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## Daily responsibilities for roles

	<b>Team Leaders</b>	<b>Huddle Leaders</b>	<b>Coaches</b>	<b>Support Staff</b>
<b>Wake Up</b>	n/a	Responsible for your Huddle group		
<b>Quiet Time</b>	n/a	Huddle Quiet Time	Personal Quiet Time	Personal Quiet Time
<b>Morning Jog</b>	Responsible for your team	n/a	Take part	Take Part
<b>Breakfast</b>	Responsible for your team	n/a	Attend	Attend
<b>Morning Meeting</b>	Responsible for your team	n/a	Attend	Attend
<b>First Sport</b>	n/a	n/a	Responsible for Young People	Water
<b>Team Leader Training</b>	Attend Training	n/a	n/a	Provide refreshments
<b>Lunch</b>	n/a	Responsible for your team	Attend	Attend
<b>Young Athletes Free Time</b>	Responsible for your team	n/a	n/a	Medical Clinic
<b>Second Sport</b>	Free Time	n/a	Responsible for Young People	Water
<b>Team Challenge</b>	Responsible for your team	n/a	Referee	Water
<b>Young Athletes Free Time</b>	Responsible for your team	n/a	n/a	Tuck Shop/bank
<b>Dinner</b>	Responsible for your team	n/a	Attend	Attend
<b>Evening Meeting</b>	Responsible for your team	n/a	Attend	Attend
<b>Coaches and Support Staff Prayer/Training</b>	n/a	n/a	Attend	Attend
<b>Huddle Groups</b>	n/a	Lead your huddle group	n/a	n/a
<b>Lights out Juniors</b>	n/a	Responsible for getting your huddle group to bed	n/a	n/a
<b>Lights out Seniors</b>	n/a			



## Leaders

As a leader at Sports Plus you will lead a mixed age/gender **team** (named after a country) and also a boys or girls **huddle group** (evening bible study).

As a leader at Sports Plus you will lead your **team** throughout most of the day's activities (see responsibilities table at the end of this document). Your team will have a country and flag associated with them (please keep your flag with your team all week!) and will compete in team challenge together throughout the week. As a team you will do the morning jog together, eat meals breakfast/dinner together and sit together at the morning and evening meetings. Put simply, if the young people are **outside of their dormitories** you are responsible for your **team**.

You will also be designated a **Huddle group** (single gender and either junior or seniors group). You will be responsible for waking your huddle group up in the morning, making sure they're ready for first sport and leading the morning quiet time. So that you get to spend time with your huddle group in the day please sit together at lunch time. As a huddle group leader you will be responsible for running their huddle group (bible study) after the evening meeting and making sure your huddle get to bed on time. In general, if the young people are **inside their dormitories** you are responsible for your **huddle**.

## Team/Huddle Leader 1 Responsibilities

- For your Team/Huddle Leader 2; that they are performing uprightly in conduct and attitude to the team.
- For the Trainee Leader when joining the team/huddle; for their discipline and integrated involvement.
- For the safety and discipline of the young people in your team/huddle.
- At all times point the young people towards Christ.
- Attend all applicable sessions (see daily timetable).
- Huddle group specific: **1)** Preparing 5 Bible studies before Sports Plus **2)** Make sure that 1-2-1 work takes place between every member of the huddle and a leader **3)** Allocate responsibility for keeping in touch with your huddle at least 3 times in the coming year.

### *Before Sports Plus*

- Responsible for preparation of 5 huddle meetings studies using the study guide.
- Become familiar with duties required of you during Sports Plus.
- Liaise with respective Huddle Leader 2 regarding the Huddle Meeting studies, prayer for team, etc.
- Pray for Sports Plus.

## Team Leader 2 Responsibilities

- Support the Team/Huddle Leader 1 in leading the team/huddle.



