

## **Getting Parents on the Team**

A successful sport experience depends on parents being proactively trained to play the right role on the parent-athlete-coach team. Coaches should take the time in the beginning of the season to educate parents on their very important support position. The coach should appeal to the parent's proper involvement for the team's and their child's success. In parents' meetings and in written handouts the coach should present and discuss the correct parent, coach and athlete roles, the "do's and don'ts" for success.

### **PARENTS' ROLE:**

1. **DON'T COACH** – Leave coaching to coaches. This includes pre-event psyching, motivation, after event critiquing, setting goals, enforcing additional cross training, etc.
2. **SUPPORT THE COACH** – Your coaches are the experts. They need your support for everyone to "win".
3. **SUPPORT THE PROGRAM** – Get involved. Volunteer. Help out at meets, fundraisers, etc.
4. **BE YOUR CHILD'S BEST FAN** – Support your child unconditionally. Do not withdraw love when your child performs poorly. Your child should not have to perform to win your love.
5. **SUPPORT AND ROOT FOR ALL ATHLETES ON THE TEAM** – Foster teamwork. Your child's teammates are not the enemy. When they do better than your child, your child now has a wonderful opportunity to improve.
6. **DO NOT BRIBE OR OFFER INCENTIVES** – Your job is not to motivate. Leave this to the coaching staff. Bribes will distract your child from proper competition concentration.
7. **TAKE YOUR CONCERNS AND PROBLEMS DIRECTLY TO THE COACH** – If you have a problem with the coach, do not go to the other parents to discuss it. Go straight to the coach involved. Talking behind the coach's back will not get you what you want.
8. **UNDERSTAND AND DISPLAY APPROPRIATE COMPETITION BEHAVIOR** – Remember your child's self-esteem and event performance is at stake. Be supportive and cheer but always be appropriate.
9. **MONITOR YOUR CHILD'S STRESS LEVEL AT HOME** – Keep an eye on your athlete to make sure he/she is handling stress effectively from the various activities in his/her life.

## AGENCY OUTREACH MANAGER DESCRIPTION

**Title:** Agency Outreach Manager

**Description:** The outreach manager is responsible for recruiting athletes and volunteers to join the Agency. The completion of responsibilities will be performed personally by the Agency outreach manager or through other Agency staff or volunteers.

**Qualifications:** The desire and enthusiasm to support the Agency program to the best of their abilities. Experience and knowledge in working with schools and agencies who serve individuals with disabilities, as well as interpersonal and communication skills a plus. The manager must be a registered Class A volunteer. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

**Primary Responsibilities:**

- 1) Behave in a manner consistent with SOWI's core values of mutual respect, positive attitude, accountability, teamwork and dedication
- 2) Serve as the Agency liaison regarding outreach matters
- 3) Work with the volunteer manager to recruit volunteers to match the Agency needs
- 4) Review and understand the *Outreach* section of the Agency Management Handbook
- 5) Work with the Agency manager to determine if the Agency would like to include more athletes, what ages they want to include and what geographical regions
- 6) Gather a list of potential schools and organizations who serve individuals with cognitive disabilities (i.e., special education directors, adaptive physical education directors, group homes, ARC's, etc.)
- 7) Contact members on list, educate them about your Agency, and encourage them to share their mailing list and/or invite their members to join SOWI as an athlete or volunteer
- 8) Work closely with the Agency communications manager to spread the word to the community and develop creative ideas to reach people with your message (i.e., Welcome Wagon, public libraries, host an open house. etc.)
- 9) Work closely with the Agency family services manager to enlist current family members for ideas and as a resource to reach new family members
- 10) Recruit volunteers to match Agency needs
- 11) Identify community organizations (i.e. group homes, family resource center, rehabilitation center) that assist persons with cognitive disabilities and educate them on what your Agency offers and its benefits. Work with them to provide the best services possible in your community.
- 12) Read and understand the athlete and volunteer Code of Conduct and uphold these values to the athletes and volunteers of the Agency

**Support:** The outreach manager reports to the Agency manager. Resource materials are included in the Agency Manager Handbook.

**Benefits to Volunteer:** Serving as outreach manager for an Agency allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with cognitive disabilities and more.

**Time Commitment:** The number of hours per week depends on the size and involvement level of the Agency.

**Work Location:** The outreach manager may work out of their home, workplace office, classroom or other facility as they deem appropriate.

