

Volume

8

Soccer Nights

Roles and Responsibilities

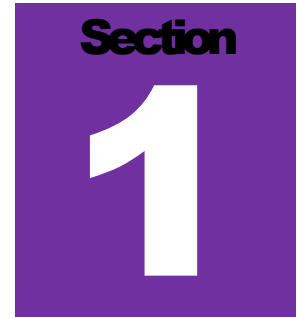


Non-Field Roles

VINEYARD COMMUNITY OFFERINGS

Soccer Nights Volunteer Training: Procedures

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Registration Team

Description

Basics

Time to arrive: 5:00pm

Lead Registration Volunteers: Grant Eastman & Claire Lindquist

Role Overview

If you are on the registration team, the first part of your night will be spent helping kids check in for the evening. This starts at 5:30 and goes until 6:45. We will set up 4- 6 tables for check in, and the list of kids who are pre-registered and eligible to play will be divided up into groups, in alphabetical order by division/grade. E.g, the first table is where kids going into 1st grade check in, and the next table is 2nd grade, and so on.

Each table will have:

- A check in list with the child's name, division, and team and a box to check to show whether they are there on each day.
- A box of colored wristbands
- A sheet of labels printed with each child's name and division (color).
- A pen & a Sharpie
- And a seat for volunteers!

Registration Procedures*

*For detailed description of registration, please see [Registration Procedures](#) on the next page.

General Registration Policies

You should be aware of the following these so you can answer questions, especially if you are assigned to help out at the Welcome Tent.

- Registration is open nightly from 5:30pm – 6:45pm (kids who arrive after that will not be allowed to play that night)
- All children (including pre-registered) must attend Soccer Nights by Tuesday in order to play during the week (in other words, there will be no new kids on Wednesday).

- Children younger than SIX cannot play, unless the child is entering the 1st grade in the fall (and thus will be six years old by September 1st, 2015).
- Children ages 3-5 can participate in alternate activities on the side field and can purchase t-shirts for \$5.
- Children entering the 8th grade cannot play (they were able to apply for Crew –the teen volunteer system—but the deadline will have passed).

Refer any questions/problems/concerned parents to Stephanie & Grant.

Helpful Hint:

- **See the individual** –It’s easy to be overwhelmed by crowds, but just focus on the person in front of you. Be excited to see each child who comes to your table.
- **Say everything with a smile—Even ‘no’ ☺** – We have these requirements set in place to make the program better for everyone, so it’s ok to turn someone away who isn’t eligible, or if we have reached our capacity for kids on the field.
- **Know the registration policies:** You’ll have much easier time if you have a good sense of what you should do and how you should respond in certain scenarios.

Registration Procedures

Welcome Tent Overview

Purpose

- Answer questions and keep parents updated with important information
- Deal with emergencies or discrepancies in check-in
- Contact parents in situations regarding injury or behavior

Materials

- 2-3 Volunteers (4 for Monday and Tuesday nights)
- Pens, Clipboards
- Sharpies, wristbands, division breakdown list
- Master Emergency Contact Info Spreadsheet

Welcome Tent Procedures

Completing Registration Form

Greet parent and ask them how you can help them.

Age Requirements:

No younger than 6 years old or no older than 12 years old.

Date of birth:

09/01/2002 -
08/31/2009

Exceptions:

- Child is five, but entering the 1st grade
- Child is 13, but entering the 7th grade.
- This happens if they get held back or start late.

Wristband Color Guide:

Blue – 1st & 2nd grade

Orange – 3rd & 4th grade

Green – 5-7th grade

Participant Check-In Tables

Purpose

Check in pre-registered participants quickly and create a friendly, welcoming environment right as participants arrive at the field.

