

Pertinent Information:

Business Purpose

- The FR football organization hires 20-30 new referees each year with many of the referees starting their term at different dates. With their busy schedules it is hard to get all the refs in for a formal training at the same time and the game rules often change from one year to the next.
- The organization's chair has been spending a lot of extra time tracking down referee information or correcting rules that could likely be alleviated if all referees were given the same explanations in an organized format before they begin working.
- The FR football organization wants all referees to know the rules of the game, expected work attire, what to expect when they come to work, organization expectations for checking in and out, what to do about disgruntled coaches/parents and what their pay options are.

Seat Time

- 3 Training Modules
 - Part 1: Flag Football Rules and Disgruntled Coaches/Parents 8 minutes
 - **This Module, Part 2: Work Day Expectations 3 minutes**
 - Part 3: Payment Options 2 minutes

Learning Objectives:

By the end of the 3 part training, the learners will be able to... (bold LO's are the ones covered in this portion of the training)

- Apply the flag football rules on the field for refereeing fair games
- Recall ways to deescalate a situation with a disgruntled coach/parent
- **Recognize how to get on to the schedule and read their shift placements**
- **Use the score sheets and sign out sheet at the end of every shift**
- **Identify proper work attire**
- Select the payout option that best suits their needs

Outline: (Module 2 of 3)**Scenario 1: Introduction & Laying out the step by step for work day**

- Welcome, Schedule, Proper attire, Check in, work shift, check out at the end

Scenario 2: Schedule

- How to get on the schedule, how to read the schedule

Scenario 3: Attire

- What to wear

Scenario 4: Checking In


- Middle table, grab shirt, flag, have whistle, go find your field

Scenario 5: Checking Out

- Return Shirt and Flag, Keep Whistle, Score Sheet, Sign Out

Scenario 6: Review / Summary

- Return Shirt and Flag, Keep Whistle, Score Sheet, Sign Out

Characters	Color Palette	Module 2 Resources	Fonts
Mature Animated Female Avatar Narrator: (Joanna) XXX character in Vyond Voice: Joanna in Amazon Polly Teenage Animated Male Avatar Referee: (Matthew) XXX character in Vyond Voice: Matthew in Amazon Polly	 <p> Gray: DEE0E4 Aqua: 22BFC5 Orange: FE6050 Navy: 154E71 Yellow: FEA822 </p>	Schedule Score Sheet Sign Out Sheet Design Document	

Feedback:

Please use the notes section of the storyboard and track changes to provide feedback on each scenario

Storyboard Notations:

Portions of scenes are numbered (#) to show where voice and animation make larger changes within the scene.

1. Introduction & Laying out the work day			
Visuals/Graphic/On Screen Text	Script/Audio/Voice Over	Programming/Animation	Notes
<p>(1) Gray background whistle image displaying the module title “Work Day Expectations Part 2 of 3”</p> <p>Joanne in cropped bubble narrating</p> <p>(2) Clipart Images to label each: Schedule Referee (Proper Attire) Check in (Table) Scores Sign Out Payment Image</p> <p>Graphics popping up in the corner as they are discussed</p>	<p>(1) Joanne: Welcome back and thank you again for refereeing. You have the rules down now so let’s get you game day ready. In this 3 minute training, you will learn</p> <p>(2) how to get on the schedule and read the schedule, what is expected for proper referee attire, where and how to check in, how to check out at the end of your shift and record the scores before leaving.</p> <p>Following through this process every time you work ensures you get paid for the correct number of hours you work.</p> <p>Let’s take a look at how this works.</p>	<p>(1) Sound: Whistle Blowing</p> <p>Animation: Whistle displays movement</p> <p>Animation: Whistle displays movement & shrinks smaller into the same corner as the avatar bubble</p> <p>(2) Portions of a flowchart graphics appear on the screen as they are mentioned by the narrator</p> <p>(3) Whistle blows and shakes Scene fades off into scene 2</p>	

