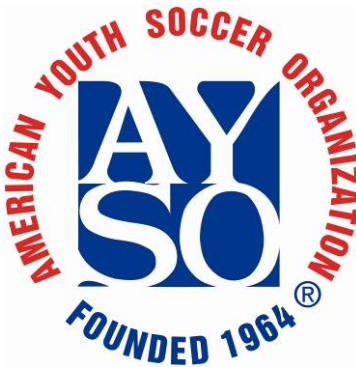


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**Division Coordinator  
or is it Age group  
Coordinator**

Identifier	MGT 17
Revision	Original
Effective Date	September, 2007
Class Length	1 hour 15 minutes

Change History	
September, 2003	New Lesson Plan Format
June 2007	Lesson Plan Modified
August 3, 2008	Lesson Plan Revised

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## 1. Lesson Plan Goals

The participants will gain the information needed to deal with the everyday workings of being an age/gender divisional coordinator. They will learn how to handle most circumstances and who to get involved when a problem arises that is beyond their scope.

## 2. Class Length

1 hour 15 minutes

## 3. Instructor Requirements

Management Instructor

Advanced Management Instructor at Section Conferences

## 4. Prerequisites

Past experience as a coordinator is very helpful, as inside information would be a plus.

## 5. Materials

- Management Workbook and CD will be given out to all participants at section conferences.
- Divisional Coordinator job description
- Power Point Presentation
- Division Coordinator Responsibilities
- Inexpensive rewards – ribbons, candy, etc. from the Dollar Store
- Laminated questions on 3" X 5" cards
  1. How can a division coordinator be used during registration?
  2. Sometimes teams are selected that do not have a coach (Blind Team) and a meeting must be called to find a parent to step forward to coach the team. How would you handle the situation?
  3. As a division coordinator how can you help support the Kids Zone philosophies even if your region hasn't implemented it?
- 15 "True" signs laminated on 5" X 7" red card stock
- 15 "False" signs laminated on 5" X 7" yellow card stock

## 6. Equipment

LCD








Flip Chart

Markers

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## 7. 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

## 8. Body (Lesson Procedure)

### Slide # 1

While setting up the room and checking over the lesson plan put up this slide. It has the workshop title on it.

**Slide # 2** Put up this slide as attendees enter the room This is word jumble that you will be using later on in the lesson plan. Encourage participants to figure out the words while waiting for the workshop to begin.

Ask that anyone who is successful figuring out the jumbled words not share their information just yet.

### Introduction – (5 minutes)

Welcome participants; introduce instructors and any special guests. Outline the content and the intent of the workshop. .

**Slide # 3** Let participants know that this workshop is the **training** requirement for the division coordinator position. BASIC is the workshop they should take to become **certified**.

**Slide # 4** Course Roster Slide; Make sure all participants have signed the roster with their LEGAL first and last names; address, home phone number and birth date. Birth date is one of the fields used to ensure that course credit is given to the correct person; i.e. “John Smith, Los Angeles, CA”

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### Slide # 5

 Do a quick survey and ask how many participants are division coordinators.

**Slide # 6** What other regional board positions are in attendance?

### Slide # 7

Then **survey the experience level of the participants**. How many have been a division coordinator for more than one year? It is always beneficial for instructors to mentally note one or two participants who have the most experience and one or two who are brand new and have no experience at all in this position.

**Slide # 8 ?** Why do regions need division coordinators?

This is not asking what they do but why do we need them.  
Put answers on a flip chart. (10 minutes)

### Slide # 9

**?** What are some of the other titles that are used for volunteers in this position?

(15 minutes)



**Divide the participants into three groups to discuss the responsibilities of the division coordinator before, during and after the season.**

### Slide # 10

Give participants about 5 minutes to do this. Through guided participation, find out what they actually do as part of their job as a division coordinator and when they do it. Get everyone involved in the debriefing of this exercise.

#### **Before the season:**

- Attend all registrations
- Recruit coaches, referees, team parents, etc....
- Field assignments
- Scheduling
- Ensure all volunteers are safe haven certified
- Delegate responsibilities
- Balance teams
- Develop team rosters

#### **During the season:**

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- Implement Kids Zone
- Handle conflicts
- Find coaches for teams without one
- Recognize and thank volunteers who are helping you
- Encourage coaches to do player evaluations
- Serve as liaison between regional commissioner and coaches
- Attend regional board meetings

**After the season:**

- Debrief the season
- Reward, recognize and retain volunteers
- Prepare for the next season
- Attend section conference



Regions use division coordinators in different ways so unless you hear something that goes against AYSO's philosophies or rules and regulations there are many answers to the above activity that may not have been listed.

- Ask your co-instructor to scribe the answers on a flip chart. Instructor – now let's take a look at the division coordinator job description and see if it matches what you do.

**Slide 11** The DC job description contains additional information.

**Slide 12. This is the actual job description.** Go over any additional items that were not mentioned.

**(20 Minutes)**

**You should be about halfway through the lesson plan at this point.**

**Slide # 13** Through the word jumble activity you are trying to get the participants to come up with the word "mediator".

