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Developing a Regional Calendar

Identifier	MGT Expo 203
Revision	Revision 4
Effective Date	January 2015
Class Length	75 minutes

Change Summary	
July 2006	New Lesson Plan Format
November 2008	Revision
January 2012	Revised LP and PPP
December 2012	Revised LP and PPP
December 2013	Major Revisions LP and PPP
December 2014	Revised LP and PPP, Finalized and Posted

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1. Class Length

1 hour 15 minutes (Allow time for questions and discussion during this time.)

Introduction (5 minutes)

Why do we need a Regional Calendar? (20 minutes)

- Activity (10 of the 20 overall minutes for this section).
- Who should help develop the Regional calendar?
- Decide who the calendar is for.
- What things should be on the Regional calendar?
- What does a Regional calendar look like?

How do we get started? – Guided Participation (40 minutes).

Conclusion (3 minutes)

Transition (2 minutes)

2. Instructor Requirements

Management Instructor

Advanced Management Instructor at AYSO EXPOs

Instructor Notes will be below in italics.

3. Learning Objectives

- To understand the process of developing a Regional calendar.
- To help Board Members understand they have an integral part in developing the Regional calendar.
- To give each Regional representative/s the opportunity to begin their Region's calendar.

4. Prerequisites – None

5. Instructor Materials

- Lesson Plan
- Power Point presentation
- Flip Chart and markers
- Computer
- LCD Projector
- Screen (optional)
- Post it Notes (**Provided by Instructor**)

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6. Special Instructor Notes

General

- *When setting up the room before attendees arrive, place 5 Post it Notes at each place.*
- *Early in the class, you should assess the level of experience in this workshop and find out which Board Members are present. The course is best if there are multiple Board Members in attendance from the same Region.*
- *After the introduction of the instructors, any housekeeping items should be covered. Start with the overview of the information with which each student will go away and how that information empowers them to complete their special job tasks.*
- *Input from the class can be captured on an appropriately positioned flip chart.*
- *Suggest that the participants share contact information for networking, problem solving and mentoring.*
- *End the workshop by giving a list of people who can be called for help with technical questions. This could be the Area Director, Section staff, or National Office staff.*
- *There are icons used to identify certain areas in the lesson plan. These are:*



Activity



Key (critical) point



Question



Instructor Note



Handout



PowerPoint



Nuts and Bolts

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Small Group Instruction (outside of an AYSO EXPO)

- *If giving this workshop at a Region or Area level, a much more informal approach can be taken.*
- *Arrive early enough to arrange the room that best fits the venue and anticipated number of participants. (Keep in mind what room arrangement lends itself to this workshop.)*
- *Tables at this workshop will be highly useful. Activities can be done in groups if conducive to the number of participants.*

AYSO EXPO Workshop

- *Watch your time during the presentation so that you will be able to answer questions. The more participants in the workshop, the more questions there will be.*
- *For responses from the attendees, you will need to write very large on a flip chart.*
- *For any questions from the attendees (or even for responses to questions asked), be sure to repeat each question (or key responses) for the attendees. Remind participants where detailed information can be found, such as in the course handouts or other manuals. When a question is asked, you may want to ask participants where the answer can be found.*

AYSO EXPO Workshop – 50 or more participants

*Everything listed above in AYSO EXPO Workshop applies **plus**:*

For groups this large, it is even more critical that the lesson plan be followed exactly as stated. Class participation through questions and answers will be more difficult, so interactions will need to be carefully managed and limited. Get as many responses as time will allow. You will need to rely on the PowerPoint presentation to illustrate important points.

7. Introduction of Workshop and instructors – PPP Slide # 1 - 5 Minutes

- *Introduce yourself as workshop leader, the topic and co-instructors.*
- *Assess the roles of attendees by show of hands for large groups.*
- *If there are 10 or fewer participants ask each one to introduce themselves. Name, city/state, years of AYSO experience and current position. You can model the introduction for them so that they keep it short.*

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Slide # 2 – 4 briefly review the workshop goals and course goals.