**Date of Redesign:** The Agency is reviewed annually through the Agency registration and accreditation process at which time the manager position description is reviewed.

## AGENCY VOLUNTEER MANAGER DESCRIPTION

**Title:** Agency Volunteer Manager

**Description:** The volunteer manager is responsible for recruiting, coordinating and recognizing Agency volunteers. The completion of responsibilities will be performed personally by the volunteer manager or through other Agency staff or volunteers.

**Qualifications:** The desire and enthusiasm to support the Agency program to the best of their abilities. Experience and knowledge in working with volunteers, as well as interpersonal and communication skills. The manager must be a registered Class A volunteer. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

**Primary Responsibilities:**

- 1) Behave in a manner consistent with SOWI's core values of mutual respect, positive attitude, accountability, teamwork and dedication
- 2) Serve as the Agency liaison regarding volunteer matters
- 3) Know, understand and ensure all Agency volunteers are registered and abide by the SOWI official volunteer registration policies and procedures
- 4) Review the Class A volunteer rosters and update as necessary
- 5) Work with the Agency manager to assess volunteer needs and create and revise written job descriptions
- 6) Communicate with other AMT managers who are utilizing volunteers to ensure they are trained and understand their roles
- 7) Develop and implement ways to recognize volunteers for their efforts
- 8) Work with the Agency manager, athletic director or head coach to ensure all volunteers attending State Games on behalf of the Agency are Class A volunteers before the Games entry deadline date

**Support:** The volunteer manager reports to the Agency manager. Resource materials are included in the Agency Manager Handbook. Volunteer in-service training materials are available from the Regional or Headquarters.

**Benefits to Volunteer:** Serving as volunteer manager for an Agency allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with cognitive disabilities and more.

**Time Commitment:** The number of hours per week depends on the size and involvement level of the Agency.

**Work Location:** The volunteer manager may work out of their home, workplace office, classroom or other facility as they deem appropriate.

**Date of Redesign:** The Agency is reviewed annually through the Agency registration and accreditation process at which time the volunteer manager position description is reviewed.

## AGENCY FAMILY SERVICES MANAGER DESCRIPTION

**Title:** Agency Family Services Manager

**Description:** The family services manager is responsible for encouraging and coordinating athlete families' involvement in Agency activities. The completion of responsibilities will be performed personally by the family Services manager or through other Agency staff or volunteers.

**Qualifications:** The desire and enthusiasm to support the Agency program to the best of their abilities. Experience and knowledge in working with athlete family members, as well as interpersonal and communication skills. A preference is given to an athlete's parent or sibling. The manager must be a registered Class A volunteer. In the event this position is filled by an athlete, s/he needs to be ALPs registered and screened.

**Primary Responsibilities:**

- 1) Behave in a manner consistent with SOWT's core values of mutual respect, positive attitude, accountability, teamwork and dedication
- 2) Serve as the Agency liaison regarding family matters
- 3) Create and maintain a mailing list of athlete family members. The Regional or Headquarters office can supply this if desired
- 4) Work closely with the communications manager to ensure families receive information about medical deadline dates, training sites and times, competition information and fund-raising and PR news
- 5) Distribute the annual planning calendar and families and friends competition invitations provided by the Headquarters office and invite families to attend Regional and State competitions
- 6) Work with the Agency volunteer manager to involve family members as volunteers
- 7) Work with the Agency manager to provide a welcome orientation for new family members utilizing the General Orientation DVD and ensure family members know their responsibilities and expectations (i.e., drop-off and pick-up athlete from practice, attend Agency meetings, cheer on their athletes at competition, etc.)
- 8) Create a family booster or support group to provide extra activities such as holiday parties, social events, birthday clubs, team buttons or novelty items, etc.

**Support:** The family services manager reports to the Agency manager. Resource materials are included in the Agency Manager Handbook. Your Director of Field Services serves as a clearinghouse for information and is available to share ideas and resources.

**Benefits to Volunteer:** Serving as family services manager for an Agency allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with cognitive disabilities and more.

**Time Commitment:** The number of hours per week depends on the size and involvement level of the Agency.

**Work Location:** The family services manager may work out of their home, workplace office, classroom, or other facility as they deem appropriate.

**Date of Redesign:** The Agency is reviewed annually through the Agency registration and accreditation process at which time the family services manager position description is reviewed.