



Social Program Plan

Program Name: Sokol Nights

Department/Focus Area: Social

Summary: Twice a month structured social activities organized for families and individuals of all ages.

Prepared By: The Program Team of the Strategic Planning Task Force

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1 PROGRAM DESCRIPTION

This program is designed to encourage and stimulate social activity throughout the Unit membership and into the community. Activities for families as well as activities for individuals will help to include all participants in our programs.

2 INTENTIONS

2.1 GOALS

- ⑧ To stimulate Sokol unity, togetherness and fun.
- ⑧ To encourage families to spend time together.
- ⑧ To encourage individuals to spend time with their friends in their Unit.
- ⑧ To provide an interesting niche activity for community participants.
- ⑧ To develop groups with similar interests.

2.2 OBJECTIVES

- ⑧ All ages to participate in some capacity.
- ⑧ Encourage our Units to open their doors at alternate times.
- ⑧ Get families and individuals both to participate.
- ⑧ Allow Units an opportunity to get the community to participate.
- ⑧ To create and implement fun activities removed from normal Unit business.
- ⑧ Work efforts to set up the programs should be minimal so everyone can enjoy the event.

3 AGE GROUP BREAKDOWN

In order to get as much age group participation out of Sokol Nights as possible, we are implementing activities for families and individuals.

- 3.1 Family Nights – Activities based around but not limited to family group participation (All ages together).**
 - 3.2 Fun Nights – Activities based around individual participation which may include some separation of individuals by age ranges.**
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4 PROGRAM CONTENT

This program runs as a four month session, having seven activity periods (APs') in each session. APs' are held every other week and alternate between Family Nights and Fun Nights. The first session can run September through December, the second session can run January through April, and the third session can run May through August.

The seven APs are as follows:

AP #1 – Family Night – MOVIE NIGHT

Description: Show a good G or PG family film at your location. Setup a projector or TV to display the movie and setup seating for participants.

Required supplies: Movie (See Appendix A suggestions), Projector or large TV, Screen for projector, Chairs

Optional supplies: Popcorn, Drinks, Other food, serving supplies

How: See Appendix A checklist

AP #2 – Fun Night – HOBBY NIGHT

Description: Members and non-members alike will bring their hobbies to display. Participants will be able to view, try and get familiar with the displayed hobbies. Individual stations will be setup around the location for easy viewing. (See Appendix B suggestions for possible hobbies)

Required supplies: Chairs, Tables, Signs (to describe hobby), other equipment as detailed by the people bringing in their hobbies.

Optional supplies: Drinks, Snacks, Serving supplies

How: See Appendix B checklist and entry form

AP #3 – Family Night – GAME NIGHT

Description: Participants will play a variety of games throughout the evening. Facilitators will assist with instruction and participation.

Required supplies: Games (See Appendix C suggestions), Tables, Chairs, Signs (to describe the games)

Optional supplies: Drinks, Snacks, Serving supplies

How: See Appendix C checklist

AP #4 – Fun Night – MOVIE NIGHT

Description: Show a good PG or PG-13 film at your location. Setup a projector or TV to display the movie and setup seating for participants. This movie should try to appeal to all ages.

Required supplies: Movie (See Appendix A suggestions), Projector or large TV, Screen for projector, Chairs

Optional supplies: Popcorn, Drinks, Other food, serving supplies

How: See Appendix A checklist

AP #5 – Family Night – CRAFT NIGHT

Description: Organize, instruct, and facilitate crafts. Facilitators will be responsible for knowing how to do the crafts and being able to assist people with the activities. (See Appendix D suggestions)

Required supplies: Chairs, Tables, Craft Idea and Supplies, Table cloths to cover the work area, Instructions.

Optional supplies: Drinks, Snacks, Serving supplies

How: See Appendix D checklist

AP #6 – Fun Night – OPEN GYM

Description: Open your gym to different age groups, holding sessions throughout the evening for the different age groups.

Required supplies: Space, equipment (See Appendix E suggestions)

Optional supplies: Drinks, Snacks, Serving supplies

How (Suggestion): 6:00pm Tots with Parents and Senior Co-Ed (Different Activities)
7:00pm Ages 6-11
8:00pm Ages 12-18
9:00pm Ages 18 and up
See Appendix E checklist and waiver forms

AP #7 – Family Night – MOVIE NIGHT

Description: Show a good G or PG family film at your location. Setup a projector or TV to display the movie and setup seating for participants.

