

RICHLAND COUNTY 4-H PROGRAM

Recreation Leader's Mini-Manual

Name _____ Year _____

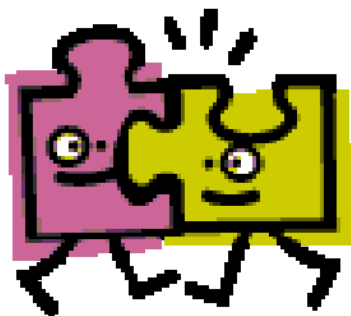
Club _____

Congratulations on being elected as your 4-H club's Recreation Leader! Your club has bestowed a great honor and responsibility upon you. It is your responsibility to fulfill the expectations of this office and serve as an effective and hard working leader for your fellow club members and volunteers.

All officers in a 4-H club are in a leadership role. You are a representative of your membership, the Richland County 4-H program and the Ohio 4-H program. To test your readiness for this position, answer the following questions:

- _____ Do I know the duties and responsibilities of this office?
- _____ Do I have all of the materials I need to effectively lead my club program?
- _____ Am I willing to improve my leadership skills so I can be a better officer?
- _____ Do I readily accept the responsibilities assigned to me?
- _____ Do I recognize every member of my club and willing to talk with them?
- _____ Will I do more than what is required of me to make my club better?
- _____ Am I willing to give credit to others for work well done and timely?
- _____ Am I prompt in arriving to meetings?
- _____ Am I prepared for each club meeting?
- _____ Does my appearance inspire confidence and respect in me as a leader?
- _____ Am I kind, tactful, respectful of others and courteous?
- _____ Do I use "please" and "thank you" when I should?
- _____ Am I always fair in my decisions?
- _____ Do I refrain from speaking unless I am asked or expected?
- _____ Do I listen to others as they speak their opinion at club meetings?

Good luck with your elected club leadership role! Please refer to the Recreation Leader's book for more information throughout the year. Your county Extension professionals and club volunteers are also great resources for more information. You can "make the best better" by being the best leader and officer you can!



Materials adapted from the Huron County 4-H
Recreation Leader's Manual by J. Villard
Overocker, February 2005. Updated February, 2011

For more information see the <ohio4h.org> web
site's officer materials.

Duties of the Recreation Leader

As a recreation leader, your responsibilities include:

- Serving as the chairperson of the Recreation Committee (if your club has one)
- Learning varied recreational activities for the club based on individual interests and abilities
- Planning recreational programs/activities based on the interest and age level of your club members
- Working closely with whomever is responsible for refreshments (i.e., plan recreational activities that coincide with timing for refreshments)
- Conducting the recreational phase (i.e., warm-up as members arrive and active activity following the business meeting and/or educational program)
- Teaching the rules of any activity and following through to make sure all members can participate equally and fairly
- Securing any equipment or supplies that may be needed to conduct an activity
- Stopping a game/activity at its peak (i.e., members are enjoying themselves) rather than letting members get bored or tired of the activity
- Providing recreational activities until members are picked up from the meeting
- Bringing a game/activity to a definite close
- Working with other members to clean up the meeting room and recreation facilities at the close of the recreational activity
- Being a part of the club officer team by giving input and carrying out all responsibilities
- Being a leader in the club program by being visible and active at EACH meeting



What is Recreation?

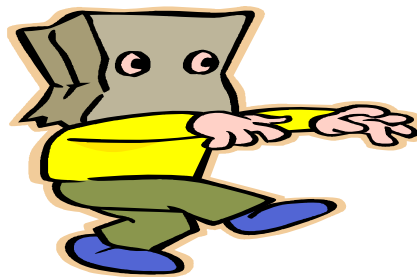
Recreation is doing activities that are fun for your club members. Recreation may be active (moving games) or passive (sitting games). A good recreation leader utilizes a mixture of active and passive games.

Sometimes recreation has a specific purpose like helping members get acquainted or serve as a social/mixing experience. Recreation allows members to interact and should ALWAYS be fun to do.

