

AYSO Program: Special Programs

Instructor requirements: VIP Instructor
OR Advanced Management or Coach
Instructor with many years of VIP
experience

Grow with VIP

Effective Date: January 2015
Length: 1.25 hours
Lesson Plan Number: EXPO 404
Page: 1 of 17



Change History	
November 2013	Lesson Plan First Developed
November 2014	PowerPoint Updated with few changes
December 2014	Finalized and Posted

1. DESCRIPTION

This course is designed to aid a Region and Area of how to start a VIP Program or how to grow an existing VIP Program.

- There are less descriptive words on slides and more pictures
- More interaction is desired in smaller group size

2. GOALS

To give our Regions and Areas the tools to be successful to start and to grow a VIP Division.

3. PREREQUISITES

- None

4. STUDENT MATERIALS

- None

5. INSTRUCTOR EQUIPMENT AND MATERIALS

- Flip chart and markers
- Laptop Computer
- LCD projector
- Screen (optional)
- Power Point Presentation

6. INSTRUCTOR NOTES

Note: This course has minimal written descriptions on the slides; please review and practice. Use this lesson plan and notes written on slides for cues of what should be shared with the attendees.

Words on PPT slide will be bolded in Lesson Plan and numbered as it indicates the click - animation; italicized words are cues for you to say, words in parenthesis are commentary of where picture was taken or other information.

LESSON PLAN

Slide 1

Grow with VIP

Welcome

Introduce Instructors

Survey attendees

How many volunteer strictly with the VIP Program?

How many Executive Board Members? Others?

How many already have a VIP Division?

If small group –ask how many players and one “awesome” moment from this past season

How many ready to start a VIP Division?

We will assist you!!

How many had nowhere else to go right now?

Slide 2

It is Time!

Time to help your....1) AYSO Families, 2) Volunteers, 3) Community

The VIP Program will help your AYSO families because more players will be able to play; help your volunteers as they will witness and help our special VIP players and their families, and the community by having more events and families involved.

Slide 3

Time to Grow (Picture of a soccer ball costume)

This course will give you tips and fun ideas of how to start a VIP Program or how to grow your existing program! (This picture is from Kick N Treat Soccer Festival from Section 11 – near San Diego. The Area thought to give more playing opportunities for the VIP players with a fun twist! It is growing every year!).

Slide 4

Who we are...with a single click the pictures with automatically appear but take your time, lots of commentary (Pictures 1 – 4 from Southern California VIP Tournaments, picture 5 from Region in Hawaii, picture six from Florida)

- *VIP provides a quality soccer experience for children and adults whose physical or mental disabilities make it difficult to successfully participate on mainstream teams. VIP teams may include:*
 - *Blind or visually impaired*
 - *Amputees or with conditions that impair mobility*
 - *Mentally or emotionally challenged*
 - *Autistic*
 - *Down syndrome*
 - *Cerebral Palsy*
- *It is up to the parents and the Region to decide who should play in the VIP division. One of the VIP goals is to mainstream any player who wants to play mainstream and who can be successful and safe.*

- ✓ **Someone usually asks if a player has “such a such diagnosis” should they play VIP. Answer: VIP is for individuals (children and adults) whose physical or mental disabilities make it difficult for them to successfully participate on mainstream soccer teams. It is up to the Region and the family to decide.**

Slide 5

Facts and Figures

- 1) VIP was started in 1991
- 2) Currently there are VIP players in every Section with over 3600 players
- 3) On average twenty Regions start a VIP Program each year
- 4) Will you be one of them this year?

(VIP started in Southern California with one dad who wanted his son with Down syndrome to play. Thanks to him we have VIP play in every Section and growing every year! We take monthly VIP player counts and in November 2013 we had more players than all of 2012.....so, there is growth with VIP – thank you!)

Slide 6

Participation

Entry level the same – 4 years old as of July 31 prior to the season

- 1) **No upper age limit if playing on a VIP team**
- 2) **Any individual with a mental or physical disability who would not be successful on a mainstream team**

Ask the attendees –

What are the ages? Stress as long as the player is playing on a VIP team, there is no upper age limit.

Slide 7

Why Start a ProgramSlides 7 & 8

Ask the attendees **why**.....have someone scribe the answers on board or flipchart. The goals and the reasons to start a VIP Program are the typically the same....

(Pictures from Section 11 VIP Tournament)

- 1) **Have fun playing soccer**
- 1) **Understand the fundamentals of the game**
- 1) **Learn teamwork and fair play**

Slide 8

Why Start a Program

(Picture with single boy from Section 11 VIP Tournament and picture with two boys from Section 10 Tournament.)

