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<p><b>BASIC</b></p> <p>Board and Staff Introductory Certification</p>
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Identifier	MGT 4
Revision	1
Effective Date	September 1, 2006
Class Length	1 hour 15 minutes

Change Summary	
September 1, 2006	Updated Lesson Plan Format
August 17, 2009	Revised Lesson Plan

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## 1. Lesson Plan Goals

- Orient volunteers in the structure, philosophy and programs of AYSO.
- Develop and confirm competency in awareness of child and volunteer protection issues

## 2. Class Length

1 hour and 15 minutes

## 3. Instructor Requirements

Management Instructor  
Advanced Management Instructor for AYSO Section Conferences

## 4. Learning Objectives

- Make AYSO meaningful as a National organization by educating the students to the culture of AYSO, including the resources AYSO offers to its volunteers.
- Teach the attendees the primary organizational structure and philosophies.
- Help new volunteers to understand the need for AYSO national and regional policies, procedures and guidelines.
- Help new volunteers to understand the significance of certification and training.
- Provide new volunteers with one component of their child and volunteer protection Safe Haven requirement.

## 5. Student Skills Acquired

The attendees will:

- Understand the organizational structure of AYSO, its philosophies, policies and guidelines
- Understand why volunteers need to be trained and certified
- Understand that this course fulfills one of the certification components for AYSO volunteers

## 6. Prerequisites

None

## 7. Materials

Course Roster  
Pencils/Pens

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### Reference Book

Three bells, tap lights, clickers or some sort of noise makers (optional)  
Laminated acronyms

<b>RC</b>	What is a Regional Commissioner?
<b>AD</b>	What is Area Director?
<b>NSTC</b>	What is National Support & Training Center?
<b>CVPA</b>	What is Child and Volunteer Protection Advocate?
<b>SAI</b>	What is Soccer Accident Insurance?
<b>NAP</b>	What is the National Accounting Program?
<b>ARA</b>	What is Area Referee Administrator?

Kids Zone Badge and/or poster

*Instructors may purchase brain food or dollar store prizes (small candy or treats). These are optional and will not be provided with the lesson plan materials.*

## 8. Equipment








LCD  
Flip chart paper and markers  
(Not necessary for small group instruction)

## 9. Special Instructor

Please send any comments or suggestions about the lesson plan to Rosanne MacPhail.

800-595-2976 (phone number)      [rosannemacphail@ayso.org](mailto:rosannemacphail@ayso.org)

These are the icons that will be used throughout the lesson:

-  Activity
-  Key (Critical) Point
-  Question
-  Instructor Note
-  Handout
-  PowerPoint
-  Nuts and Bolts

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## 10. Body (Lesson Procedure)

### I. Introduction

- A. Put up course title (**Slide #1**) as participants enter the room.
- B. Introduce self and co-instructors
- C. Circulate course roster
- D. Give a brief overview of course goals and objectives


**Slide # 2** What is BASIC?

**Slide # 3** Course roster information

### II. Body

- a. Spirit—Why?
  - i. Explain the need for all AYSO board and staff members to receive training and certification
  - ii. Training better prepares volunteers to perform their tasks.
  - iii. Certification protects both the players and the volunteers.
- b. Must know elements—What?
  - i. Instructor asks: “How many RCs would knowingly put any of your coaches, referees, players, parents or regional board members in jeopardy? When you don’t take the time to become trained and certified you are taking a risk. BASIC will cover the structure of AYSO and the philosophies that it was founded on and the requirements for you to be protected as a volunteer.”
  - ii. From a more positive approach, our aim in teaching this workshop is to help volunteers understand that AYSO is not just any soccer program. It is **AYSO**, where we care about protecting the children who play in the program and the volunteers who participate. We want you to be proud and spread the word about how special and unique AYSO is.