- For the safety and discipline of the young people in the team/huddle.
- For the Trainee Leader when joining the team; for their discipline and integrated involvement.
- Attend all applicable sessions (see daily timetable).
- Huddle group specific: 1) Aiding the Huddle leader 1 in huddle groups 2) Undertake 1-2-1 time with every young person in the huddle, in conjunction with the Huddle Leader 1 3) Keep in touch with allocated members of huddle at least 3 times in the coming year.

### *Before Sports Plus*

- Pray for Sports Plus
- Read the huddle meeting study guide and prepare huddle studies in liaison with you're your Huddle Leader 1.
- Liaise with Huddle Leader 1 regarding your involvement in Huddle bible studies and prayer for the huddle.
- Become familiar with duties required of you during Sports Plus.

## Trainee Leaders Responsibilities

- Train in different aspects of Christian leadership relating to Sports Plus and life, and to serve Sports Plus alongside the support staff.
- To join in with both your team and huddle leader at designated times, including 3 team meetings (Sunday, Tuesday, Thursday).
- Attend all applicable sessions with your huddle and team (see daily timetable).
- Help set up Team Challenge and serve in other allocated areas.
- At no time will you be responsible for the young people or conducting the huddle Meetings, however when the Huddle Leader 1 indicates, your input will be valued.

### *Before Sports Plus*

- Pray for Sports Plus

## Coaches

### Head Coach Responsibilities

- Coaches will be expected to take 2x2 hour coaching sessions each day
- For high standards in every coaching session.
- For your coaches; that they are performing uprightly in conduct and attitude to their coaching responsibilities and the young people in their care.
- For the physical safety and sporting development of the young people.
- For the coaches' water break talk - read through the material and come prepared for each day.
- For all equipment used during the coaching sessions (if possible bring your own but get in touch and will source what you need)
- Attend all applicable sessions (see daily timetable).

#### *Before Sports Plus*

- Prepare a coaching program and circulate to other coaches in your sport a month before camp
- Prepare coaches' water break talks using the material provided in advance.
- Make contact with your coaching team.
- List all equipment and facilities needed; what you can bring and what you require.
- Pray for Sports Plus.

### Coach Responsibilities

- Coaches will be expected to take 2x2 hour coaching sessions each day
- For high standards in every coaching session.
- For the physical safety and sporting development of the young people.
- Share the delivery of the coaches' water break talks in conjunction with the Head Coach.
- For all equipment used during the coaching sessions.
- Attend all applicable sessions (see daily timetable).

#### *Before Sports Plus*

- Liaise with Head Coach when they make contact about facilities, equipment, devising coaching program and coaches water break slots (see separate booklet).
- Become familiar with duties required of you during Sports Plus.
- Pray for Sports Plus.

### Trainee Coach Responsibilities

- Watch, learn and participate in facilitating the coaching under the direction of the Head Coach.
- To support the coaches during morning and afternoon sessions.
- At no time will you be responsible for the young, this is the role of the head coach.
- Attend all applicable coach sessions (see daily timetable).

## Sports Plus Roles and Responsibilities



- Be involved in the running of Team Challenge under the supervision of the Team Challenge Coordinator.

### *Before Sports Plus*

- Pray for Sports Plus.



## Support Staff

Support staff are invaluable working in the background to allow Sports Plus to run smoothly, and giving specialist support in key areas (for example Audio-Visual preparation).

All Support Staff roles include a responsibility to participate fully in all applicable sessions during the leader training leading up to Sports Plus, and to pray for Sports Plus. Individual responsibilities for the specific roles will be communicated directly to the Support Staff.

Support Staff roles range from running the tuck shop and bank, to water distribution, the medical team, musicians, the audio-visual team, Safe Guarding Officer, Sports Director, transport, MC's and speakers for meetings, Crèche, administration and hospitality. An overview of some of these roles are below: teaching director, Camp director, Coaching director, Camp dean, AV leader, Promotion, Logistics, worship coordinator, pastoral care.