**Slide # 14** Put up the work jumble again. Let participants know they have 2 minutes to try and complete the puzzle. Some of the participants might already have the answer.

**Slide # 15** This is the completed puzzle. **Mediator** is the correct answer.

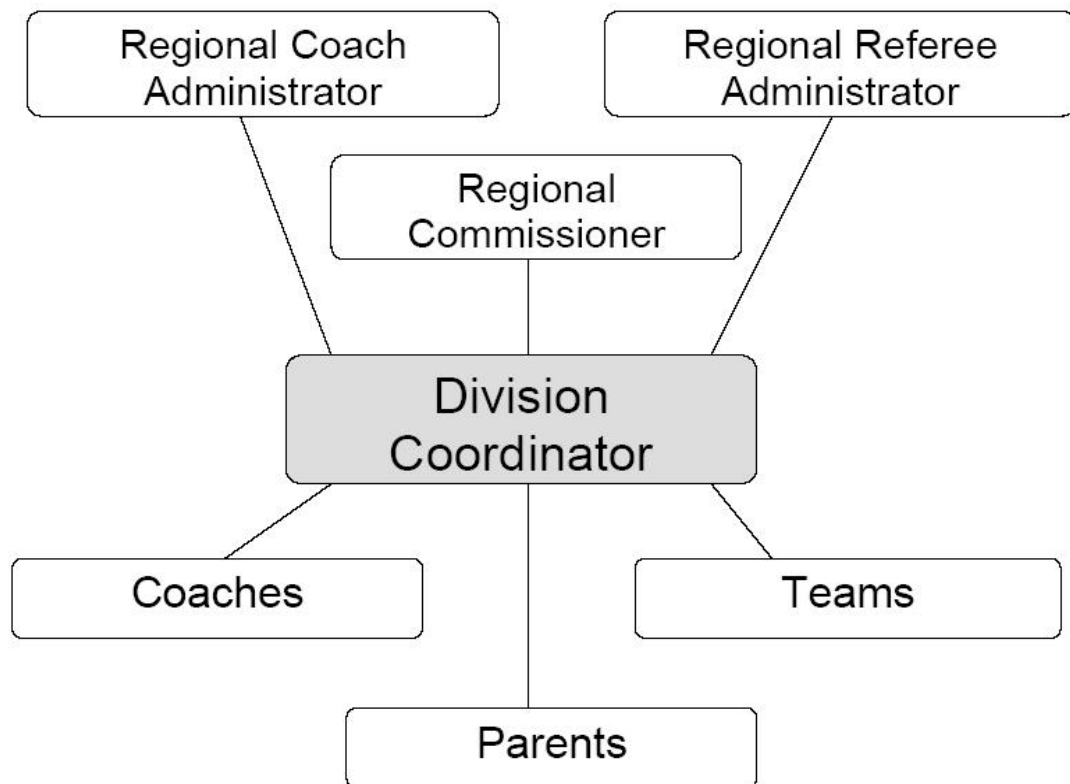
**Slide # 16**

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- **What kinds of situations would a division coordinator have to mediate?**
- **Give us a situation and how you handled it?**

**Slide # 17 can be used as a review after the discussion.**

## The Division Coordinator is a Mediator



Coordinators hold a very important position within a region because they act as an intermediary to the regional commissioner (RC), regional coach administrator (RCA) and regional referee administrator (RRA) in handling problems from coaches, teams and/or parents as they arise.

**(15 minutes)**

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**? Slide # 18** How can division coordinators be used during registration?

- Coordinators should recruit coaches, assistant coaches, referees and team parents for the division they are responsible for.
- They are also responsible for making sure that all volunteers within their division are Safe Haven certified.
- A division coordinator could be the point person for volunteers filling out the Volunteer Application Form within a particular division.

**Here are some other situations and opportunities a Division Coordinator may experience:**

**Slide # 19**

Sometimes teams are selected that do not have a coach (Blind Team) and a meeting must be called to find a parent to step forward to coach the team. How would you handle this situation?

**Slide # 20**

How many of your regions have implemented Kids Zone?

**Slide # 21**

As a division coordinator how can you help support the Kids Zone philosophies even if your region hasn't implemented it?

**Slide # 22 ?** What are some of the qualities that a division coordinator should possess?

**Slide # 23 ?** Let's see how you would interpret the following pictures.

There are no wrong answers to this question. Have some fun with it.

**Slide # 24** Clipart

**Slide # 25** This is the list of qualities but they may have additional comments.

**Slide # 26** Can you add to this list?

**Slide # 27**

Are you the person who could be a successful Division Coordinator?

The Division Coordinator is a special person, a leader in AYSO. The participants should leave this workshop feeling empowered to be the person who has all of these extraordinary qualities.

**10 minutes**

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**There should be about 10 minutes left in the workshop.**

**Slide # 28 As a conclusion to this workshop, let's take a short true or false quiz.**

Pass out the True and False cards. There are many ways to do this activity. You can give each participant either a true or false card. Or, you can form participants into small groups and give the groups both cards. The number of participants in the workshop will determine how you will choose to implement the quiz. If you have small candy bars or other inexpensive treats you can make it a contest/game with a winner for each question.