*Instructors will be given different options in teaching this course.*

 **For a small group at a regional board meeting** or for a new region orientation, find out the experience level of the attendees before giving the workshop or at the very least as people arrive and are getting situated. If most of the attendees are new volunteers then as an instructor you will introduce each topic and through guided participation lead a discussion of why each topic is important and who should know the information.

 **For an AYSO Section Conference:**

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- If you are instructing a BASIC course of **more 50 participants**, an activity becomes more difficult. After each topic is introduced there are questions to be answered. If possible walk around the room getting different people to answer each question. This course is not meant to be a lecture. Guided participation is extremely important to the success of this workshop.



#### Instructor Note

- You are the decision maker on how to organize an activity for this workshop. Here are some options:
  1. If you have purchased small candy bars you can give them out to the participant who answers some of the easier questions. For smaller groups you can divide up into teams and rotate questions among members of the team.
  2. For groups under 20, you can divide the room in half and form two teams. They can compete for correct answers. Your co-instructor can be the judge.
  3. Many of these questions are not easy to answer even for a seasoned volunteer. In addition they have multi part answers. Depending on the experience level of most of the participants, as an instructor you may decide to begin the discussion on some of these topics and then ask simple partial questions just to keep everyone involved and interacting. Break the questions down into small segments.
  4. Treats can be given out throughout the workshop to keep participants interested and motivated, especially if they don't know when the treats are coming.
  5. When you get to the safe haven questions, it is better to keep things serious. These questions are in the first third of the workshop so you can start with some quick fun questions, get serious with the safe haven questions and then have some fun with the ending questions.
  6. Whatever you decide – please don't lecture by just putting up one question slide and then immediately putting up the next slide. Participants hate a lecture. Get them involved in the learning process. You want them to not only hear the information but to remember it. Make it fun!
  7. Remember - **Treats are strictly optional** – the workshop can be successful without them.

#### Slide # 4

Who should take this course?

- AYSO Regional Board Members  
(except Regional Coach and Referee Administrators)

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- All new AYSO Volunteers

### Slide # 5

However.....

- If you are a volunteer who interacts with AYSO players or are in a position where you are developing policies and procedures that will impact players, you should take the on-line AYSO Referee Safe Haven Course.
- Better yet find out when your region is offering the Referee Safe Haven Course and take it then.

### Slide # 6

What are some AYSO positions that might be in these categories?

### Slide # 7

AYSO Positions

- Team Parents  
(depending on Region's suggested duties)
- Safety Director
- Division Coordinator
- Others?

### Slide # 8

Please take out a pen and a piece of paper

### Slide # 9

What are the 6 AYSO philosophies?

### Slide # 10

- Everyone Plays
- Balanced Teams
- Open Registration
- Positive Coaching
- Good Sportsmanship
- Player Development

Why is it important to know the philosophies?

**How many of you had them all correct?**

### Slide # 11

AYSO Philosophy

The Philosophy of the Organization is to educate and develop young people by encouraging their interest and participation in soccer through its "Everyone Plays", "Open Registration",

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“Balanced Teams”, “Positive Coaching”, “Good Sportsmanship” and “Player Development” concepts.

**Slide # 12**

What does “Everyone Plays” mean to an AYSO Player?

**Slide # 13**

Everyone Plays

Our goal is for kids to play soccer – so we mandate that every player on every team must play at least half of every game.

**Slide # 14**

What are two benefits of Balanced Teams ?

**Slide # 15**

**Balanced Teams**

Each year we form new teams as evenly balanced as possible – because it is fair and more fun when teams of equal ability play.

**Slide # 16**

What are the only requirements of Open Registration?

**Slide # 17**

**Open Registration**

Our program is open to all children between 4 and 19 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

**Slide # 18**

Positive Coaching

Let’s talk about the “power” of a coach

**Slide # 19**

**Positive Coaching**

Encouragement of player effort provides for greater enjoyment by the players and ultimately leads to better-skilled and better-motivated players.

**Slide # 20**

Good Sportsmanship

Who does this philosophy apply to?