Tips for a Recreation Leader

Recreation leaders are the individuals that make recreation come to life for the club. Recreation leaders must explain activities so everyone understands the rules, but must also participate in the activities as a role model for others. As a leader you should:

- Show enthusiasm and excitement about leading others!
- Plan programs that are age appropriate and appropriate for the setting
- Thoroughly prepare all games/activities (i.e., understand and be able to teach directions, have enough supplies, have all equipment ready)
- “Know” the activity and be able to do it yourself (practice ahead of time, if needed)
- Explain the game/activity briefly and demonstrate how to do it
- Speak the directions clearly and make sure all participants can hear and see you
- Design and use definite signals to start and stop activities
- Help others learn to laugh when mistakes are made as games are for fun
- Know when a game is at its peak – that’s the time to stop the game
- Encourage others to help with or lead recreational activities
- Be prepared for the unexpected – that means to have an extra game or two ready in case plans change



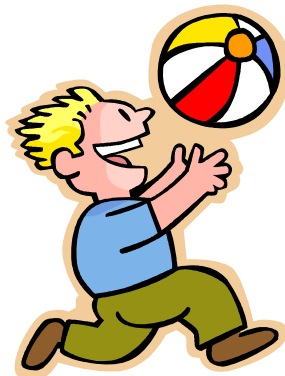
Developing a Recreational Plan

A recreation leader needs to have a plan for the year, including games and activities for each meeting. The recreational plan is a series of games and activities the recreation leader plans to use that include a variety of activities and different types of games. The plan should note and describe what games or activities are planned for each meeting and/or special event of the club. It should include the time needed, equipment or supplies needed, space/location needed and the type of activity. Always plan for more activities than what are actually needed because the unexpected can occur (i.e., planned an outside activity and it rains). Extra activities also keep members occupied until pick-up time. Plans for one meeting can always be carried over to another meeting.

Leading Recreational Activities

A good recreation leader.....

- Arrives early to make sure the location and the planned games match.
- Is ready to start the game/activity at the set time.
- Gets the group in position to be quiet and hear the directions.
- Stands where you can see the entire group – avoid having your back to others while giving instructions.
- Has the group be in position to play when directions are given – this sets the scene for beginning the activity immediately after giving the directions.
- Is clear, brief and enthusiastic when explaining a game or activity. Show the group how to play by having people prepared to demonstrate.
- Allows time for the participants to ask questions – answer questions clearly.
- Knows it is best to start with an activity that is familiar or common. Then new or more complicated games can be introduced more successfully.
- Understands that if something is not going right with the activity or members are getting out of hand, they should stop the game, make corrections and then begin the game again.
- Assumes that all members want to play – encourage, but not force, participation.
- Attempts to keep play fair at all times. Learning and practicing good sportsmanship is a must for the fun of play. Downplay competition.
- Plays the game right along with the members.
- Stops the activity/game when everyone is having fun.
- Thanks everyone for participating and asks for their assistance in cleaning up.
- Evaluates the recreation period and plans how to improve for the next meeting.
- Always carries a smile when leading and participating with others.



“The best way to help others have fun is to have fun yourself!”
Villard Overocker

Choosing Games Appropriate for Your Club

It is your choice and responsibility as the recreation leader to be selective about the games and activities you lead with your club members. When choosing games.....

- Think carefully about the types of games your fellow club members would enjoy.
- Consider games and activities that are age and interest appropriate.
- Consider the physical and mental capabilities of your club members.
- Look in different resources for recreational game/activity ideas, including books from the library, resources from the Extension office, the Internet, other youth groups and in many other places.
- Choose games that will enhance the social relationships among your club members.
- Try to choose games that will, at some point during the recreational time period, capture the interest of all members.
- If your club has Cloverbud age members, consider their developmental level when choosing games. Depending on the activity, it may be necessary to have a separate game for the younger members.
- Always consider physical limitations and diversity concerns (i.e., religion, cultural or ethnic factors) of members. Make sure no one is excluded.
- Always choose a game you would be excited about playing yourself and then do it!