Required supplies: Movie (See Appendix A suggestions), Projector or large TV, Screen for projector, Chairs

Optional supplies: Popcorn, Drinks, Other food, serving supplies

How: See Appendix A checklist

5 PROGRAM REQUIREMENTS

- ⑧ The Unit shall select a person to coordinate and oversee each session. This person is responsible for:
 - Selecting facilitators for each AP.
 - Defining expectations and responsibilities to the facilitators
 - Working with the Unit to define fees and budget for the session.
 - Follow up with facilitators to confirm that the APs are coordinated and run according to the plan.
 - ⑧ A facilitator shall be present at each AP. The facilitator is responsible for:
 - Using the checklists as guides for running the APs’.
 - Encouraging participation throughout the evening.
 - Ensuring focus on the designated AP.
 - Gathering helpers for the evening if necessary (for refreshments, tickets, etc...)
 - ⑧ The same facilitator need not run all APs’.
 - ⑧ Waivers for Open Gym required for those not presently participating in the current physical gym program (See Appendix E waiver forms).
 - ⑧ A minimum of one session with seven APs’ shall be held each year.
 - ⑧ Children under 12 must be accompanied by an adult that will be responsible for them at all times.
-

6 RESOURCE LIST

| Specialty | Name | Contact Information |
|-----------|----------------------|---|
| | Program Team Members | Available through the American Sokol Office |
| | | |

7 SUGGESTED IMPLEMENTATION

- ⑧ Survey personnel after each session of seven APs to gather input about what participants liked and what they didn't like. Adjust your evenings accordingly.
 - ⑧ Movies, Games, Crafts and other activities should differ from one session to another to keep repeat participants interested.
 - ⑧ Consider doing "Bring a Friend" night during this program to help facilitate bringing in non-members to the program.
 - ⑧ Be careful not to expand your program so much that it no longer becomes enjoyable to run.
 - ⑧ Consider your insurance policies when planning your APs.
-

8 FREQUENTLY ASKED QUESTIONS

| Question | Answer |
|--|---|
| 1) How do we start? | <p>There are many different ways to start this program. You may want to consider explaining this program to your parents and members. This will help you get volunteers and facilitators for your APs'. Once you have facilitators, simply set a schedule and let your facilitators follow the checklists.</p> <p>* Remember some APs' involve more than just supervising – Hobby Night is dependent on finding Hobbyists. Craft Night needs a person to “run” the crafts, etc...</p> <p>Survey your membership to see if you can get a Coordinator to oversee the whole program.</p> |
| 2) What do we do if we can't find anyone to facilitate these activities? | <p>Check in with the parents. The activities do not require a high degree of skill. Many parents are more than capable of running an AP.</p> |
| 3) Can an individual or couple attend a family night even without kids or grandkids? | <p>Yes. All of the APs' are open to everyone. The family nights are labeled as family nights since the activities are geared slightly more towards family participation.</p> |
| 4) Can families attend Fun Nights? | <p>Yes. Fun nights are open to all. The activities are for all ages.</p> |
| 5) Can "kids" attend fun nights? | <p>Yes. However, you should keep parental control and parental presence in your requirements.</p> |
| 6) We have no nights available at our gym. How can we run “Sokol Nights”. | <p>Consider running “Sokol Afternoons” or “Sokol Mornings” on the weekends.</p> |

Appendix A

Suggested Movie List

Ⓢ G Rated Movies

- Aladdin
- 101 Dalmations
- Beauty and the Beast
- Cars
- Finding Nemo
- Happy Feet
- Lady and the Tramp
- Mary Poppins
- Sleeping Beauty
- The Little Mermaid
- The Lion King
- The Sound of Music
- Toy Story
- Willy Wonka and the Chocolate Factory

Ⓢ PG Rated

- Back to the Future (Series)
- Butch Cassidy and the Sundance Kid
- ET
- Grease
- Home Alone (Series)
- Jaws
- My Dog Skip
- Poltergeist
- Raiders of the Lost Ark (Series)
- Shrek (Series)
- Star Wars (Series)
- The Goonies
- Who Framed Roger Rabbit

