



VIP Volunteer Training

Identifier	GEN 40 – SP 110
Revision	1
Effective Date	October 2005
Class Length	2.5 hours

Change Summary	
December 2004	Combined Special Kids, Coaching Players with Disabilities and VIP Coach/Referee Training
September 2005	Reviewed for any updates – changed name from “Everyone Plays – Or Do They?”
December 2008	Reviewed for Updates – revisions for Section Conference use
September 2009	Reviewed for Updates
December 2010	Reviewed for Updates

DESCRIPTION

This workshop is a brief overview of running a VIP program and the volunteer training for VIP coaches, referees, buddies and VIP family members and the certification for buddies.

1. GOALS

1. To inform participants how to start a VIP program.
2. To provide the training needed for VIP program volunteers.
3. To prepare coaches, assistant coaches, buddies, referees and family volunteers to work with individuals with disabilities.
4. To prepare volunteers to teach VIP players soccer skills using adapted methods appropriate for players with a variety of physical and mental challenges.
5. To prepare referees to officiate VIP games.

2. PREREQUISITES None

3. STUDENT MATERIALS

Confirming Test – attached to lesson plan with answer key

4. INSTRUCTOR EQUIPMENT AND MATERIALS

- Roster
- PowerPoint presentation
- Computer and LCD projector
- Screen
- Flip chart and markers
- Test & Answer Key for Instructor
- Sample VIP Program Guide, Coach, Referee and Buddy/Family Manuals; sample brochures; sample pins and patches; sample poster; sample Volunteer App
- Balls
- Cones

5. INSTRUCTOR NOTES

The lead instructor in any setting needs to be a VIP Instructor or an Instructor in any discipline with experience in the VIP Program. The instructor also needs to have taken the VIP Volunteer Training. Instructor familiarity with the VIP program and those it serves is going to enhance the ability to answer inquiries, allay fears and positively promote this much needed program to those who are worried about starting it and those who need training to feel comfortable participating as volunteers. Don't forget that FLEXIBILITY is the key to each Region dealing with its own specific issues in beginning a program. Note: each bullet point runs with a separate click

6. ATTACHMENTS

- Power Point presentation
- Copy of test and answer key for instructor

LESSON PLAN

Order of Presentation

Part I – Running a VIP Program

Introduction	10 minutes
About VIP and the Goals	5 minutes
Running and Staffing a VIP Program	15 minutes

30 minutes total

Instructor Note: Determine by polling the audience if there are any participants who do not have the VIP program running yet and if this introductory part of the class needs to be given. If so, utilize those participants who already run programs to supplement the information in the lesson plan.

Part II – Volunteer Training and Certification

A. Training of Volunteers is required by AYSO	5 minutes
B. Understanding VIP Players	15 minutes
C. Coaching for the fun of it!	5 minutes
Short break	10 minutes
D. The Skills	30 minutes
E. Being a VIP Buddy	10 minutes
F. Refereeing for the fun of it!	10 minutes
G. Safe Haven Certification issues for VIP volunteers	10 minutes
H. Putting it all together	10 minutes
<i>VIP Volunteer Course Test and review of answers</i>	<i>10 minutes</i>
Wrap up with thanks and questions	5 minutes

120 minutes (2 hours)

I. INTRODUCTION

Put up slide 1 – the title page

Introduce yourself and co-presenter(s). Explain the workshop goals. If the group is small enough, allow participants to introduce themselves. Find out which Regions represented currently have VIP programs and utilize these participants for questions and discussion.

II. BODY

Part I – Running a VIP Program

Put up slide 2

Ask how many people are aware of those statistics.

Imagine the need

Ten to 20% of the population is a large group to ignore

1. Ask what “everyone plays” traditionally means in AYSO (**Answer: each player must play a minimum of half of every game**)
2. Ask what can it mean in VIP? (*that EVERYONE participates, even those who cannot successfully participate on a mainstream team*)

Put up Slide 3

What are the goals of the VIP program?

For the players to

- Have fun playing soccer
- Understand the fundamentals of the game
- Learn teamwork and fair play
- Increase positive self-esteem
- Become more physically fit at their level
- Meet and be comfortable with new people

Ask: Does this sound any different than the goals for any new soccer player in AYSO?

Put up slide 4

Who may participate in VIP?