- 1) **Increase positive self-esteem**
- 1) **Become more physically fit**
- 1) **Meet and be comfortable with new people**

Slide 9

Terminology/Information

- 1) VIP
 - 4) Very Important Player
- 2) VIP Program and VIP Division
 - 4) Is used inter-changeably; VIP is a Program but it is also a Division
- 3) VIP Players
 - 4) Children and adults can play in the VIP Division

Scroll through the 3 terms and ask for volunteers to answer them.....afterwards the definitions will all pop up together.

VIP Program and VIP Division

It is a Program your Region starts but it is a Division so it should be treated the same as a U6 or U12

Division

VIP is like every other division in your Region and players should get uniforms and enjoy Opening Day, Picture Day and Closing Day with trophies, etc.

VIP Players

Because there are adults and children...we call the participants players

In addition add:

Therapist is used universally through PowerPoint and refers to ALL therapists: physical, occupational, respiratory, speech, etc.

Slide 10

Terminology/Information

- 1) Buddies
- 2) Able-bodied persons who assist our VIP players on the field to stay safe and focused (and three pictures all from Southern California VIP Tournaments)

Not every player will need a buddy BUT all players in a wheelchair need a buddy

Slide 11

First things first

Discuss with your Regional Board:

- 1) How do we start a VIP Program?
- 1) What do we need to start a VIP Program?
- 1) What kind of volunteers do we need?
- 1) How can we find the volunteers?
- 1) Where will we find the money to start a new division?

Engage the attendees by asking them to answer what they think is the first thing to do...then to answer the questions below

- *How do we start a VIP Program?*
 - *Contact the AYSO National Office for a Free Starter Kit and to answer your "start" questions*
- *What do we need to start a VIP Program?*

- *A field –*
 - *A small one to start – U8/U10*
 - *One day a week for an hour and a half*
- *Volunteers*
- *Money....maybe*
- *What kind of volunteers do we need?*
 - *VIP Admin*
 - *Will recruit players and volunteers*
 - *Arrange training*
 - *Be division coordinator:*
 - *Get field*
 - *Get uniforms ordered and distributed*
 - *Make play schedule*
 - *Etc*
 - *Coaches*
 - *Buddies*
- *How can we find the volunteers?*
 - *Ask in your Region but think outside of the box*
 - *Contact your local school, doctor office, therapist office and ask for assistance*
 - *Buddies can be found at your local schools, churches, teen groups*
- *Where will we find the money to start a new division?*
 - *Ask companies to sponsor your new Program*
 - *Ask several companies to sponsor for a smaller amount: 5 sponsors at \$100 still equals one sponsor at \$500*

Slide 12

- Okay, Region Board approved...now what?**
Contact the National Office for a FREE Starter Packet
1) Picture of manuals

Contact the National office at vip@ayso.org or 800-872-2976 for the starter kit.

- *Contents: VIP Program Guide,*
- *Manuals for coaches, referees, families and buddies*
- *VIP Video, and Public Service Announcement,*
- *Registration flyers*
- *Other informative how-to's*
- *In addition, you will also receive your Section/Area and local VIP contact info for additional support*

Slide 13

Next...

Find a VIP Administrator

1) Duties:

- **Is an advocate for the VIP Program**
- **Is part of the Regional Board**
- **Is a Division Administrator (just like U6, U14, etc)**

- **So, plan beginning of season accordingly and check with other Board Members about ...Registration Day, uniforms, Picture Day, Closing Day, trophies, etc**

Ask the attendees if anyone is a VIP Admin – have them stand and say ONE thing they do; have the next person stand and say ONE thing they do, etc

Then click for descriptions listed here

ADD:

A complete position description can be found on-line or in the VIP Program Guide

Slide 14

Publicize

Publicize that your Region is starting a VIP Division and you are looking for players and volunteers!

1) Where: *(Also picture of website pops up)*

- **Website**
- **Registration**
 - **Flyers**
 - **Day**

*Ask the attendees which channel(s) should advertise the VIP program. Answer: ALL OF THEM
Announce the new VIP division on your home page, division channel, registration channel,
board/contact channel, safety channel....yes, every channel!*

WEBSITE:

Yes, have the VIP Division mentioned on every page

- *Home page – announce the program and description*
- *Registration – announce cost and deadlines*
- *Board/contact – include their name and contact info*
- *Division Director tab - include their name and contact info*
- *Safety - announce the start of the VIP Program*
- *Even better – in addition to all the above....have your own VIP Channel with separate tab!*

REGISTRATION:

At your in-person, registration event have a VIP table and all parents need to stop by to pick up a flyer or schedule of practices/games; decorate the table with VIP pictures and flyers; have the VIP video playing on a laptop

Slide 15

More ideas...