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**Slide # 21**

**Good Sportsmanship** We strive to create a positive environment based on mutual respect rather than a win-at-all-costs attitude, and our program is designed to instill good sportsmanship in every facet of AYSO.

**Slide # 22**

Why was this philosophy added?.

**Slide # 23**

**Player Development** We believe that all players should be able to develop their soccer skills and knowledge to the best of their abilities, both individually and as a member of a team, in order to maximize their enjoyment of the game.

Why was this philosophy added? **Slide # 16**

 Instructor note:

Ask participants to give some examples of how the six AYSO philosophies can be incorporated into AYSO **events and training**

**What is the Vision Statement of AYSO? (Slide # 24)**

**Slide # 25**

(To provide world-class youth soccer programs that enriches children's lives)

**Slide # 26**

What is Safe Haven?

**Slide # 27**

Safe Haven is a program designed to address the growing need for child and volunteer protection.

**Slide # 28**

Child Abuse is Against the Law!

**Slide # 29**

What are the 5 types of abuse?

**Slide # 30**

- Emotional: the most common; attacking the emotional well being and stability of an individual.
- Physical: the most obvious; harming the physical well being of an individual.
- Sexual: frequently hidden; harming an individual through inappropriate sexual contact, lewd behavior, etc.
- Neglect: not always easy to identify: harming an individual by abandoning, ignoring, or rejecting basic needs.

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- Ethical: the newest; harming an individual by convincing him or her to do an act that is against his or her physical, moral, or ethical interests.

**Slide # 31**

Can you give examples of each?

**Slide # 32**

- Emotional – making comments about inability, size, or appearance in front of others.
- Physical – punishing players by having them run laps or denying water.
- Sexual – It could be a lewd comment in front of other players.
- Neglect - never playing a below average ability player more than half of every game. Others have the opportunity.
- Ethical – Asking a player to “take down” an opposing player.

**Slide # 33**

What is the supervision ratio in AYSO?

**Slide # 34**

Supervision Policies

- One adult for every 8 or fewer children
- At least 2 adults present at all times
- At least 1 adult of the same gender
- Never alone with a child

**Slide # 35**

Touching Guidelines

1. In Response to the Need of the Child, Not the Adult
2. With Child’s Permission
3. Resistance Must Be Respected
4. Should Never Include the Breast, Buttocks, or Groin.
5. In the Open, Not In Private
6. Brief, Limited Duration
7. Is Age and Developmentally Dependent; What’s Appropriate Changes Over Time.

**Slide # 36**

Tips for Volunteers

- Avoid Being Alone with A Child
- Respect Children’s Privacy
- Hug From the Side
- No Sexual Jokes, Comments, etc.
- No Corporal Punishment
- Set Boundaries

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### Slide # 37

What five things should a volunteer do to receive protection from AYSO?

### Slide # 38

1. Fill out and submit a signed, accepted volunteer application form – every year!
2. Perform duties as laid out in the position description.
3. Get trained and certified.
4. Be properly authorized to do the job.
5. Act within their job description and the scope of AYSO policies, procedures, and guidelines.

### Slide # 39

What are Standard Regional Guidelines?

#### **Instructor Note**

All regions operate according to AYSO By-laws, National Rules and Regulations, policy statements and all regions must use AYSO's guidelines unless they amend them and have them approved. What are they called? (Standard Regional Guidelines)

*Ask participants where the Standard Regional Guidelines can be found. (Reference Manual)  
Hold up the Manual for all to see.*

### Slide # 40

Standard Regional Guidelines provide guidance to the Region in its organization and operation.

### Slide # 41

What if you want to do something slightly different?

#### **Instructor Note**

The guidelines would then be “amended”. Your area director would have to approve any amended guidelines.

### Slide # 42

Give an example of one thing you could change in the Standard Regional Guidelines and one thing you couldn't change.