Procedure

1. Child finds the table corresponding to the grade he/she is entering in the Fall of 2015
2. A child comes to you, ask them what their first name is
 - a. If you have more than one child with that first name, check the last name as well.
 - b. If child's name is highlighted in yellow, send them directly to the Welcome Tent. Do not check them in.**
3. Confirm the following information is correct:
 - a. Is your **name** spelled correctly?
 - b. Is this the **grade** you are entering?
 - c. Is what is listed for **allergies** correct?
 - d. Is this how you are **getting home**?
4. If child answers yes to all of these questions, follow the steps below.
 - a. If no, read **Troubleshooting**.
5. Find the correct name label and stick it on a wristband.
6. Put the wristband on the child (it's not a good idea to let the children do it themselves.)
7. Remind the child/parent of the following information
 - a. Check out: will happen at your child's team.
 - b. Bad weather: Stay close by if the weather looks bad in case we have an early release
 - c. Allergies: Make sure to tell your coach you have an allergy and read the snack ingredients (they will be listed each night)
8. On Monday: Direct children to stand in line at the t-shirt table.
9. On Tuesday: Ask if child has received a t-shirt.
 - i. If no, point him to the t-shirts.
 - ii. If yes, direct him to his division. (Hint: if he is wearing an orange Soccer Nights t-shirt, he HAS received a t-shirt)
10. Wednesday - Friday: Direct child to appropriate division.

“Okay you can head on over to the Orange division, which is right over there”

Troubleshooting:

Scenario A: Child's grade is listed incorrectly

1. If child's grade is listed incorrectly, ask child what grade he is going into in the fall.
2. Circle his name on the spreadsheet and write in the correct grade.
 - a. Lead Volunteer will move child to appropriate list for the following day
3. Find the appropriate wristband color for the division to which his grade is assigned. See wristband color guide.
4. Write his name in Sharpie directly onto wristband. .

Scenario B: Child's name is not on your list at all

1. Background info: Many parents will write what grade their child just finished instead of grade their child is going into. And/or children might get into the line of their current grade.
2. Have child see if his name is on the list for his current grade. Then see **Scenario A**.
3. If child is not on any list, direct them to the Welcome Tent.
4. At Welcome Tent, have the Lead Volunteer check the *"Too Old/ Too Young List"*
 - a. If they are on that list inform them that they cannot participate because they do not meet the age requirements.
 - b. We will have attempted to communicate this info to all families ahead of time, but some will still show up.
5. If they are not on that list and claim that they did in fact register, then apologize and have their parent refill out the registration form.

Scenario C: Name is Spelled Wrong

- Fix on spreadsheet
- Write name correctly on blank label

Scenario D: Allergy Info is not correct

- Fix on spreadsheet
- Write allergy on name badge

Scenario E: Departure method is incorrect

- Fix on spreadsheet

Whenever you aren't sure of exactly what to do, check in with a lead volunteer

**T-shirts
Overview**

Purpose

Make sure all participants get a t-shirt at the start of Soccer Nights.

Materials

- Monday & Tuesday: 2 tables set up to the far left of the field, 1-2 volunteers at table.
- Wednesday – Friday: T-shirts get kept and distributed at Welcome Tent. Welcome Tent Volunteers distribute.
- Money box (Tuesday- Friday)

Procedure

Session 1

1. Child comes to you and shows you her wristband. This signifies that she is in the program.
2. Give her appropriate sized t-shirt. (Hint: Try to get rid of the small sized t-shirts. We always run out of bigger sizes).
3. Starting on Tuesday, non-participants and parents can purchase t-shirts for \$5 .
4. After participants get t-shirts, direct them to their division.

Session 2

1. Ask child if they participated in session 1. If they did, they are not able to get another t-shirt. If something happened to their t-shirt they may buy a new one for \$5.
2. From here, follow steps 1-5 from session 1.

Logistics Team

Basics

Basics

Time to arrive: 4:30pm or 7:00pm

** (depending on which time you signed up for)

Lead Volunteer: Adam Jenkins & Brian Acker Housman

Role Overview

The logistics team is crucial to the field being prepped and ready to go each evening. You are the first ones at the field and are responsible for set up and tear down (depending on which shift for which you are signed up).