- Entry level is the same – 4 years old as of July 31 prior to the season
- No upper age limit if playing on a VIP team
- Any individual with a mental or physical disability who would not be *successful* on a mainstream team

Put up slide 5

What is *successful participation*?

- It should be defined by player's enjoyment and safety of all team members
- VIP teams offer many players the least restrictive and safest environment in which to learn and enjoy the game of soccer
- AYSO encourages players to join mainstream teams whenever possible – *if it is a successful experience for the player*

Put up slide 6

Special Rules

- Recommended: pad walkers or braces with foam – *common sense safety is a rule of thumb*
- Buddies and coaches may assist on the field
- Players in wheelchairs *must* have a buddy on the field
- Goalkeepers may or may not be used
- Parent or parent designee must be present at practices and games

Put up slide 7, then slide 8

Starting and staffing a VIP program

- Select a VIP Administrator – the key is one passionate, dedicated person
- VIP Administrator serves on the regional board with support of others
- General support among the regional and area staff and community
- Contact the NSTC Programs Dept. to receive a packet of information
800-872-2976 OR vip@ayso.org
- Publicize VIP registration in addition to the usual places:
Special education parent groups
Special ed classrooms and schools—send flyers home with students
Rehabilitation centers, therapists & doctors' offices

Special Olympics and Challenger Little League programs

- Register players and identify VIP coaches, referees and buddies
- Schedule VIP Volunteer training – second half of this course
- Register the program with Nation Support & training Center (NSTC) to be better promote your program

Put up slide 9

Running the VIP Program

- Create divisions custom-made to your Regional or Area situation
- Make teams up by size, physical mobility or *whatever works for the players you have*
- Always play short-sided on small fields. *Buddies make extra bodies on the field.*
- Play short periods (*example: four 10 minute periods*)
- Relax the rules and be FLEXIBLE!

Put up slide 10

Common concerns or pitfalls and problems with starting VIP

1. “There aren’t enough people with disabilities in our community”
Maybe not enough visible people. They are there...you have to find them
2. “We tried to start a program and not enough people were interested”
VIP is often more difficult to start. Parents are more skeptical and not as apt to be looking since most sports don’t offer disability programs.
 - *Keep trying. **Instructor emphasize this:** If you have six kids, that can be a VIP program. It will build once parents begin spreading the word.*
 - *Find ONE interested parent. They can reach other parents.*
 - *Make personal contacts. Go outside the Region.*
3. “Our Region doesn’t have the volunteers to have our own VIP program”
Several Regions could start an Area-wide program.
 - *Ask participants what other difficulties they may have had*
 - *Brainstorm solutions*
 - *Ask for other questions about the program*

Put up slide 11

Resources

- National Support & Training Center (NSTC) Programs Dept.
- Other VIP Administrators and volunteers
- Parents of VIP and other special needs players
- Special Olympics – local programs
- Special education teachers, occupational therapists
- Professional organizations

III. CONCLUSION to Part I

1. Emphasize the goal of VIP soccer: to give *everyone* a chance to play!
2. Tell participants that the VIP materials and training will give them more information and that the NSTC will help them to contact other VIP programs.
3. Remind participants that VIP is another division of their program (like U-5)

Instructor: *It takes a little work in the beginning, but the benefits of adding VIP to the offerings in their Region or Area far outweigh the effort.*

Put up slide 12 – last one for Part I

Maybe next year.....*When considering whether or not to start a VIP program, please consider the silent children watching from the sidelines.....those children who see that everyone plays in AYSO.....except them.* **Instructor: Let this statement speak for itself**

Questions should be addressed at this point about what has been taught in Part I.

Part II – VIP Volunteer Training and Certification

A. Training of volunteers is required by AYSO

Explain child and volunteer protection as it relates to this course

Put up slide 13

Training and certification for AYSO Volunteers

- Prepares volunteers for their tasks
- Protects volunteers under the Volunteer Protection Act of 1997

The federal Child Protection Act (1993) and Volunteer Protection Act (1997) help determine how we must implement child and volunteer protection.

Volunteers need to participate in an environment that is fun, fair and safe.

- Reduces the likelihood of children being abused

Players need to participate in an accepting environment that is safe, fair and fun.

