

Soccer Nights

Volume

8

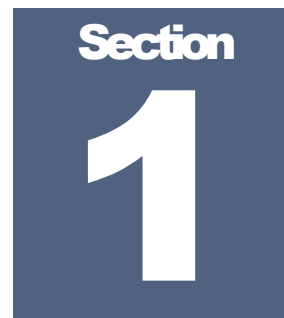


Volunteer Training

VINEYARD COMMUNITY OFFERINGS

Soccer Nights Volunteer Training

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Coordinator

Coaching Directors

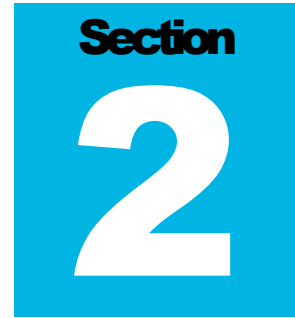
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Program Overview

About

Soccer Nights is a free, summer evening soccer clinic offered to children ages 6 – 12 that seeks to promote athletic skill, leadership development and citywide unity in neighborhoods throughout Greater Boston.

What we do

Soccer Nights has three goals

- **Athletic Skill:** Soccer Nights strives to introduce the concept of play, teamwork, and exercise through the fundamentals of soccer.
- **Leadership Development:** Soccer Nights works to instill life skills and create opportunities for character-building and leadership development for its participants and volunteers by integrating principles of hard work, team building, service, goal-setting, and encouragement into its program.
- **Citywide Unity:** Soccer Nights is designed to facilitate relationships and bring people from diverse backgrounds together. Soccer Nights adapts to each specific neighborhood location to create a welcoming, friendly environment that fosters diverse and meaningful relationships.

Expectations of Volunteers

At Soccer Nights we expect our volunteers to embody these values

1. **Kids & Love:** Love the kids at Soccer Nights and love your job!
2. **Service & soccer** -Be prepared, take initiative, and follow through!
3. **Diversity & Community** - Be a good party host and a good party guest!

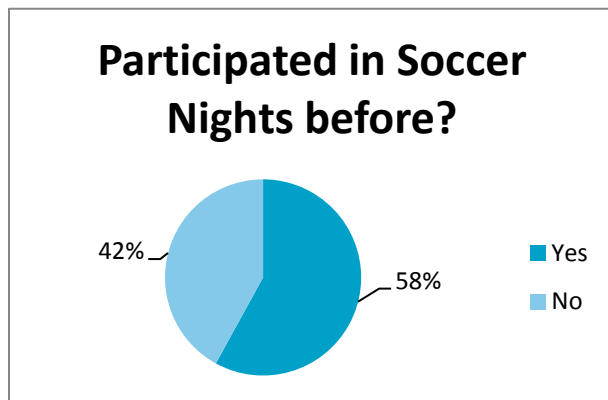
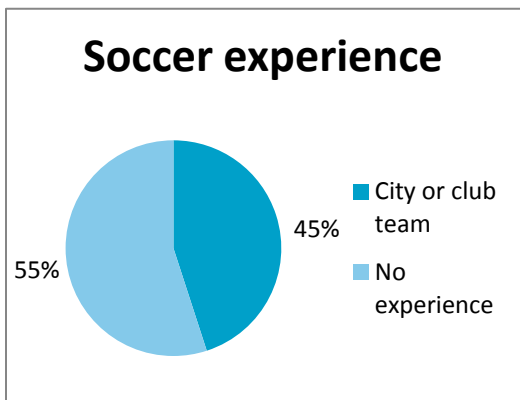
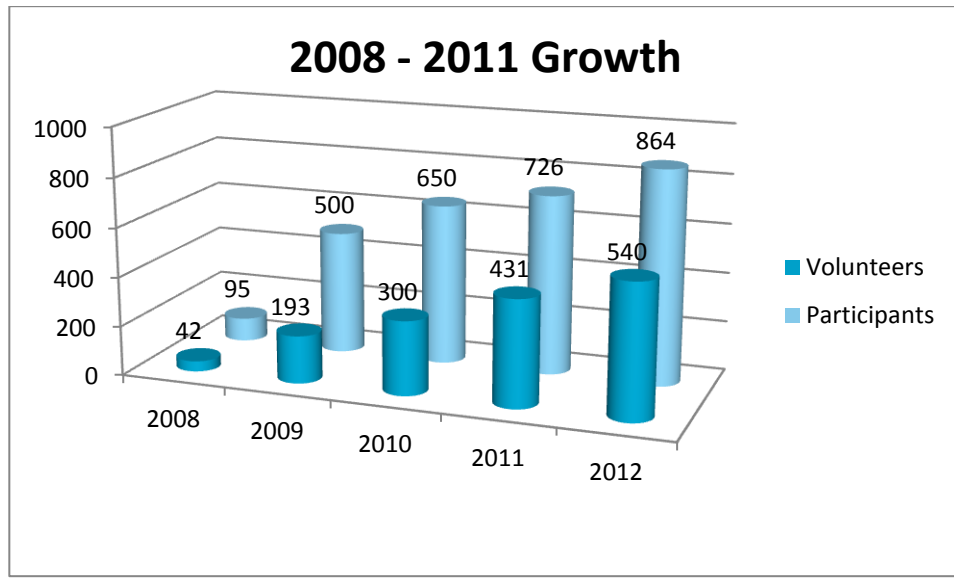
Who is running this?

