aspx
This site provides Triple Play distance learning workshops, other BGCA training opportunities and information about other live instructional events.

Economic Impact Calculator
http://groups2.bgca.net/sites/PYDS/Outcomes/Pages/VolunteerImpactCalculator.aspx
This calculator estimates the appropriate wage rate for volunteer time based on the type of service provided and the value of the specific tasks. The tool will further help Clubs promote the economic benefits of youth volunteer service to their local community.

Institute for the Study of Youth Sports
http://ed-web3.educ.msu.edu/ysi/
This site provides research to help combat the negative and unhealthy practices occurring in youth sports and provides tools to help enhance positive health behaviors and develop coaches and youth sport leaders.

National Alliance for Youth Sports
www.nays.org
This site offers programs, trainings and services for anyone involved in youth sports experiences, including professional administrators, volunteer administrators, volunteer coaches, officials, parents and young athletes.

National Council of Youth Sports
www.ncys.org
This site helps promote the value of participation, recognition, leadership, advocacy and education through amateur youth sports.
**Positive Coaching Alliance**  
[www.positivecoach.org](http://www.positivecoach.org)  
This site provides products and services from a wide range of professional and amateur coaches that address key issues facing coaches, parents, youth and high school athletes.

**The Coca-Cola Company**  
[www.livepositively.com](http://www.livepositively.com)  
This site is dedicated to improving communities through health, wellness and character building programs.

**The American Sport Education Program**  
[www.asep.com](http://www.asep.com)  
This site helps encourage coaches, officials, administrators, parents and athletes to embrace the philosophy of putting athletes first and winning second.

**The Women’s Sports Foundation**  
[www.womenssportsfoundation.org](http://www.womenssportsfoundation.org)  
This site is complete with programs, resources and information dedicated to advancing the lives of girls and women through sports and physical activity.

**Triple Play Program Resources**  
[www.bgca.net/Programs/TriplePlay/Default.aspx](http://www.bgca.net/Programs/TriplePlay/Default.aspx)  
This site provides program guides, best practices (How To Do Its), press releases and other great resources.

**United Way Worldwide**  
[www.unitedway.org](http://www.unitedway.org)  
United Way Worldwide is the leadership and support organization for the network of nearly 1,800 community-based United Ways in 45 countries and territories. This site will help you connect with service organizations in your community.

**WellPoint Foundation**  
[www.wellpointfoundation.org](http://www.wellpointfoundation.org)  
This site is dedicated to enhancing the health and well-being of individuals, families and communities through innovative programs and charitable works.
Endnotes:


3 Ibid.

4 Ibid.


6 Ibid.

7 Ibid.