- Makes better coaches, referees and buddies who support the soccer players along with their families

B. Understanding VIP Players

Put up slide 14

A volunteer needs to

- Understand the needs of players with disabilities
- Recognize situations/conditions requiring special attention
- Learn strategies for dealing with inappropriate behavior
- Learn adaptive methods for teaching soccer skills
- Understanding promotes acceptance
- Understanding and knowledge builds confidence

Volunteers may have assumptions about individuals with disabilities and need education and training. Volunteers may hesitate to volunteer for VIP because they lack knowledge and are afraid of “doing the wrong thing.”

Put up slide 15

Volunteers Assume Players Know

- What a team is
- Why we need rules
- The purpose of a game
- How to distinguish between teammates and opponents
- Which direction to kick the ball

Ask: *How are VIP players like all other players?*

Instructor: List responses on flip chart. When done, put up slide 16 and discuss

- Have thoughts, feelings, and personalities
- Need love, acceptance, encouragement
- Need to have a positive self-image
- Benefit from physical activity
- Need meaningful activities to occupy their leisure time
- Enjoy having fun!

Possible differences of VIP players (emphasize that these are *generalities*)

Put up slide 17

Possible physical differences

- Small stature
- Fragile
- Mobility challenges
- Hearing or vision difficulties
- Speech impairments
- Spatial awareness or depth perception issues

Put up slide 18

Possible cognitive differences

- Slower comprehension
- Difficulties processing information
- Short attention span
- Difficulty understanding abstract concepts

Put up slide 19

Possible emotional and/or social differences

- Severely withdrawn
- Mood shifts
- Hyperactive
- Unusual fears
- Inappropriate language behavior or language
- Poor social skills

Volunteers should be prepared for behaviors or conditions described below.

How does the VIP volunteer deal with the behaviors and conditions?

Put up slide 20, then slide 21

- Tactile defensiveness (resistance to being touched) – *do not touch the player. Allow him/her to make the first move.*
- Inappropriate language or emotional display – *speak calmly with player. Plan in advance with parents for possible time out*
- Abnormal fears (noises, strangers, dirt, etc) – *don't push the player beyond what he/she can handle. Encourage, but don't force, participation. In time these behaviors may diminish.*
- Violating personal space of other players or volunteers – *expect lots of hugs...if you don't like them maybe you shouldn't be a VIP volunteer! However, if the player is bothering another player with getting too close, use buddies to help re-direct the player.*
- Sensory overload manifestations (too much stimuli) – *manifestations are signals that the player may need to take a calming break. If the player doesn't seem to be having a problem, accept the behavior as normal for him/her. Spasmodic body movements, pacing, grimacing, etc. – to be expected*
- Tantrums, acting out – *VIP players should be expected to participate in a manner that is safe, fair and fun for all team members. Tantrums pose a definite threat to the safety of others, and the player should take a "time out" until self-control is evident again.*
- Seizure or other medical condition – *as a VIP volunteer, you are NOT expected to be a medical expert. That is why parents are asked to be present at all practices and games. Get help!*

Ask: *Would tantrums be ignored during a mainstream game?*

Ask: *Should the VIP player having a tantrum be given a red card?*

Instructor: Emphasize possible solutions and the need to prepare in advance. Ask if these concerns are what put Regions off from starting VIP programs.

Put up slide 22

Before intervention, ask the following:

- Is the player's behavior a threat to himself/herself or others?
- Is the player's behavior distracting from the activity's purpose?
- Is the player reducing the enjoyment for others?

Put up slide 23, then slide 24

The volunteer needs help when

- The player has a medical condition the coach, referee or buddy cannot handle safely
- The player's behavior threatens safety or enjoyment of others
- The player's behavior requires too much individual attention

VIP volunteers may ask for help!

- You are not expected to be experts

- You are not expected to be perfect – *mistakes will be made!*
- You should seek information from many sources
- When in doubt, ASK!

C. Coaching for the Fun of It!

Instructor: *Because many VIP volunteers are engaged in field activity with the players, all of the information and techniques for the coach apply to your role in being a referee, a buddy or a family member who can practice with your player at home!*

Put up slide 25

Why teach adapted soccer?