Where:

Media

A picture is worth a hundred words!

Media Ask your local newspaper or TV station to come to registration day, opening day or a phone event and write about your new VIP Division

1) At the field

Where:

Place a banner announcing your new VIP Division...A contact name and number is important

Slide 16

And, as usual but then some...

- 1) Registration flyer**
- 2) Invite the community to you, or you join the community events**
What are your local events?

Ask the attendees to respond...

Registration flyer

Place at the usual spots: schools, libraries, etc,

Include local special education classes and departments

In addition place flyers in doctor offices, therapists, group homes, etc.

Community

Announce your new VIP Program by inviting the community to a FunFest, Festival, AYSO Soccer Camp, breakfast, food drive, anything to get their attention

Slide 17

Checklist

As with every division

- 1) Order uniforms (Picture appears– taken from a Southern California VIP Tournament)**
- 2) Choose the best field (Picture appears – taken from a Southern California VIP Tournament)**

Ask the Uniform Coordinator to order the player uniforms.

Not your typical formula of ordering 2 – YS (Youth Small), 3 – YM (Youth Medium), etc

Have uniform samples available at registration for players to try on so ordering is easy!

You might have a YS and an AXL on the same team

Ask your uniform provider for their assistance (and ask for a discount!!)

Special Buddy t-shirts are not necessary but they are great to give!

Buddies love them and it will be easier for your VIP players to track the buddies on the field

Choose the best field

Flat, no gopher holes

Plenty of parking

Bathrooms close to the field

Slide 18

Checklist

As with every division

1) All volunteers need to apply every year

2) Training

All volunteers:

3) AYSO's Safe Haven– online or in person

4) VIP Volunteer Training

As with every division

All volunteers need to register every year

Training

All volunteers:

AYSO Safe Haven

VIP Volunteer Training

Slide 19

Checklist

Coaches:

1) In addition to AYSO's Safe Haven and VIP Volunteer Training coaches need U6 or U8 Coach training (minimum)

Coaches:

AYSO's Safe Haven, VIP Volunteer Training plus U6 or U8 Coach (as a minimum);

Coaches should keep advancing their skills as the players age/get better

2) Buddies:

AYSO's Safe Haven

3) VIP Buddy or VIP Volunteer Training

Buddies:

AYSO Safe Haven

VIP Buddy or VIP Volunteer Training

Slide 20

Checklist

As with every division

1) Include the VIP teams on the Picture Day schedule (*Picture taken from a Southern California VIP Tournament*)

2) Include teams in fundraising efforts

Include the VIP Division for every aspect of every division...

But, remind volunteers that every Region's VIP Division is different.

They may choose not to have VIP families do fundraising, snack stand duty or they will give them the option.

Slide 21

Official Checklist

This checklist is for Regional Commissioners and Regional VIP Administrators to help for a good start of the season. Can be found on-line or contact the National Office.

Slide 22

Fast Facts of VIP

- 1) **Play on smaller field: U-6 to U-10 size; larger as needed**
- 2) **Always play small-sided**
- 3) **Shin guards are a must**
- 4) **Buddies and coaches may be on field**
- 5) **Parent or parent-designee must be present**

Some players will not want to play with shin guards. Keep trying to have the player wear the shin guards – if needed have player wear a pair of socks, shin guards and then another pair of socks. As last resort, have player wear shin guards on top of socks.

When your VIP team plays – should always be small sided so players get to touch the ball and because the coaches and buddies are on the field – it will be quite crowded otherwise!

Not all players will need a buddy – but all coaches and buddies may be on the field at the same time.

A parent or a parent designee (over 18 years old) must be at every practice, game – whenever the team gets together. Reason – medical or behavioral concerns.

Slide 23

Same is Best

Schedule “Same”

- 1) **Same day of week – practices and games**
- 3) **Same time**
 - Typically morning is better
- 4) **Same field**
 - Play games and practice at the same field
- 5) **But “same” does not mean to run the “same” practice skill at the “same” time with the “same” people – mix it up!**

Same works best for most players and families.

Ask the attendees to name some of the “SAMES” their Region does for their VIP families.

If the parents know their “same” practice day and time and will be able to schedule their life and appointments around that.

BUT, do not get in a rut – mix up practices and make it fun!!

Slide 24

The 3 F's

- 1) **Flexible**
- 2) **Fun**
- 3) **Family Oriented** (*Picture scrolls up too*)

F's are very important in all of AYSO but especially VIP!!

Flexible

You will hear the word FLEXIBLE throughout all the VIP training – it is VERY important!