**Slide # 29**

1. Division coordinators should be men because some situations require a strong assertive decision. **False**

**Slide # 30**

2. It is only necessary that division coordinators communicate with other division coordinators. **False**

**Slide # 31**

3. Even small regions would benefit from appointing a division coordinator. **True**

**Slide # 32**

4. One of AYSO's five philosophies is **Fair Play**. **False**

**Slide # 33**

5. One of the roles of the division coordinator is to meditate. **False**

**Slide # 34**

6. A division coordinator is an AYSO leader. **True**

**Conclusion**

**10 minutes**

**Slide # 34** Thanks participants for attending and sharing their knowledge and experiences,

Suggest that the participants attend Introductory Management to help them understand the inner working of AYSO.



Blank form – If this workshop is being taught in a small group, make copies of the flier and ask participants to write job responsibilities of a division coordinator in the circles. At a section conference the groups can write on any paper they have.



# PowerPoint Presentation Preview Slides



Who is the most experienced division coordinator in this workshop?

Who is brand new to the position?



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Division Coordinator

7

Why do regions need division coordinators?



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Division Coordinator

8

What are some other titles that are used for this position?



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Division Coordinator

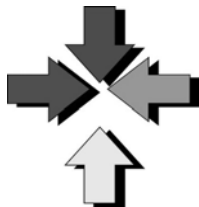
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- Divide into 3 groups.
- Discuss the responsibilities of the Division Coordinator:
  1. Before the season starts
  2. During the season
  3. After the season ends

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Division Coordinator

10

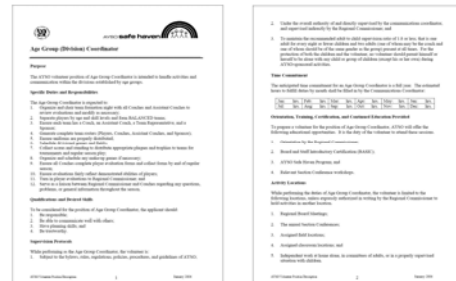


The Division Coordinator job description contains additional information.

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Division Coordinator

11



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Division Coordinator

12

To be a successful Division Coordinator, you must be a

-----.

The answer is in the Word Jumble.

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Division Coordinator

13

### Word Jumble

SCRIMSMOONIES

\_\_\_ [ ] \_\_\_ [ ] \_\_\_ [ ] \_\_\_ [ ] \_\_\_ [ ]

STRAITDRAINSMO

\_\_\_ [ ] \_\_\_ [ ] \_\_\_ [ ] \_\_\_ [ ] \_\_\_ [ ] \_\_\_ [ ]

SERPANT

\_\_\_ [ ] \_\_\_ [ ] \_\_\_ [ ] \_\_\_ [ ] \_\_\_ [ ]

ACHOSCE

\_\_\_ [ ] \_\_\_ [ ] \_\_\_ [ ] \_\_\_ [ ] \_\_\_ [ ]

FEREESER

\_\_\_ [ ] \_\_\_ [ ] \_\_\_ [ ] \_\_\_ [ ] \_\_\_ [ ]

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Division Coordinator

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### WORD JUMBLE

C O M M I S S I O N E E R S

A D M I N I S T R A T O R S

P A R E N T S

C O A C H E S                      MEDIATORS!

R E F E R E E S

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## Mediator

- What kinds of situations would a division coordinator have to mediate?
- Give us a situation and how you handled it?

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### The Division Coordinator is a Mediator



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Division Coordinator

17

## Registration



How can a division coordinator be used during registration?

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18

Sometimes teams are selected that do not have a coach (Blind Team) and a meeting must be called to find a parent to step forward to coach the team. How would you handle this situation?

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19

How many of your regions have implemented Kids Zone?

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Division Coordinator

20

As a Division Coordinator how could you help to support the Kids Zone philosophy even if your region hasn't implemented it?

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Division Coordinator

21

What are some of the qualities that a division coordinator should possess?

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Division Coordinator

22

How you would interpret the following pictures?

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23



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Division Coordinator

24

## Qualities

- Patient
- Optimistic
- Organized
- Energetic
- Happy
- Leader
- Worker
- Tolerant
- Confident
- Manager
- Administrator
- Open minded
- Spontaneous
- Listener
- Team player
- Thorough

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25

Can you add to this list?

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Division Coordinator

26

Do you possess the qualities to  
be a successful Division  
Coordinator?



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Division Coordinator

27

Let's take a short quiz.

Hold up the "True" or "False"  
card in answer to the questions.

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28

1. Division coordinators  
should be men because  
some situations require a  
strong assertive decision.

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Division Coordinator

29

2. It is only necessary for  
division coordinators to  
communicate with other  
division coordinators.

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Division Coordinator

30

3. Even small regions can benefit from appointing a division coordinator.

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Division Coordinator

31

4. One of AYSO's five philosophies is Fair Play.

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32

5. One of the roles of the division coordinator is to meditate.

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Division Coordinator

33

6. A division coordinator is an AYSO leader.

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Division Coordinator

34

Thank you for attending this workshop!

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