

Questions to Ask Your Local Health Coordinator and Other Considerations

- The Program will be notified that you have recently completed the Health Promotion training, but it is important for you to also re-introduce yourself after the TTT and, if possible, arrange to meet (or have a call) with the local Healthy Athlete Coordinator.
- If available, review your program's website and familiarize yourself with their activities and protocols prior to the meeting.
- Share overview of HP-CD TTT with coordinator, when you meet.

General Questions to Ask:

- What disciplines are offered through your HA program? Is it possible to arrange an interdisciplinary meeting for all discipline clinical directors so we can discuss cross-disciplinary planning?
- How is communication handled? email, phone, in person, face to face meetings?
- What is the process for referring athletes to follow-up care? How, if at all, is this tracked?
- When planning for a specific event:
 - How many athletes will be expected to attend? What age range?
 - Clarify the space and venue for the event? Draft a layout.
 - Discuss electricity needs, running water if possible, enough space for the stations you plan to offer.
 - Consider athlete flow, wait areas, planned stations, check-in and check-out.
 - Will the program apply for an SOI Capacity Grant?
 - How is your travel arranged for out of town HA events?

Questions Specific to Equipment and Supplies - Share a copy of HP Equipment and Supplies List with your Program.

General:

- What does your program have in stock? Where are items kept?
- What needs to be borrowed, requested from SOI, or purchased before the event? Who is making those requests – the coordinator or you?
- How are these items delivered to the HA location?
- How will necessary documents be printed? Who is responsible

Donations/Borrowed Equipment

- What's the process for requesting donations?
- Who sends thank you letters for donations?

Consider Screening equipment that may be available locally:

- BMD: Sahara equipment from SOI or local clinic, pharmacy, fitness gyms, university/colleges
- BMI: Stadiometers, scales from Health Departments, clinics or university/colleges
- BP Monitors: Health Departments, clinics, universities/ colleges

Consider Education Station Equipment and Supplies that might be available locally or through donation:

- Nutrition: Fruits and vegetables, healthy snacks
- Sun Safety: Sun screen, ChapStick, and Solar Bracelets (check with SOI)
- Hydration: Bottled water or water dispensers
- Strong Bones: String cheese, unsweetened fat-free yogurt, Fairlife Milk (skim).
- Hand Washing: Cambro stations; small soap bars
- Physical Activity: Yoga mats, stretch bands, dance CD's, Frisbees, jump-ropes, exercise bikes
- Tobacco avoidance: Build on local health department campaign, materials, teaching tools and staff to volunteer at the booth
- Athlete incentives and thank-you gifts for athletes: Dollar stores, Wal-Mart and other discount stores.
- Where else might you get donations or borrow equipment/supplies?

Questions Specific to Volunteers:

Recruiting Volunteers:

- From where? How many?
 - Does the Program have existing recruitment materials?
 - Does the Program have a listing of previous volunteers (if you aren't the first Clinical Director for Health Promotion)?
- How do volunteers register?
- How can athletes be incorporated into the Health Promotion event as peer educators or otherwise?
- Use your professional network to determine who can help you recruit.

Training Volunteers:

- Are volunteers trained in advance of the event or day of? If day of, be sure they arrive in plenty of time before the start of the event. Use SOI resources to train for the event.
- What type of volunteers do you have available? Will you have the type of expertise you need?
- What will volunteers wear? Will they be given a volunteer t-shirt? If a volunteer leaves, and another arrives, who teaches the new person?

Schedule & Supervise:

- Follow SOI protocols for communication, screen, education, and documentation.
- Are meals being provided to volunteers? If yes, when and where do they get their meals. Ensure you have staggered breaks planned for volunteer schedules.
- How does the Program track the volunteers the day of? Do they sign-in? If an SOI funded event, who brings the Hold Harmless form for volunteers to sign.

Considerations for Before, During and After the HP Event:

Before and During Event:

- Give plenty of time to set-up the venue – ensure you have volunteers scheduled to assist with this.
- Know the cell phone numbers of “who to call if...”
- What is the plan for how the venue will be kept neat and tidy? If it is a multi-day event, where are supplies being stored overnight? Where do supplies go at the end of the event?
- Do you know where emergency medical services are located?
- Take photos of each station, interaction with athletes, souvenir photos.
- As a Clinical Director you will most likely not be at any one station so that you can trouble-shoot and solve issues as they arise and ensure the full event is running smoothly.

After Event:

- Collect completed HAS forms and hand off to the healthy athlete coordinator from the Program.
- Present volunteer certificates of appreciation
- Inventory remain supplies and store correctly in plastic bins
- Repackage equipment, and return any borrowed items
- Create list of needed items for next event; clinic supplies, educational materials, athlete incentives, forms
- Consider what went well and where there is room for improvement?