2. Schedule			
Visuals/Graphic/On Screen Text	Script/Audio/Voice Over	Programming/Animation	Notes
<p>(1) Matthew is located in a social setting with other teenage aged kids holding his phone, his phone vibrates/dings as he is getting a text</p> <p>(2) Matthew looks at his phone while there is a zoom in on it, he is reading the text in his head, no lip movement</p> <p>Text Message: “Hi! We have & 7pm open for referring next week. You open?”</p> <p>(3) Joanna appears in the narrator bubble to speak</p> <p>When she is finished Matthew replies to the text “I am available for all of the games next week.”</p> <p>(4) Joanna is sitting at a computer desk, typing on the document</p> <p>(5)</p>	<p>(2) Matthew: Hi! We have 6 & 7pm open for referring next week. You open?</p> <p>(3) Joanna: Each week you will receive a text asking for your hours of availability. You will want to reply by the end of the day to assure you get on the schedule.</p> <p>Matthew: I am available for all of the games next week.</p> <p>Joanna: Great, once you reply I can get you on the schedule.</p> <p>(4) The schedule will be text to you the day before your shift. Let’s look at how to read it.</p> <p>(5) Joanna: There are three things to look for on the schedule.</p>	<p>(1) There is quiet white noise as in a social setting</p> <p>2-3 seconds in a cell phone vibration/ding is heard while Matthews phone displays slight movement</p> <p>(2) Zoom in on phone screen displaying text that slowly scrolls out, when finished</p> <p>(3) Joanna appears in narrator bubble in corner</p> <p>When Joanna finishes talking, Matthew replies to the text as words scroll onto the phone screen, his body is moving in a texting motion, when he finishes texting he moves his hand/phone to his side</p> <p>(4) Flash to Joanna making a schedule on a computer for 1-2 seconds</p>	

<p>Joanna is in narrator bubble in the corner</p> <p>Schedule document appears on the screen</p> <p>Circles and highlights of animation will appear as Joanna talks about the document</p> <p>(6)</p> <p>Back to original scene where Joanna and Matthew were speaking to each other</p>	<p>(A) game times</p> <p>(B) the fields they are played on, (C&D) and your field assignments.</p> <p>Keep in mind you could be placed at more than one field.</p> <p>Now that you have your schedule all figured out, I will meet you at the field to discuss work day attire.</p>	<p>Joanna still speaking through speech bubble</p> <p>(5) Scene switches over to zoom in on computer screen</p> <p>Schedule appears in document form on the screen.</p> <p>(A) Circle the times on the schedule</p> <p>(B) Circle the fields on the schedule</p> <p>(C) Circle his name, the field and the times he works</p> <p>(6)</p> <p>Zoom back out to Joanna at desk, standing, speech bubble gone.</p> <p>Joanna gets animated with her arms open while talking then turns to walk off the screen</p> <p>(7)</p> <p>Fade into next scene</p>	
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Cut off here for Vyond Portfolio Sample