Lead Partners & Sponsoring Organizations

Soccer Nights is spearheaded by Vineyard Community Offerings at Vineyard Christian Fellowship of Greater Boston and run in collaboration with the following Lead Partners and Sponsoring Organizations¹:

- Pentecostal Tabernacle, Hope Fellowship Church, Cambridge Community Fellowship Church (CCFC), Vineyard Christian Fellowship of Greater Boston, Cambridge Police Department, Federal Management Company at the Fresh Pond Apartments, Reebok Foundation, Redemption Hill Church, and Seven Mile Road Church.

Some fun numbers



¹ Abbreviated list

What Happens Each Day

Schedule

Typical Schedule²

5:30 – 6:00	Check in, directed to teams
6:15 – 6:25	Large group welcome, intro theme & skill of the night
6:25 – 6:45	Warm ups in division, skill demonstration
6:45 – 6:50	Team time #1: set goals for the night
6:50 – 7:20	Team Drill work
7:20 – 7:25	Team time #2: debrief drill work, check in on team goal
7:30 – 8:05	Scrimmages
8:05 – 8:10	Team time #3: check in, debrief scrimmage and team goal
8:10 – 8:20	Large group closing
8:20 – 8:30	Snack in teams, check out

Special Events

Volunteer Afterhours | Tuesday, 9pm at Flatbread Pizza
Parents vs. Coaches Game | Wednesday during program
Volunteer Scrimmage | Thursday 9-10pm
Volunteer Celebration | Friday, 10pm at local restaurant
Volunteer Reunion – Tuesday August 4, 5:30-11pm, Flatbread Pizza

When & where

Dates

Monday, June 22-Friday, June 26

Volunteer Shifts:

4:30pm – 7pm | 5:30-9:30pm** | 7-9:30pm

**Main volunteer shift. Please refer to the time you signed up for.

Location

★ Russell Park Field | 333 Rindge Ave Cambridge MA 02140

Directions

Public Transportation: Red Line: Alewife Station (take exit towards Russell Field); Bus #83. Look for yellow arrow. ➡

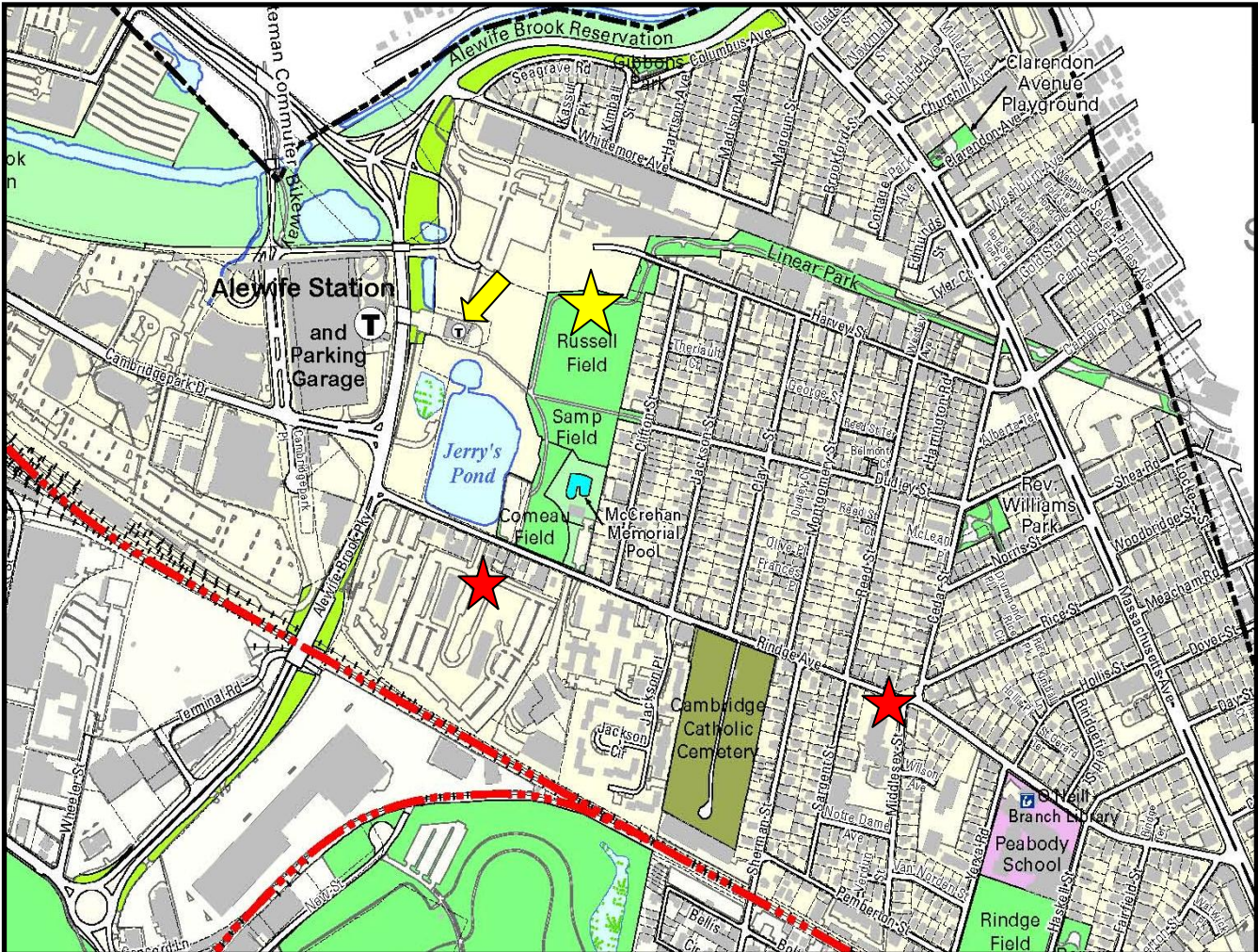
² Schedule is different every day. Please refer to daily emails and blog for each day's schedule