Ⓢ PG-13 Rated

- Edward Scissorhands
- Ever After
- Ferris Bueller's Day Off
- Harry Potter (Series)
- Jurassic Park
- Now and Then
- Pirates of the Caribbean (Series)
- Spiderman (Series)
- The Mummy (Series)

Appendix A Checklist

Movie Night

1 Month Prior to AP

- Reserve the location for your Movie Night.
- Select a movie
- Advertise the Movie Night to members and the community. Use flyers, the newspaper, posters in businesses, or any other methods that are appropriate for your community. Include the following:
 - Who you are.
 - What the Movie Night is – Be Brief
 - Name and rating of the Movie
 - Where you will be showing this
 - When you will be showing this
 - Fees or other things that people should bring
 - Contact name and phone number/e-mail address
- Determine whether you will use a Projector or TV for your movie
- Determine and confirm a source for all materials.
 - Movie
 - Backup copy of movie (in case of defect)
 - Projector/TV
 - Screen and sound system (if using projector)
 - Power cords
 - Chairs
 - Mats (for kids to sit on – optional)
 - Refreshments (optional)
- Determine maximum number of attendees

1 to 2 Weeks Prior to AP

- Confirm location availability
- Re-advertise the movie to members and the community
- Acquire all materials including refreshments if desired and the movie itself.
- Confirm that your helpers are still available, informed and understand their responsibilities.

1 to 3 Days Prior to AP

- Confirm location availability
- Test movie with projector/TV if possible.

The Day of the AP

- Bring materials to location
- Setup Chairs
- Setup Refreshments (Optional)
- Setup projector/TV with Movie
- Test Movie
- Check facility (Bathrooms equipped, Doors unlocked, etc...)

At the AP

- Greet members and community members as they arrive. Collect tickets (optional) and/or explain the event.
- Pass out any literature that you wish (Optional)
- Thank people for coming, make announcements, and explain the facility and movie night rules (See “Other Suggestions” section)
- Start movie
- Actively monitor the activity
- Thank people for coming
- Clean-up and take down

After the AP

- Return all materials to their original location.
- Evaluate activity and make appropriate changes

OTHER SUGGESTIONS...

- **Inform participants of facility rules and information such as:**
 - o **Where the exits and restrooms are.**
 - o **No smoking**
 - o **Being careful when the lights are off during the movie.**

- **Inform participants of movie night rules and information such as:**
 - o **Turn off cell phones**
 - o **No talking during the movie**
 - o **When food will be available (eg. before, during, after the movie, etc...)**

- **Consider using tickets to make it a more “movie like” experience.**

Appendix B

Suggested Hobby List

- Ⓢ Antique Cars and car pictures
- Ⓢ Antique Clothing
- Ⓢ Archery
- Ⓢ Art Projects
 - Macramé
 - Painting
 - Photography
 - Pottery
 - Stain Glass
- Ⓢ Calligraphy
- Ⓢ Candy making
- Ⓢ Collections
 - Action Figures
 - Baseball Cards
 - Books
 - Buttons
 - Coins
 - Comic Books
 - Dolls
 - Fishing lures
 - Model planes, trains, boats and cars
 - Music: CD, LP, sheet music
 - Spoons, Teacups, Plates
 - Stamps
 - Video games
- Ⓢ Computer construction
- Ⓢ Dancing
- Ⓢ Electronic Building (small engines, video and audio equipment)
- Ⓢ Flower Arrangement
- Ⓢ Genealogy Studies
- Ⓢ Magic Tricks
- Ⓢ Marathons, Triathlons
- Ⓢ Puzzles
- Ⓢ Science Projects
- Ⓢ Scrap-booking
- Ⓢ Sewing
 - Knitting
 - Needlepoint
- Ⓢ Travel Memorabilia
- Ⓢ Wine, Beer (making and collecting)
- Ⓢ Woodworking

Appendix B Checklist

Hobby Night

2 Months Prior to AP

- Post registration forms so members and community can sign up to display their hobbies.