Responsibilities

Daily **Setup** responsibilities include:

- Setting up all tables (registration area, 4 division areas, and sound)
- Moving equipment from the equipment tower onto the field
- Transporting division curriculum plywood boards to field
- Setting up tents
- Setting up sound system
- Filling water coolers and transporting them to division areas
- Making sure each division has trash bags

During-program responsibilities:

- One person manning audio tent
- A few people floating around & checking in on things, refilling water coolers, and being aware of any emergencies and communicating them to Brian and/or a Division Leader. A logistics team member could also help with 1st Aid.

Daily **Teardown** responsibilities include:

- Break down tables and move them to equipment tower
- Help coaches pack up equipment and store it all in the tower
- Store water coolers in tower.
- Break down sound booth and store it in tower.
- Break down all tents and store in tower.
- Make sure all trash is off of field.

Any questions? Ask Adam & Brian! Can't find him? Look for someone in a **white shirt** – chances are they can help you.

3-5 Year Olds

Basics

Basics

Time to arrive: 5:30pm

Lead Volunteer: Kai Maclean

Role Overview

The 3-5 Year Olds team exists to provide alternate activities for children too young to participate in the official Soccer Nights program, which is designed for children ages 6-12. *Why provide anything at all?*, you might ask. Fair question. The answer is found in our vision for Soccer Nights as a whole – that it’s not just another soccer camp for kids, but rather a community experience, a forum for **families** of all backgrounds to spend an evening together, doing something as neighbors. With that in mind, we thought it would be important to provide some activities for the younger kids of parents who were attending with their older children.

So that’s where you come in! Your job is to hang out with the young kids, playing with them and engaging them in some simple, fun activities, which will be communicated to you each night by Cristina.

Responsibilities

3-5 Year Old Activities will include, but are not limited to:

- Mini soccer games
- Coloring
- Creation of “mini division ring” (to accompany regular program curriculum)
- Face painting
- Tag (because it’s inevitable)
- Parachute games

Helpful Tips:

- **Shower kids with attention** – Most of the younger kids (and their parents) are super bummed out that they don’t get to actually be in the official Soccer Nights program. However, given their age most end up being quite content with an adult to play with (and don’t have the attention

span for much more than that). Give them lots of attention and they will be happy either way.

- **Involve the parents**—This is the best place and easiest way to meet and interact with parents.

Any questions?

Ask Kai! Can't find her? Look for someone in a **black shirt** – chances are they can help you.

Parents & Hospitality Team

Basics

Basics

Time to Arrive: 5:30pm

Lead Volunteers: Steve Watson & Katie Buell

Purpose

Purpose of parents' team is to bridge gap between field and sidelines: to connect with parents relationally and connect those interested to volunteer roles during the night.

We love that Soccer Nights is a family event, and we'd like to make it even more so by doing a better job interacting with the many parents who attend each night with their kids. The Parents Team is the group at Soccer Nights dedicated to doing this: getting to know parents, hearing their stories, and connecting them in volunteer roles if they're interested.

We see this happening in three primary ways:

- Reporting what we hear
- Getting parents to help more in structured ways & informing them about what is happening
- Being intentional about spending time talking with parents, designating people to do so

Role Overview

As a member of the parents team, think of yourselves as the vehicle by which the aforementioned goals are carried out. You will spearhead the Soccer Nights parents initiative by the following:

- Getting parents involved in large group curriculum (Kaiti will touch base with you on a given night with specific needs for parent involvement)
- Facilitating community among parents on the sidelines through different activities and questions
- Communicating important information to parents about the program

- Collecting and recording stories and feedback from parents to report in large group
- Handing out & collecting parent evaluations on Thursday evening.
- Recruiting parent volunteers to help fill in gaps (most likely snack and logistics)

Schedule

5:30pm

Arrive.

