

| | | |
|---|---|--|
| <p>AYSO Program: Management</p> <p>Lead Instructor: Management Instructor OR Advanced Management Instructor for Section Conferences</p> | <p>AYSO</p> <p>Regional Board Member Training</p> | <p>Identifier: MGT-13 Latest Revision Date:8-18-08 Length: 1.25 Hours Lesson Plan Number: 3 MGT 13 Page: 1 of 10</p> |
|---|---|--|

10/27/2009



| Change History | |
|-------------------|---------------------|
| December 1, 2004 | Lesson Plan Revised |
| November 13, 2007 | Lesson Plan Revised |
| September 2008 | Lesson Plan Revised |
| | |
| | |

| | | |
|---|---|--|
| <p>AYSO Program: Management</p> <p>Lead Instructor: Management Instructor OR Advanced Management Instructor for Section Conferences</p> | <p>AYSO</p> <p>Regional Board Member Training</p> | <p>Identifier: MGT-13 Latest Revision Date:8-18-08 Length: 1.25 Hours Lesson Plan Number: 3 MGT 13 Page: 2 of 10</p> |
|---|---|--|

1. Description

To increase the understanding of regional board member jobs and responsibilities

2. Goals

To give regional board members (other than the required seven) ideas on how to make their jobs easier and more effective

3. Prerequisites

None

4. Student Materials

Handouts are available on the section conference CD. Handouts will need to be printed when this workshop is taught outside of the section conference and/or if the CD is not available.

Red and Yellow cards (30 cards of each color – duplicate the seven required regional board positions): Regional Commissioner, Safety Director, Regional Coach Administrator, Regional Referee Administrator, Registrar, Treasurer, Child and Volunteer Protection Advocate, Division Coordinator, Field Maintenance Coordinator, Team Parent Coordinator, Sponsor Coordinator, Purchasing Coordinator, Fund Raising Coordinator, Newsletter and Parent Handbook Editor, Snack Bar Coordinator, Team Parent Coordinator, Secretary, Auditor, Area Director, etc...

5. Instructor Equipment and Materials

LCD

Roster

Flip chart and markers

A Volunteer Application Form

Copy of Standard Regional Guidelines

Masking tape

| | | |
|---|---|--|
| <p>AYSO Program: Management</p> <p>Lead Instructor: Management Instructor OR Advanced Management Instructor for Section Conferences</p> | <h1>AYSO</h1> <h2>Regional Board Member Training</h2> | <p>Identifier: MGT-13 Latest Revision Date:8-18-08 Length: 1.25 Hours Lesson Plan Number: 3 MGT 13 Page: 3 of 10</p> |
|---|---|--|

6. Special Instructor Notes

These are the icons that will be used throughout the lesson



Activity



Key (critical) point



Question



Instructor Note



Handout



PowerPoint



Nuts and Bolts

There are instructor notes throughout the lesson plan. Notes are in ***bold and italic.***

LESSON PLAN



As you are setting up and checking the room put up **Slide # 1.**



While the participants are entering the room and settling in, put up Slide 2. Make sure the right participants are in the room. There is always confusion as to who should attend this workshop.

A. Introduction (5 Minutes)

Introduce yourself and your co instructor.

Give a description of the workshop.

To increase the understanding of the regional board member jobs and responsibilities

Explain the objective of the workshop:

To give the regional board members other than the required seven (Regional Commissioner (RC), CVPA, Regional Coach Administrator, Regional Referee

| | | |
|---|---|--|
| <p>AYSO Program: Management</p> <p>Lead Instructor: Management Instructor OR Advanced Management Instructor for Section Conferences</p> | <p>AYSO</p> <p>Regional Board Member Training</p> | <p>Identifier: MGT-13 Latest Revision Date:8-18-08 Length: 1.25 Hours Lesson Plan Number: 3 MGT 13 Page: 4 of 10</p> |
|---|---|--|

Administrator, Safety Director, Registrar and Treasurer) ideas on how to make their jobs easier and more effective.


B. Body

? Instructor asks: “Why do you volunteer your time in AYSO?” **Slide 3**

Record the answers on a flip chart. Before clicking on the answers on Slide 3.

? Instructor asks: “By a show of hands, how many people are ‘multi-tasking’ (handling more than one job) at any given time in AYSO?”

Explain that we want their time with AYSO to be an enjoyable, fun, learning experience. To avoid burnout, they need to stay with the one job they enjoy doing. Encourage them to find other parents to participate and share in all the fun!

 Explain that AYSO offers *specialized* training (job specific) courses for the following positions: **Slide 4**

| | |
|------------------------|-----------------------|
| Regional Commissioners | Division Coordinators |
| Treasurers | Auditors |
| Safety Directors | Coaches |
| CVPAs | Referees |
| Registrars | |

Regional Board Member Training course, along with Board And Staff Introductory Certification (BASIC) course, are for all those volunteers who do not fall into the other categories. Both this course and BASIC are required to be Safe Haven trained and certified.

