

Program: Management 12-19-2011	AYSO Division Coordinator	Identifier: MGT 17 Revision: 3 Page 1 of 9
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**Division Coordinator
or is it Age group
Coordinator**

Identifier	MGT 17
Effective Date	March, 2010
Class Length	1 hour 15 minutes

Change History	
June 2007	Lesson Plan Modified
March 2010	Lesson Plan Revised
December 22, 2011	Lesson Plan and PPP Revised

Program: Management 12-19-2011	AYSO Division Coordinator	Identifier: MGT 17 Revision: 3 Page 2 of 9
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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

- Divisional Coordinator job description.
- Power Point Presentation.
- Division Coordinator Responsibilities.
- 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

7. Special Instructor Notes

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



Activity



Key (Critical) Point



Question



Instructor Note

Program: Management 12-19-2011	AYSO Division Coordinator	Identifier: MGT 17 Revision: 3 Page 3 of 9
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Handout



PowerPoint



Nuts and Bolts

Instructor notes are in Blue.

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.

Introduction

(5 minutes)

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

Slide # 2

This workshop is the training requirement for the Division Coordinator.

Let participants know that this workshop is the **training** requirement for the Division Coordinator position. AYSO's Safe Haven® is the workshop they should take to become **certified**.

Slide # 3 Course Roster

Has everyone signed the roster?

Please use your legal name, home address and phone, and birth date.

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".

Slide # 4



Do a quick survey and ask how many participants are Division Coordinators.

Slide # 5 What other Regional Board Members or volunteers are in attendance?

Cross training is a good thing. Other Regional Board Members or volunteers in the Region need to support the efforts of each Division Coordinator in order for the Region to be successful.

Program: Management 12-19-2011	AYSO Division Coordinator	Identifier: MGT 17 Revision: 3 Page 4 of 9
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Slide # 6

Who is the most experienced Division Coordinator in this workshop?

Who is brand new to the position?

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 # 7 ? Why do Regions need Division Coordinators?

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 this question. Put answers on a flip chart.

(10 minutes)

Typical answers:

- Coordinate team formations.
- Organize and schedule any make up games.
- Generate complete team rosters.
- Form balanced teams, separating players by age and skill level.
- Ensure uniforms are distributed in a timely manner.
- Ensure that player evaluations fairly reflect the abilities of the players.
- Turn in evaluations to the Regional Commissioner.

This discussion may elicit different topics depending on the duties and responsibilities within each Region.

Slide # 8

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

Age Group Coordinator
Girls Coordinator
Boys Coordinator

(15 minutes)



Divide the participants into three groups to discuss the responsibilities of the Division Coordinator before, during and after the season.

Slide # 9

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.

Program: Management 12-19-2011	AYSO Division Coordinator	Identifier: MGT 17 Revision: 3 Page 5 of 9
-----------------------------------	------------------------------	--

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.
- Distribute uniforms.

During the season:

- Implement Kids Zone®
- Handle difficult situations that might arise involving Coaches, Referees, parents and players.
- 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.
- Set up a process for player evaluations.
- Collect scores.

After the season:

- Turn in player evaluations.
- Debrief the season with the RC.
- Reward, recognize and retain volunteers.
- Evaluate Coaches.
- Prepare for the next season.
- Attend Section Meeting.

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 10 The Division Coordinator job description contains additional information.

Slide 11 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.

Program: Management 12-19-2011	AYSO Division Coordinator	Identifier: MGT 17 Revision: 3 Page 6 of 9
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Slide # 12

To be a successful Division Coordinator, you must be a

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The answer is in the Word Jumble.
E O A I T M R D
Answer: Mediator