Slide 2

- Regions understand the importance of Regional calendars in achieving the success of attaining goals and objectives.
- Regions understand the process of developing a Regional calendar.

Slide 3

- To help Board Members understand their integral part in developing a Regional calendar.
- Regional representative(s) have the opportunity to begin their Region's calendar

11. Body 25 Minutes

Slide # 4

Let's prepare for the Group Activity. (No longer than 10 minutes.)
The activity on Slide # 6 is one that everyone can take part in.

Slide # 6

STATE: You will have 30 seconds to remember this.

Our first day of registration will be held on May 2, 2015. Eileen Lowe, the Registrar will need to arrange for the advertising of this event. On March 21, which is six weeks before registration she will need to order the Registration Kit from the National Office. Bill Barton the Coach Administrator will need to schedule the coach clinic that will be held on August 27. He has a training opportunity out of state on August 28, so he isn't sure if he be there. On July 13, Peter Johnson will need to request the referee courses that will be August 15, and order the course materials the required 30 days before the courses are held.

 Give the group exactly 30 seconds to look over this scenario. After the 30 seconds are over click to Slide # 6. Ask if anyone thinks they remember all or most of the details. If not, ask 3 – 4 participants to give one detail from the scenario.

Small group - Outside of an AYSO EXPO – Regional Board (10 or less participants)

- *The activity will be the same as during an AYSO EXPO. Index cards can be used for this activity if the PPP is unavailable.*

 **Slide # 6**

How did you do?

Your 30 seconds is up.

? Slide # 7

ASK Is there another format or procedure that could have helped to keep the message pure for distribution?

Answers:

- *A written (email or written flyer at a Regional Board meeting) message such as a “calendar” provides not only a permanent paper trail, but organizes the information that can be easily distributed.*
- *Written copy of all activities could be distributed at a Regional Board meeting – this would be pre calendar set up. It would be a way to start the process. Further instructions are explained in this workshop.*

Slide # 8: *Regional calendars are helpful because...*

Answer:

- Our memories are not always reliable.
- They are vital in achieving Regional success by providing a timeline of events to achieve goals and objectives.
- Timelines help volunteers complete their responsibilities.

Go over each of these three points with the participants.

A written message such as a “calendar” provides not only a permanent paper trail, but organizes the information that can be easily distributed.

- *Putting it on a calendar serves as a visual reminder of tasks that need to be completed by Board Members, and creates a permanent history for future Regional planning.*
- *Developing a detailed and well thought out calendar offers a “how and when” timeline of accomplishing their job responsibilities, making it easier to recruit and retain new volunteers.*
- *It ensures that there is no miscommunication about events will occur.*

Slide # 9 Regional calendars are helpful because they

- Serves as a visual reminder of tasks
- Makes retention and recruitment easier by providing a “how and when” timeline.

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Do a role play with your co-instructor in two versions:

- *First, you are trying to recruit someone to be the new Registrar. You show them the job description, the calendar with the list of everything they need to do and when to do it.*
- *Second, you are trying to recruit a new Registrar, but you (RC) have no idea what needs to be done. The previous Registrar left with nothing written down. You don't know where the job description is and the Region keeps wanting to develop a calendar but no one takes the initiative to get it done.*

Slide # 10 A Regional calendar is helpful because

- It creates a permanent history for future planning.
- It helps prevent miscommunication about events.

When each of you leaves the position you are in, a calendar creates a history of exactly what you did so that the new person can have a guide to what should be done.

Slide # 11 Who could receive the Regional Calendar?

Ask: Who is the calendar for?

- *Regional Commissioner*
- *The entire Regional Board*
- *Individual volunteers*
- *Parents, players*
- *Community leaders*
- *Area Director and Section Director*
- *The Regional website*

What is the advantage of everyone (listed above) in the Region seeing the Regional calendar?

Are there any disadvantages?

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ASK: Slide # 12 How will the content of the calendar differ between the groups we just discussed?

