

CKC Coaching Sheet: Small Group Routines: Arrival and Check-In

Scenario: On the first day of club, Jenny, the team leader, organized the students into five color-coded small groups: Red-K-1st grade, Yellow, 2 grade, Blue-3rd, Green, 4th, and Orange 5th. Each group has color-coded student name tags and every Small Group Leader (SGL) has a roster and check-in sheet for their group.

Yet, for the third week in a row, as the students begin arriving to club, it's borderline chaos. The students come into the gym, grab their nametags off the table by the entrance, and instead of going to find their leader, they walk around the gym talking to each other and running around. Some even pull basketballs out of the P.E. teacher's closet and start tossing hoops. The SGLs run around the gym haphazardly trying to find their group members and pull them together to get seated and checked in. Others are picking up backpacks off the floor to move them out of the way for the Large Group time. By the time everyone is situated in Small Groups, 20 minutes have been wasted trying to get everyone checked in.

Discuss: What is happening here? What can Jenny and the SGLs do to smooth out the arrival and check-in routine?

Action Steps:

- As a team, evaluate your arrival and check-in process. Discuss: What is going well? What could make it better?

- Is there any part of the arrival and check-in routine that your Small Group needs re-taught or modeled to them? Write down what you will review with them.