POLICES & PROCEDURES - SOCCER NIGHTS

Driving: 128 to Rte 2, Take a left at the end of Rte 2, 1st set of lights take a right onto Mass. Ave. 3rd set of lights take a right onto Rindge Ave. Follow Rindge Ave. until you see a baseball field. Take a right into the parking lot after baseball field. You are at Russell Field.

★ Additional parking at Fresh Pond Apartments and Greater Boston Vineyard

Map of North Cambridge



Know what's going on

Daily communication with all volunteers takes place by email and the Soccer Nights blog

- Emails are sent by 2pm each day of programming and include
 - Recaps from the night before
 - Nightly schedule
 - Announcements and reminders
 - Helpful tips
- The Soccer Nights blog is updated daily and the main hub for resources for volunteers, which includes:
 - Values Curriculum for the day
 - Soccer skills and drill overview, complete with video links
 - Space for volunteers to write comments, ask questions, and share stories from the night before.
 - Nightly schedule

All volunteers are expected to read daily emails and review aspects of the curriculum that pertain to their role.

Volunteer Registration

General Information regarding Volunteer Check-In during Soccer Nights programming

- Volunteers arrive in 3 shifts: 4:30pm; 5:30pm; & 7pm.
- Upon arrival volunteers:
 - Check-in at the 'Volunteer Table' (to the right of main Welcome Tent).
 - Sign in, get name badge, and purchase a t-shirt (optional) at the check-in table.
 - Stop by the audio tent to drop off any bags or personal belongings.
 - Report to Division Leader or Lead Volunteer for further instructions.

Nightly Clean Up

Registration Area

- Beginning at 7:30, Logistics Team begins clean-up by tearing down the registration area.

Closing Large Group & During Snack/Check-out

- Assistant Coaches assist Logistics Team with equipment clean-up during the Closing Large Group at 8pm.
- All soccer equipment is broken down, reorganized, and brought to the center of the field.
- Once kids are dismissed for snacks, equipment is taken from the center of the field to the storage tower, where it is stored for the night.
- Lead Logistics Volunteer will give instructions on how to best arrange the equipment in the storage tower.

After kids are dismissed

- Coaches and snack volunteers break down their division’s supplies and bring them to the storage tower, which includes:
 - Snack tables, empty water jugs, division tables, division bins
- All other volunteers help the Logistics Team by:
 - Breaking down sound system.
 - Bringing miscellaneous supplies to the storage tower.
 - Bringing Division to the main entrance each night to be loaded into the truck.
 - Taking down banners and signs.

Pow Wow

What’s the point?

We gather together each night to talk about how things went so that we can have a chance to process, reflect, and make improvements for the following night. These discussions help everyone know what’s going. They help convey a larger picture of what is going on at Soccer Nights.

How it works

- Volunteers will first debrief in their Division or Volunteer Team to discuss
 - What went well?
 - What was challenging?
 - How did the soccer drills and curriculum go?
 - How are the kids on your team doing?
- Each division will pick one person to share a story to the large group
- All volunteers will gather together to hear stories from other groups.
- Everyone who shares a story will get entered into the nightly raffle!
 - Other volunteers can enter the raffle by sharing stories from that night on the Soccer Nights blog.

Nightly Skills and Themes

Day	Soccer skill focus/Values Curriculum focus
Monday	Passing/ Teamwork
Tuesday	Dribbling/ Perspective
Wednesday	Control & Throw-ins/ Perseverance
Thursday	Shooting & Defense/ Sportsmanship
Friday	World Cup/The Game

Theme: What Makes a Hero?

Nightly themes – *See above*

Team boards – Each team will be given a “team board” & write one team goal each night.

Points – Divisions will compete all week for the most points (like in the world cup!).

Young Heroes of the Night – Selected in each division.

Curriculum Components

General Safety

Safety policies at Soccer Nights.

First Aid/EMT

For minor injuries (cuts & bruises)

- Escort the child to the side of the field to assess the problem.
- If the child is red in the face, have him or her take a seat/get some water and reassess in a few minutes.
- Each division site will be equipped with 1st Aid kits in the large plastic division bins located near the division snack table.
- Volunteers may administer minor 1st aid as necessary.