 **For a Section Conference setting, make an announcement of the day, time, and room BASIC is being offered.**

Slide 5 Let’s divide up into four teams.



Activity

| | | |
|---|---|--|
| <p>AYSO Program: Management</p> <p>Lead Instructor: Management Instructor OR Advanced Management Instructor for Section Conferences</p> | <p>AYSO</p> <p>Regional Board Member Training</p> | <p>Identifier: MGT-13 Latest Revision Date:8-18-08 Length: 1.25 Hours Lesson Plan Number: 3 MGT 13 Page: 5 of 10</p> |
|---|---|--|

Set up four flip chart papers around the room. Make sure to put up double sheets of paper so that the markers won't bleed through. If participants are under 40 divide them into four teams. Hand each team a marker.

Give each team 3 minutes to talk about their answers and then when you give the signal someone from the team can put the team's answers on a flip chart. They will have one minute to do this.

If you have an AD or SD in the room ask them to be the judge. If not ask your co-instructor to judge which are the best answers.

If you have more than 40 participants divide the room in half and do the activity similar to "**Family Feud**". You can ask for 5 volunteers or pick 5 yourself from each side of the room. If one team gives an answer that the "judge" doesn't think is right then the team doesn't get a point. The first team to get to 5 points wins.

Slide # 6 Each team will have 3 minutes to think of as many answers to the following question...But first...

Slide # 7 Come up and pick up your markers and plan your strategy.

Slide # 8 (Question)
What are things that an AYSO volunteer **must** do?


Slide # 9
Here are some of the answers you might receive.

- Fill out a Volunteer Application **annually**
- Attend or complete online BASIC
- Follow the Standard Regional Guidelines in performing your job
- Know and follow your job description
- Be properly appointed by your RC and the Regional Board.
- Support the 6 AYSO philosophies.

Debriefing the answers:


- Explain that a Volunteer Application must be filled out annually.
- Stress that BASIC is the Safe Haven certification portion of their training.
- The Standard Regional Guidelines are available through AYSO's website (www.soccer.org) and/or through his or her regional commissioner. If available, show a copy of the guidelines.
- They must be properly appointed by his or her RC and the regional board.

| | | |
|---|---|--|
| <p>AYSO Program: Management</p> <p>Lead Instructor: Management Instructor OR Advanced Management Instructor for Section Conferences</p> | <p>AYSO</p> <p>Regional Board Member Training</p> | <p>Identifier: MGT-13 Latest Revision Date:8-18-08 Length: 1.25 Hours Lesson Plan Number: 3 MGT 13 Page: 6 of 10</p> |
|---|---|--|

 Explain the importance of a volunteer working within the scope of their job description. A volunteer should talk with his or her RC if there are any questions or concerns about their job description.

Every AYSO job description is broken down into 7 components:

1. Purpose – explains exactly what your goal is in this position
2. Specific duties and responsibilities – explains what you are expected to do
3. Qualifications and desired skills – what qualifications and skills you should have in order to get the job done
4. Supervision Protocols – explains that the volunteer is subject to all the bylaws, rules, regulations, policies, procedures and guidelines; is under the direct supervision of the RC; and must maintain the adult child ratio of 8:1 or less.
5. Time Commitment – approximately how much time is needed to successfully do your job
6. Orientation, training, and certification provided – explains which training and certification courses are required in order to do your job
7. Activity locations – explains where you are permitted to perform your job

 **Slide 10** Explain that there are four things that every regional board member needs to consider:

1. Budgets – Everyone has a budget to work with.
2. Communication – Who should you be talking to and how?
3. Empowerment – Do you feel you are making a difference?
4. Succession Planning – How to prepare to move on.

Budgets

Slide # 11 Budgets

Here are some simple questions about your “money spending” philosophy:

| | | |
|---|---|--|
| <p>AYSO Program: Management</p> <p>Lead Instructor: Management Instructor OR Advanced Management Instructor for Section Conferences</p> | <p>AYSO</p> <p>Regional Board Member Training</p> | <p>Identifier: MGT-13 Latest Revision Date:8-18-08 Length: 1.25 Hours Lesson Plan Number: 3 MGT 13 Page: 7 of 10</p> |
|---|---|--|

Slide # 12

- How many of you spend AYSO money?
- Are there some items that you purchase every year?
- Do you know ahead of time how much money it requires to do your job for one full season?
- Do you spend money and then give the receipts to the treasurer?

? Ask a couple of participants to go over the following questions for their particular volunteer job. You may only have time to do a couple of the jobs but it will get everyone thinking about their own positions. Ask your co-instructor to scribe the answers on the flip chart.