- The physical and/or mental disability determines capacity to perform
- The disability determines what adaptations may be necessary
- Not all VIP players need adapted techniques
- Good reference is the AYSO VIP Coach Manual – *show sample; tell participants that they are available through the AYSO Supply Center*

Instructor: *The VIP volunteer who is going to coach or teach VIP players soccer skills need to start at the players' level of understanding. There is likely to be a wide age and ability range on a team, with players having many different disabilities. Often coaches find that their expectations are unrealistic and too many assumptions are made. This can be dealt with by doing a basic assessment.*

Put up slide 26

Player Assessment

- Determine where your players need to start building capabilities
- Areas of concern: following directions, orientation, balance and agility
- Do assessment at first practice as a group activity – not a contest
- Run FUN activities – players need not know they are being assessed
- Details on simple assessment are in the AYSO *VIP Coach Manual*

Put up slide 27

Team Meeting and Special Issues

- The coach will not administer medications

Each player's AYSO Player Registration Form must be in possession of the coach, which indicates medications the players use, but under no condition will the coach administer the medications.

- Parent or parent designee must be present at all times
- Fill out Player Profile – provided by coach

This form is available in the back of the VIP Coach Manual. The coach should discuss information on the Player Profile which may impact the safety of the players and decide how it will be handled ahead of time.

- Plan ahead to avoid behavior difficulties

Example #1: player has intense attachment to wearing earrings. This should be handled at home—not during a scene before the game.

Example #2: player cannot tolerate the wearing of shin guards or shoes.

Ask: How should this be handled?

- Covering the field for players who may run off
- Who will be the Buddies?

Parents may be needed to spread out around the field if any players are known to run off without warning.

D. The Skills

Instructor: Soccer skill acquisition may take longer and may be more limited with VIP players but they can each make great improvements at their own level and pace.

A variety of adapted techniques will be covered that can be tailored to fit individual needs. Many VIP players starting soccer will be able to learn the skills without adaptations – it just may take a little longer.

Put up slide 28

Five basic skills are taught

- Dribbling
- Throw-in
- Instep kick
- Side of foot kick and push pass
- Ball control

Put up slide 29

In general, VIP players need

- More demonstration, less verbal instruction
- Help in positioning their bodies
- More time to learn the skills
- Patience, encouragement and FLEXIBILITY from their volunteer instructors!

Instructor: The VIP Coach Manual is a good reference – includes suggestions from VIP coaches across the county.

Instructor: This is the time for demonstration of the adapted techniques. If you cannot perform these yourself, be sure to have a coach instructor available to help you. Have all participants join in, pairing them up when skill dictates it. Make room and be safe!

1. Dribbling (review techniques in the VIP Coach Manual, **page 21**)

2. Throw-in (review technique in VIP Coach Manual, **page 22**)

Instructor: emphasize that players may even kick it in if they can't use their arms.

3. Instep kick [or “laces” kick] (review technique in VIP Coach Manual, **page 23-24**)
Many VIP players have trouble with the instep kick, keeping the ankle locked.

4. Side of foot kick and push pass (not just *inside*) (review technique in VIP Coach Manual, **page 25-26**)

Have the participants practice different ways to kick the ball with the sides of their feet. Use both feet and all sides. Have the participants split into pairs and practice passing

the ball using a push pass. Remind them they can use either foot and any side, depending on the direction they are passing.

5. Ball control – inside of the foot or sole of the foot (review technique in VIP Coach Manual, **pages 27-29**)

Ask: *How does attempting the technique yourself help you as a coach?*

Ask: *If you can't demonstrate the technique, what should you do?*

Put up slide 30

Practice and improvement for players *and* coaches

- Teach correct techniques, but be flexible
Coaches and other volunteer skill instructors need to teach the recommended techniques for VIP players, keeping in mind the need to be FLEXIBLE
- Adapt techniques to minimize frustration
VIP players have some limitations. It is the instructor's job to adapt techniques to ensure a successful experience and not frustrate the player; always encourage proper technique for players able to do so
- Coaches should practice, keep ahead of players, take AYSO Coaching Courses
Take at a minimum the U-6 and U-8 AYSO Coaching Courses and continue your learning as the players that you coach get older and more skilled; all players deserve well-trained coaches and instructors

E. Being a Buddy!

Put up slide 31 and then 32

What is a buddy? What is the buddy's role?

- A buddy is a helper on the field

Buddies are essential for VIP players who will need them.