For serious injuries

- Volunteer should keep child stable - move him/her to the side of the field or in more serious situations where movement would further the injury, do not move child. When in doubt, keep the child stable.
- Volunteer should notify Division Leader who will report injury to a camp director (Kaiti Jones, Stephanie Acker, Brian Buell) of injury. They will take further action to notify EMTS and/or parents.
 - *In cases where a director is not easily accessible and there is an EMT on-site, a division leader may go or send someone to notify the EMT of the injury.*
- Division Leader will complete an Incident Report form. Volunteer present for injury may need to assist in report completion.

Allergies

- The allergens in the snack will be posted nightly by the snack volunteers at the welcome tent and in each division area. Coaches are responsible for reading the posted nightly allergens and informing the kids on their teams before snack is served.

Bathroom Policy

Overview

- Division Leaders and Coaches are given the authority to set rules for when kids can go to the bathroom if they find it helpful to running their team smoothly.
 - If this is the case, this rule should be stated at the beginning of the night: *Example - Only once a night, or all together at the end of a drill, etc.*

- A volunteer other than the Division Leader or Team Coach will assist child to the bathroom.
 - This can be an Assistant Coach, Curriculum, Snack, or Parent volunteer.

Bathroom Trips

- **1 volunteer** can take a **group** of children of the **same sex** to the bathroom.
- **1 volunteer** can take a **group** of children of the **opposite sex** to the bathroom, but **must remain outside the main door**.
- **1 volunteer** can take **1 child**, regardless of child's sex, to the bathroom, but must remain outside the main door.

Rain Policy

General Policy

Soccer Nights will run programming in the rain unless:

- The temperature is below 50°F.
- There are severe thunderstorms.
- Lightning has been spotted.

Notification

If Soccer Nights is canceled due to weather, volunteers will be notified by 5pm. If no notification has gone out, volunteers should assume Soccer Nights is happening.

Background Check – CORI/SORI

Requirements

- If volunteer is a Team Coach, Assistant Coach, and/or volunteering everyday during Soccer Nights, volunteer must complete a CORI/SORI form.
 - If volunteer has not filled out prior to Soccer Nights, he/she **MUST** contact site director and fill out information ASAP.

Identification

Name Badge

- Volunteers must wear name badge at all times.
- Name badges are the only way Soccer Nights is able to identify volunteers. It helps staff quickly identify who is a volunteer.

Wristbands

- Every day when kids check in, they will receive a colored wristband. The color of the wristband designates which division the child is in.
- **NO** child should be on the field or on a team without a wristband. Children without wristbands should be sent to the Welcome Tent.

Adult-Child Interaction

Expectations for all Volunteers

- An adult should never be alone with just one child. This is for the safety and protection of both the adult and child.

- Given the nature of Soccer Nights, this is most often an issue when taking a child to the bathroom. (Please see 'Bathroom Policy' section below)
- All volunteers should pay particular attention to any adults who are there alone, don't seem to have anything to do, and/or who seem suspicious.
- If a volunteer notices anything suspicious, he/she should immediately report this to a Lead Volunteer.

Expectations for Coaching Staff

- Volunteers are expected to look out for the kids they are working with and be aware of their surroundings.
- Curriculum & Assistant Coaches should do a frequent head-count of children.

Clothing

Purpose

To pursue Soccer Nights' goal of creating citywide unity and being a place that brings people together from all backgrounds, volunteers need to dress modestly, keeping in mind the diversity of participants and volunteers who are part of Soccer Nights.

Recommended clothing (volunteers & participants)

- Loose athletic shorts to the knee
- A Soccer Nights volunteer t-shirt or any loose cotton t-shirt
- Closed-toe shoes (required for participants and coaching staff)
- Shin guards (not required but suggested for participants)

Volunteers should not wear

- Spaghetti straps
- Low-cut tank tops
- Short shorts
- Tight-fitting clothes
- Anything with alcohol, drug, or gang-related paraphernalia.

Incident Report

What:

A document to keep written record of incidents that occur. See Appendix for copy.

Incident Report Forms are filled out for the following circumstances

- 3rd Strike Behaviors including any type of physical violence or bullying.
- Severe injuries requiring medical attention.
- Any other situation regarding safety or extreme conflict.
 - Examples include:
 - Conflict with a parent.
 - Abnormal parent child interaction (suspicious or aggressive behavior toward child, child reporting physical harm by parent).

- Abnormal volunteer-child interaction (suspicious, inappropriate or aggressive behavior toward a child).