Slide # 13

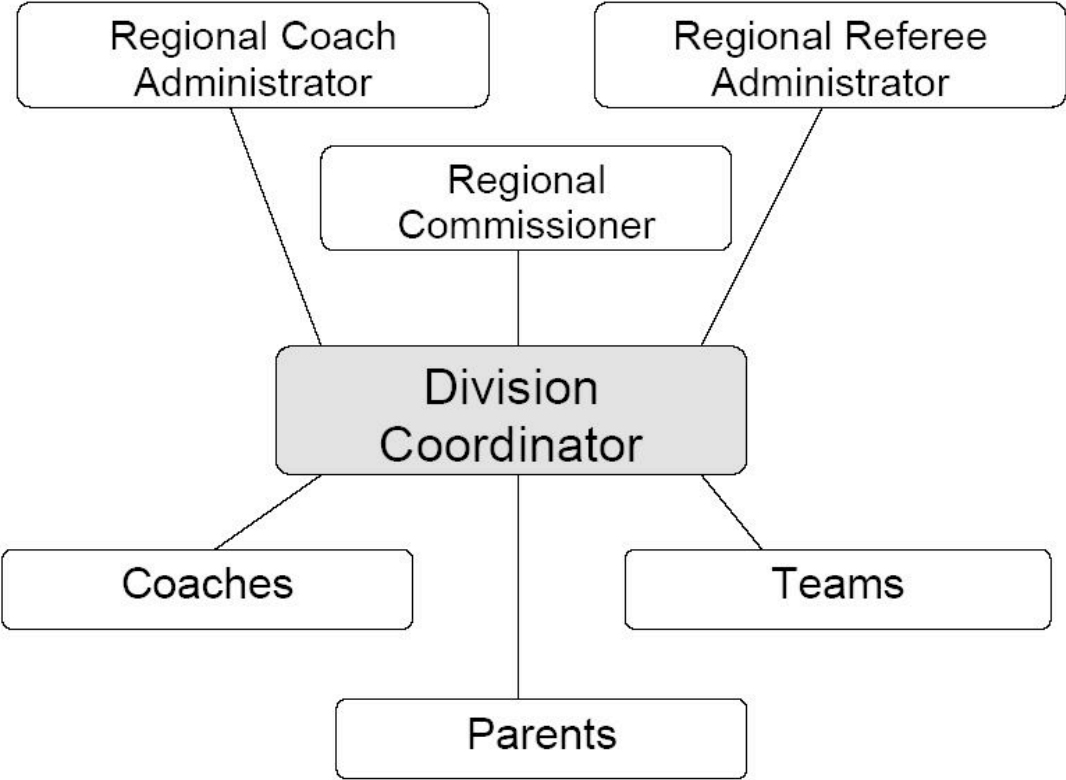
What kinds of situations would a Division Coordinator have to mediate?

Describe a difficult situation and how you handled it?

If time allows ask two or three participants for scenarios that happened in their Region that they needed to mediate.

Slide # 14

The Division Coordinator is a Mediator



Program: Management 12-19-2011	AYSO Division Coordinator	Identifier: MGT 17 Revision: 3 Page 7 of 9
-----------------------------------	------------------------------	--

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)

? Slide # 15 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. Having the dates and times for this course available at registration is helpful.
 - A Division Coordinator could be the point person for volunteers filling out the Volunteer Application Form within a particular division. This could be handled at registration.

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

Slide # 16

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?

Explore ways that Division Coordinators would handle this situation. The scenario that should be used last is to say that there won't be a team unless someone steps forward. All positive attempts should be discussed.

Slide # 17

How many of your Regions have implemented Kids Zone[®]?

Ask for a show of hands. Ask why Kids Zone[®] has not been implemented in all Regions.

Slide # 18

As a Division Coordinator how can you help support the Kids Zone[®] philosophies even if your Region hasn't implemented it?

These are some possible answers:

- Have a pre-season Coach meeting and set up positive Coach behavior expectations.
- At this meeting give Coaches a list of scenarios and ask how they would handle these in a positive manner.
- Ask that each Coach in your division set the same positive expectations of their players and parents.

Program: Management 12-19-2011	AYSO Division Coordinator	Identifier: MGT 17 Revision: 3 Page 8 of 9
-----------------------------------	------------------------------	--

- Reinforce that the Referees decisions should always be supported – they are volunteers.

Slide # 19 ?

What are some of the qualities that a Division Coordinator should possess?

Slide # 20

What qualities of a Division Coordinator do these pictures represent?

Make a list of the qualities on a Flip Chart. This slide may bring out some of the qualities not mentioned in the previous discussion.

Leader, juggler, listener and mediator, etc.

Slide # 21 Attributes of a Mediator. Click for the first attribute and then allow the others to appear.

- Big ears for listening
- Clear eyes for seeing.
- Small mouth to focus on listening rather than talking.
- Big heart for empathy and compassion.
- Ego contained. Big feet planted firmly on the ground.

Slide # 22 This is the list of qualities but they may have additional comments.

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

Slide # 23

Do you possess the qualities to 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.

Program: Management 12-19-2011	AYSO Division Coordinator	Identifier: MGT 17 Revision: 3 Page 9 of 9
-----------------------------------	------------------------------	--

Slide # 24

Let's take a short quiz. Hold up the "True" or "False" card in answer to the questions.

10 minutes

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 # 25

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

Slide # 26

2. It is only necessary that Division Coordinators communicate with other Division Coordinators. **False**

Slide # 27

3. Even small Regions would benefit from appointing a Division Coordinator. **True**

Slide # 28

4. One of AYSO's Six Philosophies is **Fair Play**. **False**

Slide # 29

5. One of the roles of the Division Coordinator is to meditate. **False**
This is a trick question so have some fun with it. Maybe Division Coordinators need to **meditate** in order to get through some difficult situations.

Slide # 30

6. A Division Coordinator is an AYSO leader. **True**

Conclusion

10 minutes

Slide # 31 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.