- A buddy can walk/run with a player who is mobility-challenged

Just being with a VIP player who has challenges getting to the ball keeps a player involved

- A buddy can encourage a player and "feed" the ball to him/her

Without interfering with the game, buddies can subtly help to get the ball to a player who is unable to get to it themselves – most players and other buddies on the field are very FLEXIBLE when it comes to allowing a player to get touches on the ball

- A buddy *must* accompany a player in a wheelchair – can propel the player safely and watch for other players

Adaptation of wheelchairs to use on the field is encouraged and Wheelchair Bumper Instructions are available in the VIP Coach Manual

- A buddy can help to monitor players for signs of fatigue, stress, overheating or conditions that compromise their safety

All volunteers should assist in this, but buddies might be the closest to the action

- A buddy can make friends with the players and gain their confidence

VIP players, as all new players, may hesitate to trust a new person – but this usually does not last too long!

- A buddy can help to make players independent – but stay on to be a supporter and a friend!

What greater gift to give than that of independence to the VIP player! As the need for "active field duty" phases out, buddies make great supporters and friends!

Instructor: *Buddy job description and more information are available in the AYSO VIP Buddy/Family Manual which is carried through the AYSO Supply Center.*

Ask: *Who make the best buddies?*

Put up slide 33

- Peers of the players – elementary, middle school, high school, college students

A wide age range is likely in the VIP program, so recruit an age range to facilitate appropriate pairing

- Players may respond better to peers
- Peer buddies form friendships with players

Encourage buddies to form friendships so that the players will want them on the field!

- Peer buddies learn and grow from service

Many schools require community service credits for student growth – what better place to utilize athletes and other young adults than in your VIP program! Get to the schools early and give them details on your program. Buddies must register on the AYSO Volunteer Application or the Youth Volunteer Application on a yearly basis, just like all AYSO volunteers.

- Players learn to be comfortable with people outside of their families

The opportunity for VIP player growth beyond soccer skills is inherent in this program – utilize all of the tools available to make this a player development experience like AYSO is noted for in its mainstream teams.

Ask: *Should we encourage parents to be “buddies” on the field? Why or why not?*

Put up slide 34

Reasons Parents Are Encouraged to Let Others Be VIP Buddies

- Parents have full-time duty at all other times – they deserve a chance to relax
- Parents need to learn to let go and let their child rely on other people at times
- Players are apt to act their worst with mom and dad on the field with them
- Parents on the sidelines have more opportunities to meet and form friendships

Parents may need to buddy their younger, newer players.

F. Refereeing for the joy of it!

Instructor: Explain that not all beginning VIP games need a referee, but it would be ideal. This training familiarizes all volunteers with the role of the official so they can serve as an official if necessary, assuming they understand the fundamentals of soccer.

However, this is just intended for beginning VIP games. Additional training will be needed to become a referee for mainstream or more challenging VIP games.

Put up slide 35

- Nowhere can you get closer to the *Spirit of the Game* than in VIP soccer

If you sometimes wondered where the Game’s spirit went, look no further.

- “Fun, fair and safe” is the centerpiece

Teaching self-worth, group consciousness, cooperation, personal achievement and control are no where more manifest than here.

- Be perceptive and flexible

Most of these players simply want to play and have fun

- Players are not concerned with cheating or defying authority

Despite some individual emotional challenges, players are about playing the game.

- Referee must accept some unusual behaviors

In mainstream players, these might seem inappropriate, but not with some VIP players

Put up slide 36

Spirit of refereeing VIP players

- VIP games need structure
- Simply help to make the games fun, fair and safe
- *The referee's job is to help the game be fun, fair and safe.*
- Use common sense in large measure

Referees must understand the very special nature of VIP players and must apply large measures of common sense when enforcing the Laws of the Game

- Expect compliance with the Laws of the Game commensurate with players' understanding and ability

Put up slide 37

Laws of the Game (combined & adapted for VIP)

Pre-Game Essentials

- Inspect field, ball, equipment

The field must be safe. Inspect for holes, rocks, dangerous litter. U-6 and U-8 sized fields are recommended. Visible boundary lines help.

A size 5 ball is recommended.

Shinguards are required. Braces, walkers, etc. should be padded. Wheelchair users must be accompanied by a buddy. Helmets are permitted.

- Introduce yourself to players, coaches, buddies and parents

Interactions with VIP players is addressed in the VIP Referee Manual.

- Consult with the coach on special concerns with specific teams/players

A brief pre-game conference helps to agree on some basic strategies. The referee needs to take cues from the coach and other volunteers at all times for smooth interactions.