3. Attire & Checking in			
Visuals/Graphic/On Screen Text	Script/Audio/Voice Over	Programming/Animation	Notes
<p>(1) Show sports field faded out in background with tables in the middle of the field that have scoreboards on them, the field is broken into 4 fields, it is daylight and bright</p> <p>Matthew is dressed in athletic clothing and crocs or sandals</p> <p>Joanna walks onto the screen to greet Matthew</p> <p>Add the new clothing and accessories to Matthew's body as they are mentioned: Referee Jersey Penalty Flag Whistle Tennis Shoes</p> <p>(2) Joanna is in an examining pose while Matthew is modeling his new gear</p>	<p>(1) Joanna: Welcome Matthew! We are so glad you are here to ref today. Let's get you game day ready.</p> <p>I like that you are already wearing athletic comfortable clothing. That's a great start.</p> <p>Matthew: Thank you! I wanted to be comfortable and mobile to keep up with these young athletes!</p> <p>Joanna: Each night when you arrive, you can grab a referee jersey and yellow penalty flag from the buckets at center field. That is where you will check in.</p> <p>Your first night of work you will receive a whistle that you are expected to keep and BRING BACK WITH YOU every week when you come back. We'd hate for you to end up with a recycled whistle.</p> <p>Lastly, we always want to make sure your shoes are ready to rock and run. If you are crocing it, you aren't</p>	<p>(1) Clothing highlights as Joanna mentions them</p> <p>Change shirt to be a referee striped shirt Put a flag in pocket Add whistle around neck Flash tennis shoes on his feet</p> <p>Add a wink to Joanna after "recycled whistle" and animation showing a joking manner with crocs and sandals. Include air check marks with the croc and sandals comments as well</p> <p>(2) Joanna steps back and examines Matthews new look</p> <p>Matthew laughs at Joannas comment and transitions to walk off the screen using a motion path when he finishes talking.</p> <p>Joanna gives a wave as she is talking</p> <p>(3)</p>	

Joanna waves as Matthew exits screen	<p>rocking it and sandals are for slackers there fore tennis will help you keep up with the athletes while maintaining a professional look as well.</p> <p>(2)</p> <p>Joanna: Well look at you all game day ready rocking the professional referee garb!</p> <p>Matthew:</p> <p>Ha! Field 4 I'm ready for you!</p> <p>Joanna:</p> <p>Have fun! I'll see you back at center field at the end of your shift.</p>	Scene fades out with a blur	
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4. Checking Out			
Visuals/Graphic/On Screen Text	Script/Audio/Voice Over	Programming/Animation	Notes
<p>(1)</p> <p>Matthew walks back into the scene looking tired</p> <p>It is the same scene as in scene 3 expect the sky is now dark like evening</p>	<p>(1)</p> <p>Joanna: You sure look tired! How was it Matthew!</p> <p>Matthew: Well I'm tired but that was a lot of fun.</p>	<p>(1)</p> <p>Scene fades back in from the blur</p> <p>Matthew walking back into the scene from where he had left before</p> <p>Joanna animated with hands while speaking</p>	