Flexible if

- *only two players show up*
- *the goals are not up*
- *The throw-in training session is not working*
- *Half the field is under water*
- *Etc*
- *Our VIP volunteers need to make the best practice available; to make lemonade out of lemons!*

Fun

Isn't that what soccer should be all about!

Family Oriented

Of course!

Slide 25

Makes sense

Things that make sense but need to be said...

- 1) **Picture appears**
- 2) **Picture appears**
- 3) **Picture appears**

All administrators, coaches, buddies should all be registered and trained

Arrive on time to all practices and games

Be prepared and ready for the players

Be flexible, have fun

Have handicap parking by the field

Have handicap stalls for restrooms

Slide 26

Q & A

Who will the VIP team play?

Ask the attendees.....

Answer:

The team can play:

Inter-division against other VIP teams

Mainstream teams (GU12, GU14 etc)

OR, they do not even need to play a game (FunFest activity)

- 1) (Picture of National Games 2012 VIP vs mainstream team)
- 2) (VIP Fun Fest San Bernardino, CA)

Slide 27

Q & A

What if only three players show up?

Ask the attendees to answer...

1) Key VIP word is FLEXIBLE

Choices: ask a mainstream team playing close by to join you, get out the big ball or parachute and have some fun, play against the buddies, run some fun drills and practice some skills, etc.....have fun and mix it up while being flexible!

Slide 28

Tools and Resources

No need to re-invent the wheel

- **Everything you will need to get started already exists and is available on-line (Picture of a wheel)**

The National Office is available to help the Regions and Areas grow their programs. While there is a lot on-line there might be something more that a Region might want. Do not hesitate to contact the National Office and ask for assistance.

Slide 29

VIP Toolkit...

VIP Video

VIP PSA

AYSO VIP Logo (In color and black)

AYSO We Are VIP Logo

(Two VIP logos are shown)

The video is wonderful to use during registration or vendor shows; have the video running in a "loop". Use the logos anywhere and everywhere: website, registration flyers, buddy shirts, coaches shirts, etc.

Slide 30

VIP Toolkit...

Registration Flyers

English & Spanish registration flyers are shown

1) Business cards

AYSO VIP Banners

The National Office is available to help the Regions and Areas grow their programs.

There are different registration flyers available on-line in both English and Spanish.

Banners are posted

Business cards are posted

Slide 31

Manuals

- 1) ***The VIP Program Guide***
Start a VIP Program in your Region
- 2) ***Coach Manual***
Coaching to Make a Difference
- 3) ***Referee Manual***
Referee a Fun, Fair and Safe Game
- 4) ***Buddy & Family Manual***
Assist VIP Players During the Game

Currently there are 4 manuals to assist in helping your Region's VIP Program.

- *The VIP Program Guide is a "how-to" manual – it will help you with the basics to start a Program.*
- *The Coach Manual offers team management skills, adapted techniques and some training session ideas.*
- *The Referee Manual will help the referee understand more about the VIP Program, the players and how to "manage" and enjoy the game.*
- *The Buddy & Family Manual explains the roles of both the buddies who help the players on the field and the families who can watch from the sidelines!*

And, as previously mentioned – if you are ready to start the VIP Program. Contact the National Office for a complete set of the above mentioned manuals.

Slide 32

Team Organization

1) **VIP Player Information Form (form is shown)**

Paperwork is important to the success of a team. The VIP Player Information Form should be completed by the parents at the first team parent meeting; and after that should be with the coach at all times (just like the player registration form). The form assists the coach by knowing detailed info such as mobility, communication, what triggers the player, what will help the player, etc.

Slide 33

1) **Buddy Information Form (form is shown)**

The form is to be completed by the buddy and signed by a parent if the buddy is under 18 years of age. The form should also be kept by the coach (along with the buddy's volunteer application).

Slide 34

Show your Appreciation (Picture of pins and patches)

- 1) **Let your volunteers know you appreciate them.**
 - **VIP Pin**

- **VIP Patch**
- **Certificate**

For: Administrator, Coach, Referee and Buddy

Every volunteer likes to be appreciated. There are pins patches, certificates available through the AYSO Supply Center for Administrators, Coaches, Referees and Buddies. Give the items out at the beginning of the season or at the year-end party.

Slide 35

Tools and Resources

Need something else?

- **Contact the National Office and ask!**

www.ayso.org/VIP
(800) 872-2976

Please do not be shy, if your Region needs something to be successful, ask!! Think outside of the box – recently book marks were given out.