- Determine who should kick off

A coin toss will work or just agree with the coaches. DO NOT SWITCH SIDES AT THE HALF – IT IS TOO CONFUSING TO THE PLAYERS.

Put up slide 38

Game basics

- Short-sided games are recommended

AYSO recommends short-sided on mainstream teams as well until U-14. Less players on the field mean more touches on the ball for each player. Buddies on the field also add more bodies!

- All players are entitled to play at least half of the game – *an AYSO rule*
- *Everyone Plays, But....* Willing and able VIP players must play at least a half

The experience may be too overwhelming for some beginning players, physically or otherwise.

- Players should be allowed to sit out whenever they need to
- Encourage and include to the extent of each player's comfort level

Put up slide 39

Duration and restarts

- Recommended: Four 10-minute periods
- Do not switch sides after halftime
- Kick off at beginning of each half and after goal has been scored
- Throw-ins, kick-ins, goal kicks and corner kicks – allow latitude on techniques
- Drop ball for injury, special time outs or when game stopped for neutral reason

Put up slide 40

Scoring goals

- A goal is scored when the ball crosses the goal line into the goal.
- Keeping track of goals scored is not critical
- Some players are happy when they “score” for the other team!

They may put the ball into the wrong goal, but are just as happy because they made a goal.

Put up slide 41

Fouls and misconduct

- Fouls penalized are kicking, pushing, holding, tripping, dangerous play and handling
- Award a direct free kick for all infractions in beginning VIP games
- Misconduct may be penalized by a “time out” for that player administered by the coach and parents
- Red and yellow cards are not used

Put up slide 42

During the Game

- The game belongs to the players.

Recognize your role as facilitator, not controller, of the game. Do not interfere with their enjoyment by being overly officious.

- Allow latitude

Considerable latitude should be accorded players depending upon their individual circumstances.

- Fair play, common sense are key

Your sense of fair play together with compassion and understanding is vital to the overall enjoyment of the game by all involved, including yourself.

- Do not ignore extreme behavior

Do not ignore extreme behavior that is potentially dangerous even though the player may not be doing it deliberately. Deal with each situation appropriately utilizing the assistance of the coaches and parents when necessary.

- Use care when blowing the whistle

Take care not to blow your whistle close to players.

- Instructional comments are useful

Verbal directions and appropriate instructional comments can be useful to players.

Put up slide 43

Post Game

- Participate in post game ceremonies
- Congratulate all of the participants
- Have fun with the players!
- Share your experiences with fellow referees and volunteers

Instructor: *There are many short cuts with VIP soccer. It is very basic, and some of the details are irrelevant. However, no short cuts should be taken on ensuring a fun, fair and safe game for the players. These are only guidelines. Adjust as necessary, keeping in mind Law 18: **Common Sense**. **More information about refereeing VIP is available in the AYSO VIP Referee Manual available through the Supply Center.***

G. Safe Haven Certification – issues for VIP Volunteers

Instructor: ***AYSO designates Certification as a necessary component of Safe Haven – its risk management program developed for child and volunteer protection.***

Put up slide 44

- VIP coaches need to take Safe Haven Certification – both parts

This training is available on an annual basis in local Regions and Areas.

- *AYSO referees need to take Safe Haven Certification – minimum of part one. It is assumed that most referees who will referee VIP games are experienced, therefore previously trained and certified. For games for which there is no official referee, a VIP volunteer should assume the officiating duties using the referee training just covered in this course.*

- *VIP Buddies can be certified at the end of this course with confirming test. Assuming that most VIP volunteers will act as a “buddy” – helper on the field – at some time, all participants will be offered this short confirming test at the end of this course.*

- *Family VIP volunteers are encouraged to take Safe Haven Certification. AYSO encourages ALL volunteers, not just coaches and referees, to become Safe Haven certified. Taking this course in addition to VIP training maximizes protection.*

Put up slide 45

Safe Haven basics

- Volunteers must annually complete, sign and submit a Volunteer Application Form
- Volunteers must be trained for the jobs they are going to do – this course
- Volunteers must know Safe Haven guidelines for certification
- Volunteers must be authorized to do their job and act within their job descriptions and the scope of AYSO Policies, Procedures and Guidelines

Put up slide 46

Safe Haven basics

- Volunteers should not put themselves at risk by being alone with any player
- There should always be two adults present with a team at all times
- One of the adults present must be the same gender as the team. If a co-ed team, one female and one male