Answer:

Each of the types of calendars mentioned above will be viewed by different groups of people whose interest in events will vary. For example: the Regional Commissioner will want to see the master calendar with all of the Regions events and planning details, while parents will only want to know such things as the beginning and end dates of the season, or when the next season's registration events will be held.

How would a Regional calendar just for parents differ from one that would be useful for the Regional Board?

Slide # 13 Who should help develop the Regional calendar?

- *Region RC, Assistant RC, Treasurer, Registrar, Coach Administrator, Referee Administrator, Safety Director, etc.*
- *Anyone who needs to schedule events or items on the calendar.*

Slide # 14 Decide who will be the keeper of the Calendar.

- *One person should be responsible for updating the calendar and distributing the updated calendar to the Board. Everyone should be working off the same updated calendar to avoid confusion. Suggest that there be a Regional Board position that is "Keeper" of the calendar.*
- *When the Regional administrators update their individual calendars, they must notify the "Keeper" of the calendar immediately so they can update the Regional master.*
- *Explain that calendar planning needs to be done every year as part of goal setting and planning. If the Regional calendar is updated, those changes can be distributed via email, or at the monthly Board meetings.*

Slide # 15 & 16 Items that should be on a Regional calendar

- Regional Assessment Program (RAP) deadline and timeline checks
- AYSO EXPO
- NAGM
- Opening day
- Coach/Referee clinic dates
- Registration
- Coach orientation

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If you have 20 or fewer participants divide up into 3 groups and have each group come up with items that would go on a Regional calendar. The group that has the most items will be the winner. Give no more than 5 minutes for this activity.

- *The time sensitive dates found in the RAP. **Ask for examples.***
- *National AYSO events such as: AYSO EXPO dates, NAGM date, National coach and referee clinics, Super Camps, etc.*
- *Regional/Area Board meetings.*
- *All time sensitive events in conjunction with Regional operations.*
- *Record Regional milestones. (Things that are worthy of becoming a part of the Regional history.)*
- *Watch for conflicts on the calendar – such as scheduling two events on the same day that may strip your volunteer base.*

Slide # 16

- Parent orientation
- Team Parent orientation
- End of season
- Regional Board meeting dates
- Area meetings
- Super Camps
- Road Shows
- Volunteer appreciation dinner

There may be additional items that can go on the calendar. Write those on a flip chart.

Slide # 17 Items that should be on a Regional calendar

TIP: Watch for conflicts on the calendar – such as scheduling two events on the same day that may strip volunteer base.

- *Always check with your Area Director to make sure there aren't any conflicts on the calendar.*
- *Also, look at what is happening in your community. Your attendance at a coach clinic might be diminished if there is a parade, field days, church festivals, or other events on the same day.*

Discuss –

- *There is no correct way for a calendar to look. It will depend on the content, format, and template used.*
- *The Master calendar with the National AYSO events is available on www.ayso.org.*

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Slide # 18 What does a Regional calendar look like?

The following slides show a few sample calendars in use by Regions now.

Slide # 19 Regional calendars can have different looks.

Point out various items on Slides 21 – 24. Color coding is a significant advantage of this calendar. Each Regional Board Member knows by looking at “their color” if they have anything assigned to them during any particular month.

Link on slide 20 www.calendarsthatwork.com to download template for this calendar.

Slide # 20

This is another example of how color can be used to differentiate between tasks. This calendar was developed by Section 9.

Click to enlarge the color coding section.

Slide # 21

A closer look shows a very detailed calendar in Excel. Specific tasks are assigned to individuals.

This calendar makes it easy to check on tasks that were finished and gives the name of the person who is responsible.

Slide # 22

This calendar was developed by Region 641. Things which make your online calendar user friendly:

1. Social Media logos
2. Count down clocks create a sense of anticipation
3. Information easily visible
4. Four tabs allow the user to choose how to view the information – all events, game related events, registration events or in a calendar grid page.

Slide # 23

This is a view of the calendar grid page. Click to reveal the U10 Coaches clinic on the 27th as you click the remote.