<p>(2) Show a table with two clipboards on it that have documents attached to them, this will be more visible but not replacing the characters have a bin with referee jerseys in it and a bin with penalty flags in it</p> <p>(3) Show document for recording scores</p> <p>(4) Zooms back out showing Matthew and Joanna talking</p> <p>(5) Zoom in on Sign Out document</p> <p>(6) Matthew writing on the papers</p>	<p>Joanna: I'm so glad you had fun. Let's get you checked out so we make sure you get paid. I know it's getting late so we will make this quick.</p> <p>(2) At the end of each shift, you will place your reffing shirt and penalty flag back in the bucket but keep your whistle. You will bring that back with you next week.</p> <p>(3) Then, you will record the scores from the games you reffed on this sheet here. Let me show you.</p> <p>First you find the time of the game you reffed and the field it was on. Then you write in the age of the players, what town each team was from and the score for each team. Be sure to fill this in for all of the games that you reffed.</p> <p>(4) Matthew: Sounds good. I can handle that. How will I know all of those details?</p>	<p>Camera moves toward table</p> <p>(2) Joanna points to the score sheet</p> <p>(3) Zoom feature zooms in on the document Circle the 6:00 game time and circle Field 3 Highlights the portions as they are discussed</p> <p>(4) Zoom back out to the two of them talking</p> <p>Shows back and forth conversation with animated hand movements</p> <p>Matthew has a thought bubble with money in it Joanna points to another sign out sheet</p> <p>(5) Zoom in on sign out sheet</p> <p>Then zoom closer when she says it is really quite simple and highlight</p>	
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	<p>Joanna: You can ask the coaches at the beginning of the game. At the very least, at least get the field you are on and scores for each team. We can always use our schedules to figure out the age group the kids are in.</p> <p>Finally, you want to get paid right?</p> <p>Matthew: Of course, that why I'm here right!</p> <p>Joanna: Ok, every night before you leave you must sign out on this sheet</p> <p>(5)</p> <p>Joanna: You can see an example on the top showing how to fill it in, but really it's quite simple. Write neatly so we know who you are. We need your name, and the fields you worked on for each time slot. If you didn't work all three shifts, you would leave the time slot blank that you did not work.</p> <p>Finally as long as you turned in your shirt and flag, check the last box and you are ready to go.</p>	<p>over the spots as Joanna mentions them</p> <p>Zoom back out to them talking</p> <p>(6)</p> <p>Matthew starts writing on the papers</p> <p>Fade out into next scene</p>	
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	Matthew: Perfect thanks! That's easy enough for me!		
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5. Review / Summary			
Visuals/Graphic/On Screen Text	Script/Audio/Voice Over	Programming/Animation	Notes
<p>(1) Scene is set up much like the opening scene with the beginning of the road map Joanna appears in character form this time with arm out</p> <p>(2-5) Similar fashion to the flowchart in scene 1</p> <p>Clipart Images & words to label each: Schedule Referee (Proper Attire) Check in (Table) Scores Sign Out Payment Image: Text says Module 3</p> <p>(3) Thought bubble with a timer in it</p>	<p>(1) Joanna: Now that you've had a chance to look at game day expectations, let's review them.</p> <p>(2) Joanna: First we must get you on the schedule. Remember you will receive a text and respond to it with your availability.</p> <p>Then on game day, you will arrive dressed for work. Do you remember what you need to have on when you arrive.</p> <p>(3) (give think time)</p> <p>Joanna: Yes you should wear athletic clothing and tennis shoes! Don't forget your whistle!</p> <p>(4)</p>	<p>(1) Joannas arm extends up and out displaying review</p> <p>(2-5) Clip art and words reappear into screen in smaller but similar fashion to the flowchart in scene 1 They shall appear in the same layout and sound effects</p> <p>When there are pauses, a small timer will show up in a thought bubble. timer is counting down, this bubble fades in and out with the speech</p> <p>(3) Athletic gear, tennis shoes and a whistle each plop into the thought bubble with animated noise</p> <p>Thought bubble fades out</p> <p>(5)</p>	

<p>Show icons for athletic gear, tennis shoes and whistle in the thought bubble</p> <p>(4) Joanna speaking</p> <p>(5) Joanna speaking and thought bubble reappears</p> <p>Flow chart completes with speech showing all objects mention in (2-5)</p> <p>(6) With the flow chart showing, Joannas arms drop to her side and she looks relaxed.</p>	<p>Joanna: Check in at center field to grab your referee shirt and penalty flag before heading to your field assignment.</p> <p>(5) Joanna: At the end of the night what do you need to do.</p> <p>That is right! You will hand in your jersey and penalty flag but keep your whistle for next week and then you will write in the scores of your games before signing out on the sign out sheet.</p> <p>(6) Joanna: Look at that. You are all ready for your first night of work. You know just what to expect and how to end your evening to make sure you get paid.</p> <p>On that topic, you are ready to move onto module 3 where you will learn about how much you get paid, your payment options and what we need from you to make sure you get your money.</p>	<p>Thought bubble fades back in with timer</p> <p>Timer in bubble ticks down and fades out</p> <p>buckets with flags and shirt fade in and back out as talked about</p> <p>Sign out and score sheets fade in side by side</p> <p>Thought bubble fades out and sign out drops into the flow chart with a ding</p> <p>(6) Joannas arms drop to her side and she looks relaxed.</p> <p>Fade flowchart out and fill that with title of next module fading into it's place</p>	
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	Thank you again for reffing FC Football Organization flag football.		
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