Put up slide 47

Safe Haven basics

- AYSO's mainstream supervision ratio is one adult to every eight players; VIP is one to one
- Since VIP parents or a designee are required at all practices and games, the risk is reduced
- However, do not be alone with a player – for instance, two persons should accompany a player to the restroom

III. CONCLUSION to Part II

- 1. Emphasize the goals of AYSO's VIP training: prepares and protects volunteers*
- 2. Training makes better coaches, referees and buddies who support the soccer players along with their families*
- 3. Understanding VIP players' needs and adapting skill teaching and officiating to the players' abilities makes the experience more FUN, fair and safe for the participants.*

H. Putting it all together

Put up slide 48

Keep things FUN

- Fun holds the players' attention
 - Don't set high expectations.
- Fun makes them want to come back
 - Play "games" or do activities, not drills.
- Fun allows for easier learning
 - Everyone should have a ball. Bring extras along.
 - Avoid situations where players have to wait in line; keep them active!
- *Fun makes the volunteers want to return too!*

Put up slide 49

Be flexible

- Flexibility helps everyone maintain perspective
 - When something doesn't work, drop it!
- Flexibility maximizes opportunities for learning and success
 - Hold practices and games together
- Flexibility minimizes frustration for everyone involved
 - Be ready to help in any capacity where needed

Put up slide 50

Be safe

- Many VIP players cannot participate safely on mainstream teams, so adjustments on VIP fields are to accommodate the disabilities AND provide a safe sporting experience
 - All VIP volunteers are charged with being resourceful, creative and flexible to make the experience safe for the players
- A safe environment makes the experience more enjoyable for everyone
 - All VIP volunteers are asked to be extra positive, understanding and flexible to ensure success for the players

Put up slide 51

Be structured

- VIP players thrive on structure
- A routine will reduce player stress
- A routine will help parents plan
 - Structure practice and stick to it
 - Use lots of repetition
 - Keep the same fields
 - Keep the same practice/game time each week

Put up slide 52

Above all else, as VIP volunteers, please remember

- VIP players are people first.
- Always consider their human needs while dealing with their disabilities.

Instructor: *Thank everyone sincerely for their attendance and participation. Express that you hope that you have made their understanding for the need of VIP programs and the simplicity of starting one clear. Express that you hope that providing the training for all VIP volunteers in one place with one course and one message will enable their current programs to thrive and new programs to begin with a great start. Express what meaning their efforts will have for the players and families who will benefit from their efforts. Hand out confirming test and course evaluation form.*

Put up slide 53 – last slide for the class

So NOW, thanks to you....**everyone plays®**. **Let this slide speak for itself.**

Instructor: Give test, review answers. DO NOT COLLECT TEST.

VIP Volunteer Course Test

True or False

1. Training prepares volunteers for their tasks.
2. Training reduces the possibility of children being abused.
3. Proper training protects volunteers under the Volunteer Protection Act of 1997.
4. It may be harder to get people to volunteer for VIP because they are uncertain about what to do.
5. VIP players are in many ways similar to all other players.
6. Volunteers should not assume that VIP players understand concepts such as “teams.”
7. A player should play at least half of every game even if they are unwilling.
8. Tantrums with VIP players should be ignored. After all, they can't help it.
9. All VIP players need adapted skills taught to them.
10. Always encourage proper techniques for players who are able to perform them.
11. VIP players need lots of practice and repetition.
12. Some VIP players have trouble kicking with the instep of their foot.
13. The skills reviewed in this class should be all that VIP players will ever need to know.
14. VIP players deserve volunteers who are well trained and knowledgeable.
15. Following Safe Haven practices is not as critical when working with VIP players.
16. VIP players will learn better with drills rather than games or run activities.
17. Practices and games may be held together as a way of making it easier for everyone to participate.
18. Refereeing in VIP will bring referees closer to the Spirit of the Game.
19. All VIP games must have an official referee.
20. VIP players need to learn appropriate ways of playing soccer.
21. Some Laws of the Game are irrelevant for VIP soccer.
22. VIP players are allowed to use equipment that may not be allowed in mainstream play.
23. Younger VIP players should play on smaller fields, but if the players are older and full grown they should play on full-sized fields.
24. If buddies do their job well, sometimes they will no longer be needed on the field by their VIP player-friend.