Slide 36

Grow Existing VIP Divisions

Many of the tips to start the VIP Division are the same to grow your VIP Division

1) VISIBILITY is the KEY to GROWTH **(A picture of a KEY appears)**

Truly – all the ways to start a VIP Program is the same to GROW an existing VIP Division. Visibility is key. 10 - 20% of your mainstream players have a family member or neighbor who can play on the Region's VIP team.

Ask attendees for ideas of where to publicize their program

Start with publicizing...tell them to ...

Mention their VIP Program on website (home channel, registration channel, board contact channel, schedule channel, age verification channel, etc)

Mention their VIP Program on registration flyers

Slide 37

Growth (Pictures automatically appear after first click)

Banner (From Trick n Treat VIP Tournament in S. CA)

VIP flag (From Section 10 VIP Festival)

VIP flag (From Section 10 VIP Festival)

VIP flag From Trick n Treat VIP Tournament in S. CA)

Buddy t-shirt (From Section 10)

Buddy t-shirt (From Section 3 VIP Program, regular game)

Announce your VIP Division by decorating the field! Decorate with banners, flags, buddy t-shirts, flyers, etc.....

Ask attendees to name some other ideas

Slide 38

Growth

Media coverage (picture also appears from 1D Friendship Festival)

1) Community events (picture from 4th of July parade 1D7 participated)

*Invite the media (local paper, community magazine. TV news, etc)
Opening Day, Festival, FunFest, etc.*

Attend community events

Fairs, festivals, parades, etc

Attend any and all events; have fun and even one or two players representing the program is wonderful!

Ask attendees for other community events to attend

Slide 39

Growth

Picture of Cal State San Bernardino (CA) event that we participate in – along with AYSO Soccer Camps we host two sessions of soccer and have a booth at their vendor show

1) AYSO Soccer Camps, Dave Brown, at NAGM Seattle FunFest

2) Kids playing VIP soccer!

Offer a FunFest or a festival

Invite children and adults with disabilities to the field for a mini clinic of soccer fun

There is a one-day registration form for non-registered AYSO players so they can attend events such as FunFest; call the Supply Center to order.

Slide 40

Growth

Have a VIP division in your mainstream tournaments, festivals (picture from Section 10 VIP Festival)

Again....the National Office gets VIP Locator calls every day and believe it or not some calls come from parents who have mainstream children playing in the Region, yet, they didn't know their own Region has a VIP Division!

So...have field visible to all; to gather interest

The RC from Camarillo, CA opened his very successful Strawberry Cup Mainstream soccer tournament to VIP teams – it was a resounding success!! Our VIP players and their families want the opportunity to play, please invite them.

Slide 41

Thank you

Thank you for helping AYSO succeed with its VIP Vision:

The vision of the AYSO VIP program is to create VIP teams in every AYSO Region whenever possible and to maximize opportunities for VIP player participation where VIP teams are not available.

Slide 42

**Contact your Section, Area or Region VIP Administrator for more information
Or**

Contact the National Office at

- **National website: www.AYSO.org/VIP**
- **National email: vip@ayso.org**
- **National phone: (800) 872-2976**

Contact the National Office with your questions or to get more information about anything in regards to starting or growing your VIP Program.

Slide 43

Useful links:

- **National website: www.AYSO.org/VIP**
- **Supply Center: <https://supplycenter.ayso.org>**
- **Training: <http://ayso.org/training.aspx>**

The National website is always being updated. The Supply Center has the patches, pins and certificates to order. The training website has the latest version of the VIP Volunteer Training, VIP Buddy Training and the VIP Instructor PowerPoint.

(After clicking to the last slide of THANK YOU, click back to this slide so volunteers can get the info before they leave.)

Slide 44

**Time is
NOW**

- 1) Start or Grow your Program today!!
Picture of a finger pointing to a watch**

Ask attendees if they are ready to start their VIP Program now!!!

Thank you them all for attending the Grow with VIP course and remind them to contact their local VIP Administrator or the National VIP Coordinator for assistance.

Slide 45

Thank you (with We Are AYSO VIP logo)

Thank the attendees for attending.

AYSO Program: Special Programs

Instructor requirements: VIP Instructor
OR Advanced Management or Coach
Instructor with many years of VIP
experience

Grow with VIP

Effective Date: January 2015
Length: 1.25 hours
Lesson Plan Number: EXPO 404
Page: 17 of 17

Stress that every VIP Program will be different – as few as 3 players up to 65! Players with assisted walking devices playing alongside “runners”. Flexibility is the KEY word for the VIP Division. From week to week you will not know how many players will show up and how they will be playing that day! Be flexible, have fun and KNOW that you are making a DIFFERENCE!!

After clicking to this last slide of THANK YOU, click back to slide 43 with useful links so volunteers can get the info before they leave.