Reference:

Recreation Leader, Ohio 4-H Club Officer's Guide, The Ohio State University, 1986.

Recreation Record



Name _____ Club _____

Meeting Date or Special Event Type and Date:

Games or Activities Planned and Completed	Active/Passive	Equipment Needed	Time Needed	Space Needed	Date Used

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Developed by Barbara Carder, Extension Educator, 4-H Youth Development, Hocking County, Ohio and by Teresa Johnson, Extension Educator, 4-H Youth Development, Defiance County, Ohio.

RECREATIONAL GAME IDEAS

1. “Name on Back” (Mixer) Good game to start a few minutes before meeting time. It allows early arrivers to start to mingle and get acquainted. Use names of people (of fictional characters) that will be recognizable by the participating age group. Each person asks questions of others to figure out what character they are.
2. “Go Forth” (Mixer) Get signatures of twenty people in the room. Tear paper into slips with one name on it and then have them give the slips to the people who signed their name.
3. “Ad ID” (Quiet game) Good paper game for all ages to get the “gears” of the mind working. Write down up to 15 ad slogans and a space for answers of what the add is selling. You may want to go over the answers or just tell your audience to take the sheet home and find out the answers.
4. “Age Teller” (Brain Tester) May need paper and writing utensils or calculators.
 1. Take the number of your birth month (Example: March is 3rd month, so start with 3.)
 2. Double that number.
 3. Add 5.
 4. Multiply by 50
 5. Add you present age
 6. Subtract 365
 7. Add 115
 8. Answer will indicate birth month as the first digit and person's age in the last 2 digits.
5. “This Is My Nose” (Quiet circle) “It” stands in front of a person and points to a part of his/her body, but says aloud another part of his/her body. Within 5 seconds, the person in front of “it” needs to point to the place where “it” said and say aloud where “it” pointed.
6. “Farm Sale” (Circle Game) Need slips of paper with names of farm animals and implements on it. Auctioneer (“it”) begins to describe it and group members bid on item. When auctioneer says, “Sold!”, all members scramble for another seat and person without a seat is the new “it” (auctioneer).
7. “Elephant” “Rhino” “Squirrel” “Duck” (Circle) Also called “King Moose” “It” chooses an animal and points to a member and then the person on each side of member helps member create the animal (ears, etc.) with hands/body. The chosen member then becomes “it.”
8. “Buzz”

Count off. When five or a multiple of five is reached, say “Phizz.” When seven or a multiple of seven is reached, say “Buzz.”

9. “States” (Active Circle) Good quick thinking game for any age. Every person chooses a state of the United States. “It” points to a person. That person needs to call out another person’s state before the “It” taps them with a newspaper. Person becomes “It” if they choose a state not a part of the circle, call the state of the “It” or don’t respond before being tapped.

10. “Switch” (Active Circle) Move to an empty chair until “It” calls “switch” and the movement goes the opposite way.

11. “Are You A Lifesaver?” (Relay) Best for young to older teens as a mixer. Pass lifesavers on a toothpick (in your mouth) to the next player.

12. “Pass The Orange” (Relay)

- A) Over head, then under legs. Back person moves to the front each time.
- B) Pass it on your feet. If you drop, start over again.

13. “Moon” or “Easter Bunny” (Leader shows group and asks them to imitate. Key to game

is that the leader, if facing the group, will use the opposite direction. See if anyone catches on.)

- A) Round Face, 2 eyes, nose and mouth (leader uses fingers to outline locations)
- B) Round Face, 2 eyes, nose and whiskers.

14. “Ha-Ha” Lie down in “T” shapes (head to tummy). First person says, “Ha”; Next person says, “Ha-Ha”; continue adding a “Ha” with each person.

Other Ideas:

Stunts or Skits
Bouncing Ball Games
Hopping and Jumping Games
Pursuit and Escape Games
Simon Says