1 Month Prior to AP

- Reserve the location for your Hobby Night.
- Collect registration forms and contact hobbyists to determine if space is adequate.
- Advertise the Hobby Night to members and the community. Use flyers, the newspaper, posters in businesses, or any other methods that are appropriate for your community. Include the following:
 - Who you are.
 - What the Hobby Night is – Be Brief
 - Where you will be having this conference
 - What time people will be able to review the hobbies
 - Fees or other things that people should bring
 - Contact name and phone number/e-mail address
- Determine whether you will use a speaker system for the Hobbyist to describe their hobby
- Determine and confirm a source for all materials. Check for unusual requests from the registration forms.
 - Tables, Chairs
 - Display posters
 - Electrical outlets
 - Display dividers between each display
 - Power cords
 - Crowd flow pattern (how will the displays be set up)
 - Refreshments (optional)
- Determine maximum number of attendees

1 to 2 Weeks Prior to AP

- Confirm location availability
- Re-advertise the Hobby Night to the Sokol members and the community
- Acquire all materials including refreshments if desired.
- Confirm that your helpers are still available, informed and understand their responsibilities.

1 to 3 Days Prior to AP

- Confirm location availability
- Test display equipment, speaker systems and other required material needed by the hobbyist.

The Day of the AP

- Bring materials to location
- Setup tables and chairs

- Setup Refreshments (Optional)
- An hour before AP starts invite the hobbyists to set-up their displays and demonstrations.
- Verify everything is working properly at each on the display stations.
- Check each of the display stations for easy visibility and safety of the displayed items. (ex. no guns within reach of the viewers, no items could be easily broken or stolen, tables are secure and could not easily be knocked down)
- Check facility (Bathrooms equipped, Doors unlocked, etc...)

At the AP

- Greet members and community members as they arrive. Collect tickets (optional) and/or explain the event.
- Pass out any literature that you wish (Optional)
- Thank people for coming, make announcements, and explain the facility and hobby night rules (See “Other Suggestions” section)
- Actively monitor the activity for crowd control and prevent damage to the displays
- Thank people for coming
- Clean-up and take down with helpers

After the AP

- Return all materials to their original location.
- Evaluate activity and make appropriate suggested changes for the next program.
- Fill in the required survey and submit it to the unit.
- Complete the costs and budget for the AP

OTHER SUGGESTIONS...

- **Inform participants of facility rules and information such as:**
 - o **Where the exits and restrooms are.**
 - o **No smoking**
 - o **Being careful when around the displays. Recommend a crowd flow pattern to see all the displays**
- **Inform participants of Hobby night rules and information such as:**
 - o **No touching of the displays unless invited by the hobbyist**
 - o **When food will be available do not bring it around the displays but eat in the designated area.**
- **Decide before the registration form is posted whether any items can be sold to the viewers by the Hobbyist.**
- **Invite all ages to display their collections. Include children with magic hobbies, action figures, video games, sport card collections.**

Appendix B

Hobby entry form

Sponsored by Sokol _____

Calling all Hobbyists

Share Your Passions with Your Hobbies

Collections, Art, Sewing, Needle pointing, Woodworking, Glass Creations,
Genealogy, Scrap-booking

Date/Time _____

Location _____

Please fill in form below and return by (date) to (name) at (address)
Questions – Please contact (phone number) or (e-mail address)

Type of Hobby _____

Dimension of Display Area Needed

Tables, Electrical Equipment, Other Requirements

Signs, Presentations, Display Cases welcome. Also be able to discuss how you started with this hobby, how others could join and special equipment that might be needed.

Your Contact Information:

Name _____

Phone Number _____

E-Mail _____

Appendix C

Suggested Game List

Ⓢ Board/Table Games

- Backgammon <http://www.bkgm.com/rules.html>
- Barrel of Monkeys http://en.wikipedia.org/wiki/Barrel_of_Monkeys
- Battleship [http://en.wikipedia.org/wiki/Battleship_\(game\)](http://en.wikipedia.org/wiki/Battleship_(game))
- Bingo
- Bunco <http://www.buncorules.com/rules.html>
- Candyland http://en.wikipedia.org/wiki/Candy_Land
- Checkers <http://www.indepthinfo.com/checkers/index.shtml>
- Chess <http://www.chessvariants.com/d.chess/chess.html>
- Chutes and Ladders http://www.ehow.com/how_2059810_play-chutes-ladders.html
- Dominos <http://www.dominorules.com/dominorules.aspx>
- Euchre <http://www.pagat.com/euchre/euchre.html>
- LAN party (If you have strong IT members, everyone brings their own computer system and competes on computer games)
- Life [http://www.gameroom.com/gamebits/RULES/Life_\(1991\)_Rules.html](http://www.gameroom.com/gamebits/RULES/Life_(1991)_Rules.html)
- Monopoly http://www.gameroom.com/gamebits/RULES/332_Monopoly_Rules.html
- Yahtzee <http://grail.sourceforge.net/demo/yahtzee/rules.html>