Process for completing Incident Report Forms

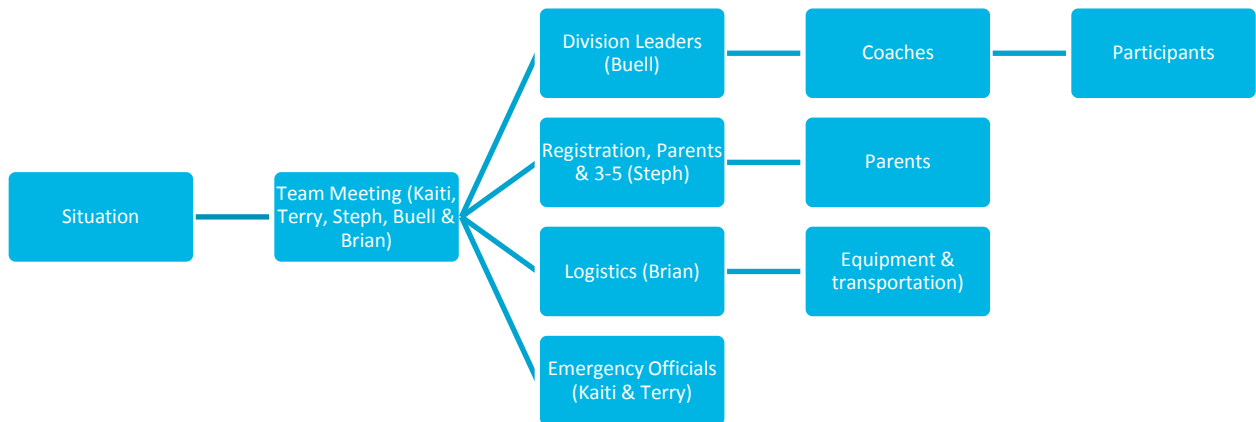
- Volunteer(s) most involved in situation completes an Incident Report Form.
- Volunteer submits form to a VCO staff person.
- VCO staff reviews form and assigns a volunteer or staff person to follow up with situation until the situation is considered resolved, which includes:
 - Having any other necessary witnesses complete Incident Report Forms.
 - Communicating with all necessary parties.
 - Contacting parents.

Emergency Mode

What is it:

A situation where we need to quickly change normal operating procedures to ensure everyone’s safety.

How it works/Chain of Command



Examples of when this would be used

Inclement Weather/Early Release

Situation: The weather suddenly turns; thunderstorms and lightning appear in quick succession.

Team Meeting: A team meeting is held with top leaders to discuss how we need to respond.

Decision: A decision is made to have early release.

Communication: Each of the top leaders communicates the plan for early release to the following other lead volunteers:

- Buell → Division Leaders → Coaches → Assistant Coaches
- Steph → Registration, Parent Pals, & 3-5 Lead → Parents
- Brian AH → Logistics volunteers → equipment & other technical support
- Terry & Kaiti → Call emergency officials and assist as needed

**Severe
Weather**

In the case that there is severe weather and we have not yet been able to dismiss all kids, volunteers should take the precautions outlined on the “Severe Weather Fact Sheet” (See Appendix)

Role Descriptions

Team Coach

Basics

Time to Arrive: 5:30pm

Coaching Director: Brian Buell

Assistant Coaching Director: Terry Rowe

Division Leaders:

Cate Nelson – **Blue (1st & 2nd grade)**

Paula Champagne – **Orange (3rd & 4th grade)**

Chris Tolles – **Green (5th-7th grade)**

Role Overview

As a team coach, you are the primary leader for your team of 10-15 kids throughout the week. You will receive a separate coaches' packet with each nightly skill and drill laid out, as well as tips for warm-up games and activities to do with your team.

- Each night your division leaders will demonstrate the skill of the night to the entire division, and then you each will break off into your teams and you will lead your team in practicing the skill through team drills.
- You will coach your players as they compete in scrimmages against other teams in your division.

Team Time: As a coach, you are responsible not only for leading your players in soccer drills and scrimmages, but also for fostering a sense of community among your team and encouraging positive character values. We hope this will happen naturally, but we've also carved out small portions of time throughout each night where you can focus on those things in particular. **Please refer to the 2015 Values Curricula for more information on how to lead your team during Team Time.**

*note: in previous years we have had a "Curriculum Team." This year we've integrated soccer and values into one experience led by coaches and assistant coaches. What does this mean? It means your job as coaching staff extends beyond the minutes where kids are kicking the soccer ball. Don't tune out and wait for the curriculum team to come in – you're in charge!

Each night you will have the following responsibilities during Team Time:

Nightly Drill Demos for Coaching Staff

Each night starting at 5:45pm, coaching staff must report to bleachers for the nightly skill & drill demo. Don't miss this – it will help you be fully prepared to coach for the night!

- Monday Only:
 - Leading your team in choosing a team name
 - Leading your team in learning all team members' names.
 - Reminding your team of the theme/value of the night.
 - Leading your team in creating a nightly goal related to either the value or skill of the night.
- All Week:
 - Reminding your team of the theme/value of the night.
 - Leading your team in creating a nightly goal related to either the value or skill of the night.

Helpful tips for Leading your Team:

- **Affirm and motivate your kids** – Soccer nights is open to all skill levels, and we want to provide as encouraging an environment for kids to grow and excel as we possibly can.
- **Be a leader** – for many teams, you as the coach are the only person they will see consistently every night of the week, so you have the privilege and opportunity to be a prominent figure and example for them. Trust us – they will adore you!
- **Listen for schedule announcements over speaker:** Brian Buell, our Coaching Director, and your Division Leaders will constantly communicating the nightly schedule so you will know what drills and activities through which to be leading your kids.
- **Use your assistant coach**—they are there to help you! Our hope is that having a smaller adult: kid ratio will allow you to lead drills more effectively.
- **Refer to your Team Coaching Packet each night** – Brian will provide you with this packet, and it will act as your guide to being the best Soccer Nights Team Coach you can be. Trust us.
- **Have fun!** – Above all else, you should have fun spending time with your team and getting to know each of them. They always have a blast out on the field, so we hope you will too!