Multiple choice

25. It is all right to let a VIP player participate
 - A. Without a parent or parent's designee present during practice
 - B. At his or her own comfort level
 - C. Without shin guards

26. VIP players should be monitored for
 - A. Signs of stress or fatigue
 - B. Blood pressure
 - C. Drug levels

27. If at all possible,
 - A. Schedule practices/games at the same time each week
 - B. Play on the same fields each week
 - C. Both of the above

28. If you cannot demonstrate a skill, you should
 - A. Skip the skill
 - B. Use another volunteer or player to demonstrate
 - C. Pull a parent from the sideline

29. Coaches' and other skill instructors' knowledge and skills should improve
 - A. In order to challenge the players as their skills improve
 - B. Naturally—additional training is not really necessary
 - C. By watching videos

30. Many VIP players perform better when
 - A. They have a structured routine to follow
 - B. There is constant variety
 - C. They have their parent with them on the field

31. In no case should a volunteer
 - A. Come on the field to assist VIP players
 - B. Hug a player
 - C. Ignore violent behavior

32. It is important to find out
 - A. What medications the players take and when
 - B. What may trigger certain behaviors
 - C. If a parent or parent's designee is present
 - D. All of the above

33. VIP parents should be encouraged
 - A. To be on the field every chance they can get
 - B. To take a break and enjoy being a fan
 - C. To drop off their player so they can run errands

34. VIP volunteers should have
 - A. CPR training in order to be certified
 - B. A degree in special education
 - C. VIP Volunteer training as part of the certification process

35. VIP games should always
 - A. Be 30 minutes long
 - B. Include buddies on the field
 - C. Be played short-sided

36. It is easier for VIP players if
 - A. Sides are not switched at half time
 - B. Fields are not full-sized
 - C. Both of the above

37. The ideal referee for VIP games is one who
 - A. Strictly enforces the letter of the Law
 - B. Explains every infraction to the players
 - C. Is relaxed, flexible, and friendly

38. Stop play when any player is exhibiting extreme behavior that is a potential threat to the safety of others, and
 - A. Personally carry the player off the field
 - B. Call for the parent/and or coach
 - C. Call the police

39. VIP coaches and referees should have
 - A. National level certifications
 - B. Safe Haven Certification
 - C. No VIP specific training

40. **Everyone Plays®** in AYSO means
 - A. Every player plays at least one half of every game
 - B. Everyone (in the right age range) can play AYSO soccer
 - C. Both of the above – if a VIP program is available!

AYSO Program: General Lead Instructor: VIP Instructor; Any Discipline Instructor with VIP Volunteer Training	VIP Volunteer Training	Identifier: GEN 40 – SP 110 Revision: Revision 5 Page: 1 of 22
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VIP Volunteer Course Test Answer Sheet



Name _____ Date _____
 (please print)

Instructor _____ Location _____

Write 'T' for true, 'F' for false, or the correct letter in the space corresponding to each numbered question under the appropriate test column.

- | | | | | |
|-----------|-----------|-----------|-----------|-----------|
| 1. _____ | 2. _____ | 3. _____ | 4. _____ | 5. _____ |
| 6. _____ | 7. _____ | 8. _____ | 9. _____ | 10. _____ |
| 11. _____ | 12. _____ | 13. _____ | 14. _____ | 15. _____ |
| 16. _____ | 17. _____ | 18. _____ | 19. _____ | 20. _____ |
| 21. _____ | 22. _____ | 23. _____ | 24. _____ | 25. _____ |
| 26. _____ | 27. _____ | 28. _____ | 29. _____ | 30. _____ |
| 31. _____ | 32. _____ | 33. _____ | 34. _____ | 35. _____ |
| 36. _____ | 37. _____ | 38. _____ | 39. _____ | 40. _____ |

**VIP Volunteer Course
Test Answer Key**

- | | | | | |
|-------|-------|-------|-------|-------|
| 1. T | 2. T | 3. T | 4. T | 5. T |
| 6. T | 7. F | 8. F | 9. F | 10. T |
| 11. T | 12. T | 13. F | 14. T | 15. F |
| 16. F | 17. T | 18. T | 19. F | 20. T |
| 21. T | 22. T | 23. F | 24. T | 25. B |
| 26. A | 27. C | 28. B | 29. A | 30. A |
| 31. C | 32. D | 33. B | 34. C | 35. C |
| 36. C | 37. C | 38. B | 39. B | 40. C |