Ⓢ Physical Games

- Bags tournament <http://www.playcornhole.org/rules.shtml>
- Twister <http://www.mathematik.uni-bielefeld.de/~sillke/Twister/rules/>

Ⓢ Card Games

- Gin Rummy <http://www.pagat.com/rummy/ginrummy.html>
- Go Fish <http://www.pagat.com/quartet/gofish.html>
- Hearts <http://fun.familyeducation.com/card-games/valentines-day/35040.html>
- Kings in the Corner <http://www.pagat.com/domino/kingscorners.html>
- Marias <http://www.pagat.com/marriage/marias.html>
- Pinochle <http://www.pagat.com/marriage/pinmain.html>
- Spades <http://www.pagat.com/boston/spades.html>
- UNO http://www.pagat.com/invented/uno_vars.html
- War <http://boardgames.about.com/od/cardgames/a/war.htm>

Appendix C Checklist

Game night

1 Month Prior to AP

- Reserve the location for your Game Night.
- Advertise the Game Night to members and the community. Use flyers, the newspaper, posters in businesses, or any other methods that are appropriate for your community. Include the following:
 - Who you are.
 - What the Game Night is – Be Brief
 - Where you will be holding this
 - When you will be holding this
 - Fees or other things that people should bring
 - Contact name and phone number/e-mail address
- Determine what games you will play
- Determine and confirm a source for all materials:
 - Games
 - Rules for the games
 - Tables and chairs
 - Refreshments (optional)
- Determine maximum number of attendees

1 to 2 Weeks Prior to AP

- Confirm location availability
- Re-advertise the Game Night to members and the community
- Acquire all materials, including refreshments if desired.
- Confirm that your helpers are still available, informed and understand their responsibilities.

1 to 3 Days Prior to AP

- Confirm location availability
- Make sure games have all the pieces
- Make sure you have rules for all games

The Day of the AP

- Bring materials to location
- Setup tables and chairs
- Setup refreshments (Optional)
- Setup games
- Check facility (bathrooms equipped, doors unlocked, etc...)

At the AP

- Greet members and community members as they arrive. Collect tickets (optional) and/or explain the event.
- Pass out any literature that you wish (Optional)

- Thank people for coming, make announcements, and explain the facility and Game Night rules (See “Other Suggestions” section)
- Start the games
- Actively monitor the activity
- Thank people for coming
- Clean-up and take down

After the AP

- Return all materials to their original location.
- Evaluate activity and make appropriate changes

OTHER SUGGESTIONS...

- **Inform participants of facility rules and other information such as:**
 - o **Where the exits and restrooms are.**
 - o **No smoking.**
 - o **When and where food will be available.**
 - o **Emphasize good sportsmanship conduct while playing games.**

- **Consider the following when choosing and facilitating your games:**
 - o **Length of games**
 - o **Age groups for specific games**
 - o **Number of participants and number of specific games**

Appendix D

Suggested Craft List

- Ⓢ Card Making
- Ⓢ Design a craft to produce and distribute for your Unit (Be cautious not to turn this into a fundraiser)
- Ⓢ Float decoration
- Ⓢ Jewelry Making
- Ⓢ Origami
- Ⓢ Poster design
- Ⓢ Room decoration and interior design
- Ⓢ Scrap booking
- Ⓢ T-shirt quilt

Appendix D Checklist

Craft night

1 Month Prior to AP

- Reserve the location for your Craft Night.
- Select a craft that fits all age groups or multiple crafts for specific age groups.
- Advertise the Craft Night to members and the community. Use flyers, the newspaper, posters in businesses, or any other methods that are appropriate for your community. Include the following:
 - Who you are
 - What the Craft Night is – Be Brief
 - Where you will be having this
 - When you will be having this
 - Fees or other things that people should bring
 - Contact name and phone number/e-mail address
- Determine what items will be needed as supplies for the item you are making
- Determine any additional items needed (scissors, hot glue gun, etc)
- Determine and confirm a source for all materials.
 - Completed Craft Item
 - List of all necessary supplies
 - Additional items needed (power cords)
 - Prepare instruction sheet and copy (if needed)
 - Tables/Chairs
 - Refreshments (optional)
- Determine maximum number of attendees

1 to 2 Weeks Prior to AP

- Confirm location availability
- Re-advertise the Craft Night to members and the community
- Acquire all supplies/materials including refreshments if desired.
- Confirm that your helpers are still available, informed and understand their responsibilities.