Questions?

Ask your division leader. ! Can't find him? Look for someone in a **white shirt** – chances are they can help you.

Assistant Coach

Basics

Time to Arrive: 5:30pm

Coaching Director: Brian Buell

Assistant Coaching Director: Terry Rowe

Division Leaders:

Cate Nelson – **Blue (1st & 2nd grade)**

Paula Champagne – Orange (3rd & 4th grade)
Chris Tolles – Green (5th-7th grade)

Role Overview

As an assistant coach, you will be assigned to a team to assist the Team Coach in leading your group of kids for the week. You will serve as an additional adult present with the kids. It's often difficult for a coach to demonstrate/teach a skill or a drill simply because there aren't enough coaches to instruct while simultaneously corralling kids, so your job is to help Team Coaches demonstrate drills to the team.

- Each night your division leaders will demonstrate the skill of the night to the entire division, and then and you will assist your coach in leading your team in practicing the skill through team drills.
- You will assist your coach as needed to coach your players in scrimmages against other teams in your division.

Team Time: As an assistant coach, you are responsible not only for assisting in coaching your players in soccer drills and scrimmages, but also for helping to foster a sense of community among your team and encouraging positive character values. We hope this will happen naturally, but we've also carved out small portions of time throughout each night where your coach and you can focus on those things in particular. **Please refer to the 2015 Values Curricula for more information on how to help your coach lead your team during Team Time.**

*note: in previous years we have had a "Curriculum Team." This year we've integrated soccer and values into one experience led by coaches and assistant coaches. What does this mean? It means your job as coaching staff extends beyond the minutes where kids are kicking the soccer ball. Don't tune out and wait for the curriculum team to come in – you're in charge!

- **Refer to your Team Coaching Packet each night** – Brian will provide you with this packet, and it will act as a guide for you and your Team Coach to be the best Soccer Nights coaches you can be. Trust us.
- **Have fun!** – Above all else, you should have fun spending time with your team and getting to know each of them. They always have a blast out on the field, so we hope you will too!

Questions?

Ask your division leader. ! Can't find him? Look for someone in a **black shirt** – chances are they can help you.

Registration Team

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 and division 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](#) in the Support Staff Packet.

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)
- 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, 2014).
- 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 Grant & Claire.

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.

Logistics Team

Basics

Basics

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

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

Lead Volunteer: 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 Brian! Can't find him? Look for someone in a black shirt – chances are they can help you.

3-5 Year Olds

Basics

Basics

Time to arrive: 5:30pm

Lead Volunteer: Kai Mclean

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 Kai.

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:

- **Show 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 Volunteer: Kaiti Buell, Claire Lindquist, Dani Hersey

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)

Behavior Management

Behavior management system for participants.

Vineyard Community Offerings aims to make Soccer Nights a program that is safe and fun for people of all backgrounds and cultures. To foster this environment, we have adopted the following policies and procedures regarding behavior expectations.

Program wide expectations

Program-wide expectations to which all participants are held:

1. Respect your coach
2. Respect your teammates
3. Try your hardest

Setting Expectations

- Program-wide expectations are announced in large group each and should be reviewed by the team coach on the first night of programming and referred to throughout the week as necessary.
- Team Coaches are encouraged to help participants think through what each of these expectations mean.
 - Example: What does it look like, what does it sound like to respect your coach? –Listen, follow instructions. What does it look like, what does it sound like to respect your teammates? – Encourage them, take turns
- Volunteers must follow through in setting and holding kids to these expectations.

[Helpful hint: Frame everything in the positive! e.g. Use “please walk” instead of “don’t run,” “hands to yourself” rather than “don’t hit each other,” etc.](#)

[FOR TIPS ON MANAGING KIDS, PLEASE REFER TO THE ‘BEHAVIOR MANAGEMENT TIPS’ SECTION.](#)

Examples of not meeting expectations

Examples of not ‘respecting your coach’ could include:

- A student giving attitude or talking back.
- A student not listening while Coach is talking.
- A student not following instructions.

Examples of not 'Respecting your teammates' could include

- A student calling another student "stupid".
- A student booing another student.
- A student teasing another student.
- A student laughing at another student.
- A student gently pushing another student.

Examples of not 'trying your hardest' could include

- A student who is goofing off.
- A student who is distracting other players.
- A student who is not participating.
- A student who is complaining about the drills or activities.

3 Strikes

**Rule:
Consequences
for not
meeting
expectations**

Warning

- Remind child of expectation and what the consequence will be if they cannot meet this expectation. The consequence is at coach's discretion (e.g. 5 pushups, 10 jumping jacks, picking up trash) – should be something reasonable that connotes a loss of privilege.)