- What kinds of things do you purchase? **(write these things down on a flip chart)**
- How much money does it require for you to do your job for one full season?
- Do you have an idea ahead of time or do you spend money and then give the receipts to the treasurer?

Slide # 13 Sample Budget – Team Parent Coordinator

Slide # 14 Budgeting Tips

- One of the following tips is not good advice. Can you pick out which one it is and why?

Slide # 15

Budgeting Tips # 1

1. Budgets should be based on previous years.
2. Submit a budget to the Treasurer each season.
3. There must be receipts to account for all purchases.
4. Consider using a computer program such as Quick Books to create a budget.

Slide # 16

More Tips # 2:

5. The treasurer should give you money for unexpected purchases.
6. Always compare prices.
7. Spend only within your budget. Avoid over spending.
8. When in doubt, ask!

| | | |
|---|---|--|
| <p>AYSO Program: Management</p> <p>Lead Instructor: Management Instructor OR Advanced Management Instructor for Section Conferences</p> | <p>AYSO</p> <p>Regional Board Member Training</p> | <p>Identifier: MGT-13 Latest Revision Date:8-18-08 Length: 1.25 Hours Lesson Plan Number: 3 MGT 13 Page: 8 of 10</p> |
|---|---|--|

Slide # 17

Answer

- Tip # 5 is incorrect.
- The treasure reimburses expenses if you have a receipt or writes a check for the exact amount on the receipt.

Explain that everyone should consult their treasurer and RC regarding their budget.

Slide # 18

1. Up next...

A Communication Activity

Slide # 19

Communication

- Red cards - match up with yellow cards and come up with three things that you could be communicating about.

Slide # 20

For each topic that you are communicating about, what is the method you would use?

Slide # 21

What methods of communication should you be using?

- Face to face
- A telephone call
- E-mail and websites
- A meeting
- Mail
- Newsletter and flyers
- Community Bulletin Board



Ask for three or four teams to report on their answers. This debriefing gives you an opportunity to have a brief discussion about the advantages and disadvantages of modern technology as a way of communication - when to use it and when not to use it.

The most important words anyone can ever say to someone else is "thank you". Stress the importance of sincerely thanking everyone for all his or her help and time.

| | | |
|---|---|--|
| <p>AYSO Program: Management</p> <p>Lead Instructor: Management Instructor OR Advanced Management Instructor for Section Conferences</p> | <p>AYSO</p> <p>Regional Board Member Training</p> | <p>Identifier: MGT-13 Latest Revision Date:8-18-08 Length: 1.25 Hours Lesson Plan Number: 3 MGT 13 Page: 9 of 10</p> |
|---|---|--|

Slide 22 Empowerment

- Do you feel you make a difference?
- When you leave your AYSO position will you feel a sense of pride for a job well done?
- Have you made improvements to the AYSO program since you took over this position?
- Is there enthusiasm and excitement as a new season approaches?

? Lead a discussion by asking the following questions:

Slide # 23 Yes! You do make a difference!

- Be a professional in your position.
- Write up a procedure or an action list for your job.
- Create a calendar and budget.
- Set the tone for enthusiasm – be the person every volunteer wants to work with.
- Be proactive. Identify problems and create solutions.
-
- Sometimes leadership comes from unexpected people. Be a leader.

Slide # 24

Empowerment

- Be professional
- Create a budget, action list & calendar
- Be enthusiastic
- Be proactive
- Be a leader

Slide # 25

Succession Planning

Do you have any ideas?

Slide # 26

- Finding another volunteer to successfully take over someone else's job is a very difficult task but a necessary one
- Always keep an `eye open' for a parent that stands out among the rest
 - The one that is always eager to help and asks a lot of questions.
- Recruit the best-qualified person and make them your assistant.

| | | |
|---|---|---|
| <p>AYSO Program: Management</p> <p>Lead Instructor: Management Instructor OR Advanced Management Instructor for Section Conferences</p> | <p style="text-align: center;">AYSO</p> <p style="text-align: center;">Regional Board Member Training</p> | <p>Identifier: MGT-13 Latest Revision Date:8-18-08 Length: 1.25 Hours Lesson Plan Number: 3 MGT 13 Page: 10 of 10</p> |
|---|---|---|

Slide # 27

Here are some tips to make it a smooth transition:

- Fully understand your job description.
- Create an action list complete with a calendar. List any contact names and phone numbers.
- Give them responsibilities, the authority to do it and then let them do it.
- Be clear with your directions.
- Be available for problem solving and questions.
- Be their support system.

Slide # 28


Regional board members are part of the team and play an important part in the success of the region.

C. Conclusion

Slide #30

- Take BASIC
- Review and understand your job description
- HAVE FUN!

Ask for any final questions. Thank everyone for attending.

 Remind participants that BASIC is a required certification course. Again, announce the day, time and room of when it is being offered during a section conference.