1 to 3 Days Prior to AP

- Confirm location availability
- Test making the craft project if possible.

The Day of the AP

- Bring supplies/materials to location
- Setup Table/Chairs
- Setup Refreshments (Optional)
- Check facility (Bathrooms equipped, Doors unlocked, etc...)

At the AP

- Greet members and community members as they arrive.
- Pass out any literature that you wish (Optional)

- Thank people for coming, make announcements, and explain the facility and Craft Night rules (See “Other Suggestions” section)
- Actively monitor the activity
- Thank people for coming
- Clean-up and take down

After the AP

- Return all materials to their original location.
- Evaluate activity and make appropriate changes

OTHER SUGGESTIONS...

- **Inform participants of facility rules and information such as:**
 - o **Where the exits and restrooms are.**
 - o **No smoking**
- **Inform participants of Craft Night rules and information such as:**
 - o **When food will be available (eg. before, during, after the craft, etc...)**
- **Try to have additional scissors, rulers, or whatever item may be needed for use.**
- **Assemble a storage container of general supplies, glue, scissors, markers, which can be used during each craft night.**
- **Cover the tables with paper for easy cleanup if the craft involves a lot of paint or glue.**

Appendix E

Suggested Open Gym Activity List

- Ⓢ Volleyball
- Ⓢ Soccer
- Ⓢ Flag or Touch Football
- Ⓢ Basketball
- Ⓢ Wiffleball
- Ⓢ Obstacle Course
- Ⓢ Gymnastics
- Ⓢ Trampoline
- Ⓢ “Recess Games” (Red Rover, Spud, Dodgeball, Tag Games)
- Ⓢ Relay Races
- Ⓢ Parachute Activities
- Ⓢ Jump rope

Appendix E
Sample Waiver Form - Simple

Sokol X
Sokol Nights Open Gym
Waiver Form

Parent/Guardian Name: _____

Child Name: _____ Age: _____

If member of Sokol, what gym? _____

I agree that I will bring no claims, demands, actions or institute or take part in any manner in any claim, legal action, suit or proceedings of any kind or character against Sokol _____, any of its members or associated clubs because of any damages, losses or injury to person or property or both while participating in this event.

Parent/Guardian Signature: _____

Date: _____

Appendix E

Sample Waiver Form - Complex

SOKOL NIGHTS OPEN GYM RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

IN CONSIDERATION of being given the opportunity to participate in any SOKOL NIGHTS OPEN GYM activities, I, for myself, my personal representatives, assigns, heirs, and next of kin:

1. ACKNOWLEDGE, AGREE AND REPRESENT that I understand the nature of open gym activities, including volleyball, basketball, gymnastics, team sports, games, etc... and that I am qualified, in good health and in proper physical condition to participate in such activities;
2. FULLY UNDERSTAND THAT: A) OPEN GYM ACTIVITIES INVOLVE RISKS AND DANGERS of serious bodily injury, including permanent disability, paralysis and death("RISKS"); B) these RISKS and dangers may be caused by my own actions or inactions, the actions or inactions of others participating in the OPEN GYM ACTIVITIES, the conditions in which the OPEN GYM ACTIVITIES take place, or the negligence of the RELEASEES named below; C) there may be other RISKS and social and economic losses either not known to me or not readily foreseeable at this time; and I FULLY ACCEPT AND ASSUME SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I incur as a result of my participation in the OPEN GYM ACTIVITIES;
3. AGREE AND WARRANT that I examine and inspect each OPEN GYM ACTIVITY in which I take part as a participant at the SOKOL NIGHTS OPEN GYM and that, if I observe any condition which I consider to be unacceptably hazardous or dangerous, I will notify the proper authority in charge of the OPEN GYM ACTIVITY and will refuse to take part in the OPEN GYM ACTIVITY until the condition has been corrected to my satisfaction;
4. HEREBY RELEASE, DISCHARGE AND COVENANT NOT TO SUE X, X District, American Sokol, their administrators, directors, agents, officers, volunteers and employees, other participants, and if applicable, owners or lessors of the premises on which the OPEN GYM ACTIVITIES take place, (each considered one of the RELEASEES herein) from all liability, claims, demands, losses or damages on my account, caused or alleged to be caused in whole or in part by the negligence of the RELEASEES or otherwise, and I further agree that if, despite this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, I, or anyone on my behalf makes a claim against any of the RELEASEES, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS each of the RELEASEES from any litigation's expenses, attorney fees, loss, liability, damage, or cost which any may incur as a result of such claim.