Strike 1

- Remind child of the expectation and assign the consequence specified in the warning. If no consequence was specified, assign one. (It is extremely important to follow-through on whatever the warning was)
- Remind child of how they can work to meet expectation.
 - *You can respect your teammates by waiting in line until it's your turn.*
- Remind child that if he/she decides not to follow the expectations they will miss the 1st half of the scrimmage

Strike 2

- At this point, the child has proven he/she is unwilling to meet expectations, despite 2 warnings.
- You should feel empowered to shift to a more serious tone.
 - Example: "You've done pushups twice, I've reminded you twice, and since you've shown me that you can't meet the expectations of being on this team, you can't participate in what the team is doing"
- Child must miss 1st half of scrimmage, standing/sitting with a team assistant (either assistant coach or field/curriculum support)

Strike 3

- If the child repeats the same behavior either before or during the scrimmage, the child will receive one or more of the following consequences:
 - Unable to participate for the rest of the evening on the sidelines.
 - Sent home for the remainder of the evening.

Automatic
3rd Strike
Behaviors
1. Physical
violence
2. Any type of
major bullying
see definitions on page

*For these situations it
is not a guarantee that
child will be permitted
back into the program.

- Asked to not come back the following evening (if behavior occurs at the end of the program).
- Sit out rest of night and/or cannot come following day (*only for serious incidents, detailed below*).

(note: whether to sideline a participant or call his or her parents should be decided at the discretion of the coach in consultation with a lead volunteer.

- If an incident occurs that warrants barring a participant for the following day or the rest of the week, volunteer must use the [**FOLLOW-UP STEPS TO 3RD STRIKE BEHAVIORS. SEE SECTION BELOW.**](#)

Follow-Up Steps to 3rd Strike Behaviors

Procedures

1. Volunteer or staff takes measures to stop situation immediately.
 - a. Pull participant to the side of the program. If possible, the rest of the program should proceed as normal.
2. Volunteer verbally reports incident to program staff in charge.
3. Volunteer and staff speak to participant.
 - a. Notes from this conversation should be put into Incident Report.
 - b. Volunteer and staff quickly make sure they have consensus and delegate the following steps, calling on help if needed.
4. Parents of all parties are contacted by a Program Staff. The incident, next steps, and/or consequences should be explained to parents and involved parties.
5. Participant(s) are immediately sent home, still following check-out protocol
 - a. Participant(s) should have a clear understanding to why they are being asked to leave.
 - b. If participant(s) may only be dismissed with parent pick-up, parent should be called to pick up their child.
 - c. If parent is not available for pick-up, participant(s) must remain in the program under staff supervision, but not participating.
 - d. If participant(s) is able to go home without parent pick-up, he is allowed to go home on his own after his parent has been called.
6. Participants receive a one-day suspension from the program.
 - a. If volunteer or staff feels that the participant(s) should receive a longer suspension from the program, this should be discussed with all program staff and a decision for a more severe consequence can be made.
7. Volunteer completes an Incident Report Form and submits to Soccer Nights staff.

What happens the next day?

- Except in cases of physical violence or bullying (please see Bullying Definitions below), a new day means a clean slate!
- We encourage you to follow up with the child at the start of the evening.

- Example: “Hey! I know you had a rough day yesterday. How are you doing today?”
- Encourage him/her to display positive behavior on this new evening.

Bullying Definitions³

Bullying

Bullying is defined as the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

- Causes physical or emotional harm to the victim or damage to the victim’s property
- Places the victim in reasonable fear of harm to himself/herself or damage to his/her property
- Creates a hostile environment at Soccer Nights for the victim
- Infringes on the rights of the victim at Soccer Nights
- Substantially disrupts the orderly operation at Soccer Nights

Aggressor

Aggressor is a student who engages in bullying or retaliation

Victim

Victim is a student against whom bullying or retaliation has been perpetrated.

Retaliation

Retaliation is any form of intimidation or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Major bullying offenses

Examples of major instances of bullying could include:

- Aggressive and unnecessary physical contact, including any blood drawn or punches thrown.
- Aggressive and unnecessary verbal threats or comments, includes profanity, racial or gender slurs, and physical threats directed toward another student.

Specific follow-up steps for bullying and physical fighting

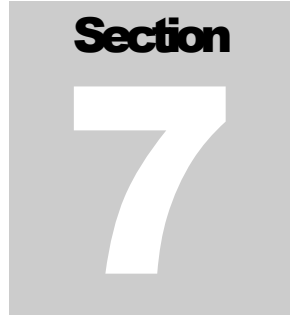
Ultimately, it will be up to the discretion of the volunteer and staff to determine the severity of bullying. If a volunteer or staff is unsure, they should consult other staff and volunteers present.

- In the incident of bullying, the aggressor and victim should be separated and pulled to the side.

³ Cambridge Public Schools Anti-Bullying Policy document

POLICES & PROCEDURES - SOCCER NIGHTS

- In the incident of bullying, volunteer and staff should speak to both the aggressor and victim, as well as any other witnesses, to get the full story.
- In the incident that it is ambiguous which child is the aggressor and which is the victim, both aggressor and victim may be sent home.
- When participant(s) returns to the program, a zero-tolerance policy will be enacted. If another major bullying instance occurs, the aggressor will be asked to leave the program permanently for that year. Re-entry into other VCO programs will be decided upon on in a case-by-case basis.
- Volunteers and staff should check-in with victim to ensure they feel safe at Soccer Nights.
- Volunteer and staff can decide if they want to refer the aggressor and/or victim to further mediation or counseling based on the incident.