## Teaching Director

- Ensure morning and evening meetings run smoothly and to time
- Liaise with Team Leader 1 and support them in leading their team/huddle group
- Assist with facilitation of Sports Ministry training for team leaders and coaches

### *Before Sports Plus*

- Oversee and develop teaching content
- Prepare morning and evening meeting run sheets and powerpoints
- Prepare coaches and team leaders sports ministry training
- Ensure team leaders have all material to prepare for Sports Plus (bibles, study guides)
- Work with speakers to ensure teaching is relevant and faithful to the Gospel
- Recruit relevant teachers/facilitators /team leaders
- Phone team leaders referee checks using Child Safe referee interview sheet
- Pray for Sports Plus!

## Camp Director

- Liaise with venue staff during camp
- Liaise with parents during camp if there any issues with young people
- Ensure accommodation and catering is running smoothly
- Oversee set up of team challenge and scoring



### *Before Sports Plus*

- Set camp budget
- Manage leader/athlete registrations and parent communication
- Organise venue and liaise with them
- Oversee team challenge: order flags, select games, create rules booklet and work out what equipment is required
- Create name badges
- Liaise with parents prior to camp, particular those requiring financial assistance
- Pray for Sports Plus!

### Coaching Director

- Support the coaches during camp both practically (equipment etc.) and if need guidance with coaching or water break talks
- Decide which second sports are running each day
- Ensure excellence in coaching standards

### *Before Sports Plus*

- Decide which first sports are running at Sports Plus
- Recruit coaches
- Help coaches prepare their coaching plans for the week
- Help coaches prepare their water break talks
- Ensure coaches have the equipment they need for camp
- Pray for Sports Plus

### Camp Dean

- The 'Figure of Discipline' - Oversee discipline of young athletes, leaders and coaches on camp
- Ensure camp schedule runs to time
- Look for and reward good behaviour/ sportsmanship /Christ-likeness

### *Before Sports Plus*

- Pray for Sports Plus

### AV Leader

- Support the running of evening and morning meetings
- Take photos
- Take video footage and produce a daily 4 minute max highlights video



- Record the morning/evening talks

### *Before Sports Plus*

- Ensure all video cameras/ hard drives / laptops are ready
- Ensure adequate sound equipment is ready for the morning/ evening meetings (including worship)
- Pray for Sports Plus

## Promotion and Communication

- Manage social media during camp (Snapchat, Facebook, Instagram)
- Take any guests on a tour of camp

### *Before Sports Plus*

- Communicate with schools and arrange newsletter and assembly slots
- Communicate with churches, youth groups and sporting clubs
- Manage social media and updating throughout the year
- Managing and updating the Sports Plus website and registration system
- Recruit leaders and coaches
- Create promotional material including T-shirts and flyers
- Look for new avenues of promotion
- Ensure a monthly email newsletter goes out (weekly in the last 10 weeks prior to Sports Plus)
- Pray for Sports Plus

## Logistics

- Ensure all sporting equipment is ready for coaching and team challenge
- Assist in transporting AV equipment
- Ensure coaches have charged radios and communication lines
- Ensure first aid staff are available and have first aid kits
- Ensure meeting room is set up
- Set up and run the beep test
- Run and manage the tuck shop

### *Before Sports Plus*

- Produce the risk management document
- Ensure first kits are stocked
- Ensure all sporting and AV equipment is packed and delivered to the venue
- Pray for Sports Plus
- Ensure a child safe officer is appointed and that leaders / coaches have all got valid working with children checks
- Stock the tuck shop



## Worship Coordinator

- Ensure worship team are ready for evening meeting worship (e.g. practice after to Team Challenge)

### *Before Sports Plus*

- Liaise with teaching coordinator to determine worship songs for Sports Plus
- Prepare music
- Determine what musicians are available among the coaches and leaders and gather a team
- Pray for Sports Plus

## Pastoral Care

- Provide pastoral support for whoever needs it on camp, particularly leadership team
- Assist in facilitating team leader and coaches sports ministry training

### *Before Sports Plus*

- Pray for Sports Plus