I have read this agreement, fully understand its terms, understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid, the balance, notwithstanding, shall continue in full force and effect.

Printed Name of Participant _____

Date _____

Address _____

Phone _____

Signature (only if over 18 years of age)

PARENTAL CONSENT

AND I, the minor's parent and/or legal guardian, understand the nature of OPEN GYM ACTIVITIES and believe the minor to be qualified to participate in such OPEN GYM ACTIVITIES. I HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE, and AGREE TO INDEMNIFY, SAVE, AND HOLD HARMLESS each of the RELEASEES from all liability, claims, demands, losses or damages on the minor's account caused or alleged to be caused in whole or in part by the negligence of the RELEASEES or otherwise, and I further agree that if, despite this release, I, the minor, or anyone on the minor's behalf makes a claim against any of the above RELEASEES, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS each of the RELEASEES from any litigation expenses, attorney fees, loss, liability, damage, or cost which any may incur as the result of any such claim.

Printed Name of Parent/Guardian

Address

Phone

Signature of Parent/Guardian (only if participant is under 18 years of age)

Appendix E Checklist

Open Gym

1 Month Prior to AP

- Reserve the location for your Open Gym Night.
- Advertise the Open Gym Night to members and the community. Use flyers, the newspaper, posters in businesses, or any other methods that are appropriate for your community. Include the following:
 - Who you are.
 - What the Open Gym Night is – Be Brief
 - What options/activities will be available for this Open Gym
 - Where you will be hosting the Open Gym
 - When you will be hosting the Open Gym
 - Fees, attire, or other things that people should bring
 - Contact name and phone number/e-mail address
- Determine the types of activities that will be offered
 - Identify any necessary supplies for activities
 - Contact a knowledgeable assistant if needed. (ie, if offering an opportunity to work out on gymnastics equipment, ask instructors to volunteer to supervise during the Open Gym)
- Determine and confirm a source for all materials.
 - CD Player/Stereo
 - Chairs
 - Mats
 - Sports Equipment
 - Refreshments (optional)
- Determine maximum number of attendees

1 to 2 Weeks Prior to AP

- Confirm location availability
- Re-advertise the Open Gym to members and the community
- Acquire all materials including refreshments if desired.
- Confirm that your helpers are still available, informed and understand their responsibilities.

The Day of the AP

- Bring materials to location
- Setup any equipment to be used
- Setup Refreshments (Optional)
- Check facility (Bathrooms equipped, Doors unlocked, etc...)
- Review responsibilities with any helpers/assistants

At the AP

- Greet members and community members as they arrive. Collect tickets (optional) and/or explain the event.
- Pass out any literature that you wish (Optional)
- Thank people for coming, make announcements, and explain the facility and Open Gym Night (See “Other Suggestions” section)
- Actively monitor the activity

- Thank people for coming
- Clean-up and take down

After the AP

- Return all materials to their original location.
- Evaluate activity and make appropriate changes

OTHER SUGGESTIONS...

- **Inform participants of facility rules and information such as:**
 - o **Where the exits and restrooms are.**
 - o **Any safety information**
 - o **No smoking**
 - o **Be sure waivers completed and accessible for each participant**
 - o **When food will be available**

- **Consider the following when choosing and facilitating the Open Gym Activity:**
 - o **The length of time the activity will take**
 - o **The amount of set up and tear down (there are other groups immediately following each other)**
 - o **The number of participants signed up**
 - o **The amount of equipment you have**
 - o **The amount of space you have**
 - o **What will parents do while children are in their activity?**
 - o **What will children do while parents are in their activity?**

- **You could pick an activity for that night (example volleyball) and use the same activity with variations/modifications the whole night? Setting up one group as “family” - parents & their kids, another group at a different time slot for kids or teens and set the age, another group at a later time slot for adults 18+ and another group at a different time slot Co-ed Seniors.**