- Check in with the following people
 - Kaiti: Large group and/or curriculum needs
 - Grant & Claire: Registration or policy announcements
 - Adam & Brian: Logistics volunteer needs
 - Tory, Jonathan, Anthony: Crew

5:30-6:15pm:

Assist with Welcoming & Registration

- As parents arrive to drop off their kids, welcome parents and help direct them to whether they need to go.
- Remind parents of announcements on the Welcome Board

6:15pm:

Parents Team Huddle

- Meet as a Parents Team to discuss the plan for the night.
- Decide: What's our goal, what do parents need to know, what activities do we have tonight.
- Check to see what snack is and how much prep it will require.

6:15-7:45pm

Talk with Parents

- Talk with parents, coordinate activities
- 7pm: Activity time?

Snack & Tear Down Recruitment

7:45pm

- Begin recruiting snack volunteers and tear down volunteers if needed
- Prep snack

Large Group & Snack

8:00pm

- Encourage parents to attend Large Group
- Finish snack prep & divide up and go to divisions

8:15pm

Snack & Division Support

- Distribute snack w/ parent volunteers

8:30pm

Check Out

- Assist with check out by communicating to parents that they need to go to their child's team to check their child out. Help parents find child if needed.
- One person can stand by gate to say goodbye to families as they leave.

8:45pm

Debrief

- Debrief as a Parent Team. Choose 1-2 stories to share in Large Group Debrief

Nightly Activities

Everyday

- Get to know parents, hear how the program is going, listen for specific stories (see **Stories list**)
- Tell them about the nightly skill and curriculum value
- Communicate important information (See **Import Info List**)
- Recruit volunteer helpers (see **Parent Volunteer Roles**)

Monday

- **Walk the Sidelines**
 - Tell parents about the activity time and ask for their ideas
 - Begin making a **neighborhood map**: Have parents right down or draw a picture on a poster board, adding something each night.
 - Name & how many years they've lived here
- **Activity station**: human spider web (keep genders separate); wind in the willow game
- **Remind about**: Check out

Tuesday

- **Walk the sidelines**:
 - **Neighborhood map**: have people write down what they like about this neighborhood
- **Activity station**: Henna station
- **Remind about**: Parents Game

Wednesday

- **Walk the sidelines**:
 - **Neighborhood map**: dream for the neighborhood
 - Recruit for Parents Game
- **Activity station**: Tea Party
- **Remind about**: Mom's Game

Thursday

- **Walk the sidelines**
 - Evaluation Night (get 60% of all parents to complete evaluation form)
- **Activity station**: Moms Game
- **Remind about**: Help with clean up tomorrow night

Friday

- **Walk the sidelines**:
 - Poster Making - make posters and signs for their kids
- **Activity station**: Hand massage night (bring lotion, have women give hand massages to each other) + dessert night

Stories List

Listen for stories along these lines to share in large group.

General Getting to know you Questions

- What is your name? What brought you to Soccer Nights?
- Are you children playing tonight? What team are they in?
- Where do you live in the city? How long have you lived there?
- What do you like best about the city?
- What is one thing you wish this city had?
- Where did you live before moving here? What do you miss most about the place that you're from?
- What would you like people at home to know about your life here?
- What do you like to do for fun?
- What are your plans for summer?

Story 1

Kids have a positive experience of being active

- What kind of sports does your child play?
- Does your child enjoy soccer? Why/Why not?
- What's your child's favorite part about Soccer Nights?

Story 2

Parents, volunteers, and kids have the opportunity to meet someone new

- Have you met someone new at Soccer Nights? What did you learn about them?
- What has your child told you about her/his soccer team?
- Do you think it's difficult to meet people? Why/why not? How do you introduce yourself to new people?

Story 3:

Parents learn ways they can volunteer at Soccer Nights

- What do you think about our volunteers?
- Did you consider volunteering? Why or Why not?
- Have you volunteered in the community? Where? When?
- What kind of community event would you volunteer at?

Story 4:

Kids learn values of being a leader

- Has your child spoken to about his/her experience at Soccer Nights? What did he/she tell you?
- What has your child learned at Soccer Nights so far?