Slide # 24 - 26 NEXT THREE SLIDES SHOW SAMPLES

One of the opening slides has the AYSO Mission and Vision Statements, Six Philosophies and Kids Zone® Tenets.

Call attention to the Vision and Mission Statements, the Six Philosophies and the Kids Zone tenants.

Slide 27**Let's calendar the Regional Board tasks.**

Put your Board meetings and registration dates on well in advance to ensure good turn out the following year! Also, advertise your Region's award level for your parents and let them know what you did as a Region to achieve that level.

Use the calendar to explain concepts to your families and get information to them!

If you have multiple participants in Regional Board positions, the activities in Slides 28 – 33 can be done as group work. Check your time management at this point. If enough time is left divide into groups:

- RCs
- RCAs
- RRAs
- Registrars
- Safety Directors
- CVPAs
- Treasurers
- Other positions

*If this activity is not done in groups it should be an individual activity and not done by the entire group. Participants won't learn the process unless they go through it themselves. *

Slide # 28

Write down five key things one on each post it note that you need to do as part of your responsibility in your Regional Board position during the year. Don't worry about the order at this time.

*Tell the group that we are going to begin the process of building their **own specific Regional** calendar. The process that we will demonstrate can be used for all Regions.*



Instructor Note: *It will be important for the instructor to monitor their time during the next activity. Give no more than 3 to 5 minutes for step # 1.*

Slide # 29

The next step (# 2) is to put these activities in sequence/chronological order, noting the approximate date of the activity. Even just a month or time of year will help (spring, fall...).

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Steps # 2 to 4 should be simple to determine and should only take a couple of minutes each.

Slide # 30

(Step 3) Find at least two things on the list that you could get someone else to do. This is a quick activity. 30 seconds or so is enough time.

Slide # 31

Put a dollar sign (\$) next to any items that require money to get the job done.

This is also a quick activity which shouldn't take longer than 30 seconds. Make the point that these items should be discussed with the Treasurer and RC. This is the beginning of the budget process.

- *You could use multiple flip chart papers to create a "calendar" if you want participants to visualize this process. The depth that you go into this activity will depend on the time left.*
- *Try to go through one activity by each participant if possible.*
- *Start with Opening Day and work backwards. You don't need to know actual dates, but approximate position in a month is helpful for this activity.*
- *Example: What month would you want to schedule Coach and Referee Training?*
- *If training is in July, how far before that date would you need to order materials?*

This should take about 15 minutes.

Slide # 32 Question: How does this process help in developing the Regional calendar?

Every task that is expected to be done by a Regional Board Member is analyzed and given a completion date. Many Regions get together and do something similar to what is depicted in the picture on this slide. Getting all of the Regional Board Members together to do this process makes everyone accountable for their calendar entries.

Slide # 33

Another Question

- What are some additional things you will need to do?

At each Regional Board meeting an agenda item would be to make sure that all items that were supposed to be done in the previous month actually were completed.

After that the RBMs should look at the upcoming month and see what has to be done. Make sure any conflicts or challenges are discussed.

This positive peer pressure will let everyone know that tasks need to be completed and can't be put off.

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Slide # 34 The Answers...

- Finalize dates.
- Determine who is responsible for all activities.
- Expand the list to include all activities that your position would need to do, not just five.

Go over these answers and anything in addition that they will add.

Slide 35 The Answers ...

- Use the tasks with the dollar signs to start your Regional Budget
- Use your budget to confirm that your calendar is complete

Slide # 36 Conclusion

- What has been discussed today will help you develop a Regional calendar.
- Use the calendar you started today to help your Region set and obtain goals.
- Show your Regional Board how calendaring can help to retain and recruit volunteers.
- For continued Regional success the Region should update its calendar yearly.

Conclusion Slides # 37

A successful calendar takes team work!

Slide # 38

Suggest – Take the Budgeting for the Regional Board course to learn how your Regional calendar can also be used to help establish a Regional budget.

Slide # 39 Thank you for your participation in this workshop and good luck on developing your Regional calendar.