#### **Instructor Note**

You **cannot** say that the players in your region only have to play ¼ of every game. That is against AYSO's Rules and Regulations.

The Standard Regional Guidelines states: “It shall be the responsibility of each team to supply its own refreshments.” In your region a sponsor has donated bottles of water which

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can be picked up at your concession stand. You can alter the SRG to describe the new procedure.

### Slide # 43

Do you know what levels of support are available to help you?

### Slide # 44

There are 5 Levels of Support

- Region
- Area
- Section
- National Board of Directors – NBOD
- National Support & Training Center – NSTC

*Discuss the importance of following the levels of support when you have a question. When an RC needs some information the AD is the one to call, and so on...*

*Ask participants to give an example of how each level can give support.*



### Instructor Note

***If you have time you can use the examples below to further discussion on levels of support.***

*As AYSO volunteers, it is important to know who the best person is to contact when presented with common scenarios that they are likely to face in a region. In other words, who will support you in the following scenarios? **This is an optional activity.***

- You are a regional board member. Who would you contact for clarification of your job description? **(Regional Commissioner)**
- You are a regional treasurer and you have a question about coding checks. Who would you contact? **(NSTC Finance Department)**
- Your daughter just turned 12 years old and she would like to referee. Who would you contact? **(Regional Referee Administrator)**
- Your child has had an accident during a soccer game this past weekend. Who would you contact? **(Safety Director)**
- You saw your daughter's coach touch a player on the team in an inappropriate manner. Who should you contact? **(Child and Volunteer Protection Advocate - CVPA)**

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- You are a regional board member and your RC has not scheduled a regional board meeting in 7 months. You have tried to contact him numerous times and he is non-responsive. **(Area Director)**
- Your son's coach just asked for an assistant coach and although you are willing you don't know anything about soccer. Who would you contact to find out if and when there is coach training being offered? **(Regional Coach Administrator)**
- You are the regional registrar and need to order a Registration Kit. **(Registration Department at the NSTC)**

#### **Slide # 45**

What are the 7 required regional board positions?

#### **Slide # 46**

1. Regional Commissioner
2. Treasurer
3. Registrar
4. Safety Director
5. Regional Coach Administrator
6. Regional Referee Administrator
7. Child & Volunteer Protection Advocate



#### **Instructor Note**

*Discuss what other positions are important to the success of the region and other valuable positions to fill.*

#### **Slide # 47**

What is VIP?

#### **Slide # 48**

Very Important Player

#### **Slide # 49**

How many regions currently have a VIP Program?

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**Slide # 50**

*VIP provides a quality soccer experience for children – and adults – whose physical or mental disabilities make it difficult to successfully participate on mainstream teams. We recognize that all children need to feel a sense of belonging and acceptance. The VIP program offers that acceptance and carries our philosophy of Everyone Plays to new heights – giving everyone a chance to play.*

**Slide # 51**

Can someone give a testimonial for a VIP Program?

**Slide # 52**

What do you know about AYSO's Soccer Camps?

**Slide # 53**

- They support AYSO's philosophies and coaching programs
- AYSO Soccer Camps work with kids on skills and activities appropriate to their age and skill level.
- A portion of the money collected goes right back to the region.

**Slide # 54**

What is Kids Zone?

**Slide # 55**

- Kids are # 1
- Fun, not winning is everything
- Fans only cheer, and only coaches coach
- No yelling in anger
- Respect the volunteer referees
- No swearing
- No smoking
- Leave no trash behind
- Set a proper example for our children

**Slide # 56**

How many volunteers in this workshop have a Kids Zone in their region?

**Slide # 57**

For those that said "no" – why doesn't your region have a Kids Zone?

**Slide # 58**

Why is this "BASIC" information important?

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**Slide # 59**

It's for the kids!

**Slide # 60**

Thank you!

We are fortunate that our children are involved in AYSO as players and that we are volunteers in an organization that wants to protect us all. There is nothing better! Be proud!