Appendix

Incident Report Form

Please return to: Stephanie Acker

Today's Date		Your name		Nature of Incident <i>Circle</i>		
Date of Incident		Your role		Bullying	General behavior	Other:
				Fighting	Injury	

Participants involved

First and Last Name	Adult Leader

Witnesses

Did you witness the incident first-hand?	Yes No
--	--------

Please list other witnesses (parents, volunteers or other participants).

Name	Role (volunteer, parent, participant)

Description of Incident

Please describe in as much detail as possible the incident that occurred.

Follow-Up

Please write what you did to address the situation and suggestions for further follow-up steps.

****For Lead Volunteer Staff Only**

Follow-up assigned to: _____

Resolution Please list the action items to follow-up on this incident accordingly.

Action items	Delegated to

Parent Contact Info

Parent's Name	Child's Name	Phone	Contacted (Circle)
			Y / N
			Y / N
			Y / N

Notes

Outcome

Please write the final outcome of what happened with this incident.

SEVERE WEATHER FACT SHEET

THUNDER & LIGHTNING

BASIC LIGHTNING FACTS

- **All thunderstorms produce lightning and are dangerous.** No place outside is safe when thunderstorms are in the area. Lightning often strikes outside the area of heavy rain.
- **If you hear thunder, lightning is close enough to strike you. Use the 30-30 rule,** when visibility is good and there is nothing obstructing your view of the thunderstorm.
 - When you see lightning, count the time until you hear thunder. If that time is 30 seconds or less, the thunderstorm is within six miles (ten kilometers) of you and is dangerous.
 - Seek safe shelter immediately.
- **Stay in safe shelter at least 30 minutes** after you hear the last sound of thunder.

SEEKING SAFE SHELTER

- **A safe shelter** is a house or other substantial building that has a mechanism for conducting the electrical current from the point of contact to the ground (outer shell of building, metal gutters, electrical wiring, plumbing, telephone lines). Once inside,
 - Stay off phones, all electronics, plumbing, including sinks, baths, and faucets.
 - Stay away from windows, doors, and porches.
 - Do not lie on concrete floor or stand near concrete walls (may contain wire mesh or metal)
- **A hard-topped metal vehicle** with the windows closed will offer good protection if a sturdy building is not nearby.
- **Avoid** sheds, small or open shelters, dugouts, and bleachers.
 - Unless specifically designed to be lightning safe, small structures do little, if anything, to protect occupants from lightning. Many small open shelters on athletic fields and in parks are designed to protect people from rain and sun, but not lightning.

WHAT TO DO IF YOU CAN'T FIND SAFE SHELTER: REDUCE YOUR RISK

- **Always avoid being the highest object anywhere** or taking shelter near or under the highest object. This includes tall trees, towers, and utility poles. Immediately get off elevated areas such as hills, mountain ridges or peaks. Do not use umbrellas (this makes you taller).
- **Spread out** if possible as this reduces the risk of multiple lightning casualties.



If you feel your hair stand on end, lightning is about to strike.

- **Avoid** anything that conducts electricity and **get out and away from any body of water.**
- **Crouch down on the balls of your feet**, put your hands over your ears, and bend your head down. Make yourself as small a target as possible and minimize your contact with the ground.
- **Do not lie flat on the ground.**

EMERGENCY ASSISTANCE

Victims of lightning do not retain the charge and are not "electrified." It is safe to help them. Call 911. Medical care may be needed immediately to save the person's life. Cardiac arrest and irregularities, burns, and nerve damage are common in cases where people are struck by lightning.

Adapted from the National Oceanic and Atmospheric Administration fact sheets found at: <http://www.lightningsafety.noaa.gov/tips.htm> and <http://news.nationalgeographic.com/news/pf/45905106.html> and The National Weather Service fact sheet found at: http://www.srh.weather.gov/jetstream/lightning/images/coach_lightning.pdf

Please detach and leave
in the basket on your
way out the door.



Volunteer Training Evaluation

We are always looking to make Soccer Nights training the best it can be. Your feedback is important to us.

Name

(Optional): _____

I was in the breakout session (please check one):

- Group 1: Coaches/ Assistant Coaches/ Curriculum
- Group 2: Registration/ Logistics/ Snacks/ 3-5 year olds

I attended these workshops

- Soccer specifics
- Working well with kids
- Cross-cultural friendships
- Teens + Friends
- Project Group
- Prayer Group

Any comments on the workshops you attended:

Tell us about your experience at training today

1. I met someone new today.
Agree *Disagree*
2. I understand what is expected of me as a Soccer Nights volunteer.
Agree *Disagree*
3. I feel equipped to be able to do the volunteer role I will be assigned to.
Agree *Disagree*
4. The training was engaging and helpful.
Agree *Disagree*
5. The workshops I attended were informative and enjoyable.
Agree *Disagree*
6. I am excited to volunteer at Soccer Nights.
Agree *Disagree*

Any additional comments: