



*How to use a*

# **YOUTH LEADER**

*In Your*

# **CENTER**

# How to use a Youth Leader in your Center

The primary responsibility for the Youth Leaders Program is to allow its members to develop into leaders in the bowling community by taking an active role in their center. They promote the sport and encourage new bowlers to join youth programs and become more dedicated participants. Participating in a Youth Leaders Program allows Youth Leader members to develop leadership skills, practice teamwork and financial planning, along with learning other valuable life skills.

## What are some ways to engage youth leaders within the center?

- Utilize your Youth Leaders as coaches and/or mentors for the younger groups. Have them assigned to a team or individual child that they can help coach and encourage.
- Set up a buddy system where a seasoned youth leader/bowler welcomes a new bowler into the program and provides a support system in order to show them the ropes and encourage them to stay with the program.
- Have a Youth Leaders teaching session where they show the younger group how to keep score, fill out recaps, or money envelopes.
- Youth Leaders should volunteer at local and state tournaments when they come to your center. They can help check in bowlers and write down scores for both youth and adult events. Utilizing these volunteers at professional events is great as well. You can utilize them as extra help in your paddocks or in completing administrative tasks.
- Youth Leaders should also volunteer with Special needs bowling events in your center and surrounding centers.
- When you have tournaments at your center, make sure your Youth Leaders utilize that time for fundraising whether they run a bake sale or 50/50 during the event.
- Youth Leaders should be used to fundraise for your youth programs in order to pay for youth bowling trips and youth program needs.

# How do I find Youth Leaders?

*Recruit!*

Speak with the youth that are currently in your youth programs within your center and ask them to join. Hand out flyers and post information explaining the benefits of having an in center Youth Leaders program.

\*A flyer with benefits of being a Youth Leader is available on the Youth Resource Center.

# How do I appoint an adult supervisor?

You should use a parent volunteer or the person in charge of the youth program. Preferably this person is someone that will be available for meetings and group program activities. It is good to place two people in this role so that they can share tasks.

# How do I assign duties?

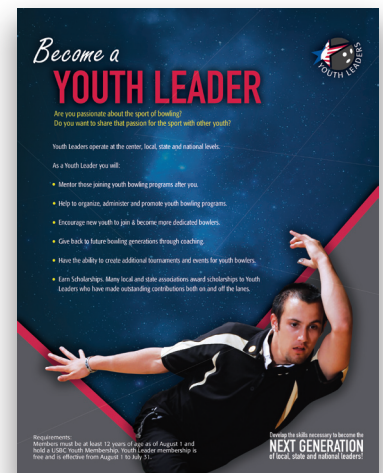
Ask for volunteers. Engage your most active youth to lead the group and delegate duties through them. They can be your liaisons for the group in making sure projects are completed. Depending on the number of projects, split the individuals out so that you have a leader for each assignment. Then distribute tasks so that everyone feels a part of the overall goal. Make sure everything is written out so that individuals are held accountable and have a sense of ownership over their assigned tasks.

# How to create a vision and mission for the group:

Developing a vision and mission statement for you center youth leaders is a great idea. This will provide them with a direction to work towards and let them know what is expected. The mission statement will provide the purpose and primary objectives internally. The vision statement defines both the purpose and values of the group. What is your goal and what do you see your Youth Leaders doing for your center?

Example: Vision- "To be a support and resource for other youth bowlers in our bowling center."

Mission- "We are the youth support system for our center working to introduce new youth to bowling while also helping to ensure that the experience is positive for current bowlers through help with skill development and improvement as well as great tournament experiences."



## How to conduct meetings:

No bylaws are required at the center level. So any meetings will be informal. Meetings before or after practice/league would be suitable. If conducting a meeting on a day that isn't set for practice or league make sure to give plenty of notice.

For more information, reference the How to organize and conduct a meeting found in the *Association How To Manual*.

## How to run elections:

No bylaws requirement, therefore no formal election is necessary. If the decision is made to run elections, refer to the "How To" for the Association.

## How to design and utilize work and action plans:

Regardless of the activity type, a successful activity depends on planning, promotion, execution, and evaluation.

**Planning** — consists of clearly defining the activity's mission or goal, and then developing a written plan. The plan should state how the activity will work, who is responsible for each step, deadlines, and required funds. Everyone should be informed and have a copy of the plan.

**Execution** — the members responsible for specific areas of the plan must work to ensure deadlines are met. Create a centralized reporting system that will allow these members to communicate progress to the individual responsible for the overall operation. Consult and refer to the written plan.

**Evaluation** — meet and discuss what happened. Determine if goals were achieved, budgets maintained, and deadlines met. Discuss ways to improve problem areas. Recognize member's contributions and hard work.

**Promotion** — specify a time frame, target a specific audience, select specific communication methods, assign specific individuals to specific duties, ensure everyone is aware of deadlines, costs, and determine a theme for the presentation.

# How to utilize a bank account when running an in center youth leaders program:

More than likely the in-center youth leaders program will not need a separate bank account. In-center banking should be suitable for this group. There may be some times when fundraising comes into play, this would be something to discuss with the center or whomever is running the youth leagues in order to verify that it would be ok to use the in-center banking. If a separate account is desired, please reference the association How To for details.

## How to fundraise:

Many of the fundraising ideas that are listed in the Association How To can be used within the center as well. Anything along the lines of bake sales, candy sales, or pledges would be the most suitable for the in-center youth leaders program. These types of fundraisers can be done within the center, and on the volunteers own time.

\*Please see the Fundraising ideas sheet to see which idea works best for you.

## Why should we fundraise?

Fundraising can be for simple items needed for the youth league including funds for a new bulletin board to hang tournament information and even youth leader information on. You can also fundraise in order to help pay for tournament entries or travel costs in order to send kids to tournaments such as, State Tournament, the Junior Gold Championships or Youth Open Championships.



Contact the IBC Youth Development team for any questions regarding the Youth Leaders Program at 817-385-8426 or [contactus@ibcyouth.com](mailto:contactus@ibcyouth.com)