- What do you think makes a good leader? How can we teach kids to be leaders?
- Do you think Soccer Nights teaches kids to become leaders?

Important Info List

Communicate these items to parents. Ask Stephanie everyday for updates.

Check In

Make sure your child arrives before 6pm each night so we can get started. Your child has to check in every day. We close registration at 6:45pm each night so if they get there after that it's too late for them to play.

Check out

Pick your child up in their division. Check them out with their coach.

Snack

Does your child have any allergies? Make sure your child tells his or her coach. We list what the snack is each night at the division.

Bad weather

We'll still play in the rain, as long as its above 55 degrees. If we're going to cancel we make the call by 5:30pm. So if you don't hear from us we're still running. If thunderstorms are predicted and we haven't canceled, stay nearby in case there is an early dismissal.

3-5 Year Old Area

If you have a child in that area, you need to stay with your child.

Leaving early

If your child has to leave early make sure they check out with their coach and let the people at the Welcome Table know.

Parent Volunteer Roles

Set Up

4:30-5:30pm – Ask parents to come early to help set up the field (send to Adam/Brian)

Snacks

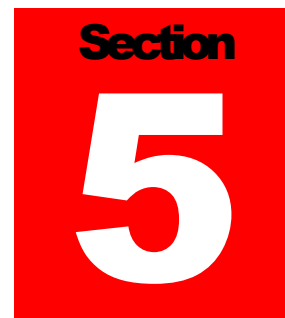
7:45-8:15pm –Ask parents to help prep and serve snack (Send to Grant)

Tear Down

7:30-9pm—Ask parents to help clean up the field. (Send to Adam/Brian)

Other

Ask parents to help with other needs as they arrive. (Ask Kai – 3-5 year old help; Kaiti – coaching staff help)

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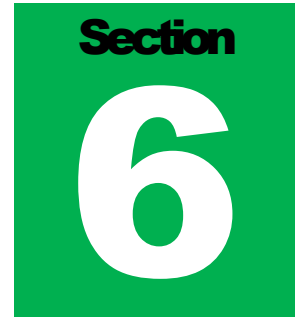
Snacks

Materials & Set- Up

- Snack is served in each division after closing large group.
- 2-3 volunteers per division are needed to administer snack.
- Nightly snack - Each night snack consists of a fruit and either a whole grain or dairy snack.
- Hand sanitizer

Snack Procedures

- Snack team unloads snack from cars
- Snack team preps snack by:
 - Cutting fruit as necessary
 - Dividing snacks evenly for all divisions
- Snack volunteers are assigned to specific divisions by Lead Snack Volunteer and bring snack over to divisions during closing large group
- Coaching Director dismisses kids back to their divisions
- Teams line up and then proceed to snack table one at a time
- Snack volunteers distribute snack to teams
- Allergies: it is the Snack Team's responsibility to state the major allergens in daily snack as they are distributing snack.
 - Most kids are quite aware of their own allergies, but it is helpful to point out what major ingredients are in a specific snack.



Participant Check Out

Purpose

To ensure that kids get home safely.

Materials & Set Up

- 1 spreadsheet, clipboard, and pen/each coach – spreadsheet will contain list of all participants in division, with team names at the top.
- 1 registration volunteer to assist

Check-Out Procedures

- After Check-In closes, Registration volunteers will go to each Division
- They will prep a spreadsheet for each coach, this consists of:
 - Writing coach's name at the top of the spreadsheet
 - Highlighting the kids on their team
- Spreadsheets and clipboards will be left in the Division Bins; notify the Division Leader
- After participants receive snack from the snack table, they walk and sit with their team in a circle
- Registration volunteers or Division Leaders should make sure that all Coaches have their appropriate spreadsheet
- Parents or authorized individuals come to their kid's team
- Coach confirms the parent or individuals name
- Checks participant off the sheet
- If a child is allowed to leave unsupervised, the coach can check them out whenever they are ready to go