



INSTRUCTIONS FOR UW VARSITY ATHLETES

Thank you for taking the time to participate in TEAM UP. Without you, this program wouldn't be possible. We have provided you with an overview of the program and other information you will need to know and to give you an idea of what to expect, what to say, and how to handle situations. Please take the time to carefully review all of the attached materials so that you are fully prepared. If you have any questions, make sure you ask. **You should review this package prior to your first visit.**

The following information is provided in this package:

1. History and Purpose
2. General Overview
3. Itinerary of Visit & General Timing
4. Helpful Hints
5. 6 Keys to Success (Messages and Discussion topics)
6. Public Speaking Tips
7. Expectations

1. HISTORY AND PURPOSE

The TEAM UP program is now into its 17th year. The popularity of the program has grown tremendously since its inception back in 1997.

The TEAM UP program provides a forum for our varsity athletes to share their experiences with kids and students in the community and speak about the “**Keys to Success**”. Using real life and personal stories, our athletes convey firsthand experience on the means to become a successful person.

Our student athletes are also able to develop their public speaking skills while being positive role models to thousands of local kids. You will find the TEAM UP program to be as exciting and motivating for yourself as it is with our audiences. The program is a lot of fun and will also have a positive impact on the young students you are speaking with.

2. GENERAL OVERVIEW

1. Athletes will be accompanied by a University of Waterloo staff member.
2. Visits will range from 40-45 minutes on average.
3. Athletes will conduct presentations in groups of two (typically one male, one female)
4. Athletes will be provided with transportation to and from the visit unless other arrangements are made.
5. Athletes will be provided with a "TEAM UP" water bottle.
6. We request that each athlete wear uWaterloo identified clothing (e.g. team jersey, tracksuit etc.).
Please dress appropriately. (Kids are more excited when you wear your Waterloo attire)
7. Display materials will be provided. Familiarize yourself with the materials and order of presentation.
8. Waterloo athletes will be briefed in advance about the size and type of audience they will be speaking to.
9. uWaterloo athletes will be asked to bring along any "props" that might be useful in the presentation (e.g. awards, team jacket, ball, stick, etc.)

3. ITINERARY AND TIMING

- A. Upon arrival, meet the staff representative at the school and set-up the display
- B. The beginning of the visit will include a brief introduction of the athlete(s) by the staff representative along with an overview of the purpose of the visit.
- C. Athletes will begin the presentation by introducing themselves then proceeding into the ‘**Keys to Success**’.
- D. Review “**Keys to Success**” with students

4. HELPFUL HINTS

- Draw upon personal experiences and encourage interaction with the group. Kids can relate to personal stories about school and sports. **Be prepared** in advance of what you would like to say. It will make a difference in your presentation.
- Do not be afraid to ask questions of the audience and encourage the audience to ask questions of you. Even the simplest of questions can get the audience more involved and increase interaction.
- Use volunteers -get them involved and excited!
- Each of the ‘**Keys**’ has relevance to life in general. Try to reinforce the values and lessons that athletics teaches about life. Stress that the keys are not **ONLY** for athletics however!
- **GO WITH THE FLOW** – do not be overly concerned about “being a professional speaker”. Talk honestly and openly to the group. They will have many questions to ask. If things start to “drag”, please move on to the next point.
- **Have Fun!**

5. TEAM-UP: KEY DISCUSSION TOPICS

The following are the six “KEYS TO SUCCESS”.

These topics provide the basis for the TEAM UP outreach discussion.

1. Set Goals
2. Work Hard
3. Have a Positive Attitude
4. Be a Team Player
5. Have Positive Role Models
6. Making Choices

- Familiarize yourself with these Keys and think of personal anecdotes and stories that will help reinforce the topics you are speaking about.
- Each of the topics should be applied to broad areas of “life”, using sport, school and family examples.
- The pursuit of "individual success" in whatever you choose to do should be emphasized as the overall theme within all topic areas, and for the TEAM UP program in general.

Key to Success # 1: SET GOALS

What is a goal?

- What are two types of goals? (short term/long term)
- What are some examples of your goals?
- Setting goals helps you stay focused on what you want to accomplish
- Make lots of short term goals to complete your long term goal – like a ladder

Why is goal setting important?

- How do you determine what goals to set?
- Goals provide you with something to "reach for" and helps you stay focused.

Athletes talk about:

- What are some of the goals that you have set for yourself? (What were your goals in grade school?) Did you achieve these goals, or are you still in the process of working towards achieving them? Give an example.
- Explain the difference between short-term goal and long-term goal. Break down your example into short-term goals to reach your long-term goal.
- How has goal setting in athletics helped you in other areas of life (e.g. academics, job, etc.)?
- What are some of your goals for the future, in sports and in school?

Key to Success # 2: WORK HARD

Questions/Message:

- There are no shortcuts to success
- Give 100% in everything you do
- Practice makes perfect
- In order to achieve your goals, you must be prepared to make sacrifices

Athletes to talk about:

- Explain what it takes to be a student-athlete. How many hours do you spend on school per week and how many hours do you spend on sport per week?
- Explain the importance of practicing or studying (for you) to attain your goals
- Outline an average day for yourself
- Give an example of a sacrifice(s) you made to get where you are today (in sports and in school)
- Ask them times when they had to work hard and sacrifice things

Key to Success # 3: HAVE A POSITIVE ATTITUDE**Questions/Message:**

- A positive attitude means developing a positive outlook in life that lets you do anything that you want to in your life
- Your attitude is contagious – so be happy!
- Look for the best in other people and in all situations

Athletes to talk about:

- Explain how having a positive attitude has helped in your sport and in your life
- Give an example of an obstacle that you have encountered trying to achieve your goal. (e.g. injury, losing games, bad exam/test) How did you overcome these obstacles?
- Why do you love playing your sport and why have you chosen your field of study?
- Explain how having a positive attitude can help you succeed with any task (i.e. Math homework, cleaning your room)
- Tell your most embarrassing moment and stress how having a positive attitude got you through that time
- Ask the students/teachers to share some of their most embarrassing moments and explain how they got through them

Key to Success # 4: BE A TEAM PLAYER**Questions/Message:**

- What is a TEAM? How does a TEAM achieve its goals?
- A TEAM is stronger than any individual.
- Everyone has a role to play. Can't do it without everyone!
- We are all part of a TEAM in all areas of life (sport, school, family, friends, etc.).

Athletes to talk about:

- Ask students what types of teams they are involved in? (sports, family, school, friends)
- Describe your role on your team. (E.g. What do you do? Where do you fit in?)
- How is teamwork important for you to accomplish your role?
- Who is your favorite team and why? (other than your own at UW- it does not have to be a sport)
- No "I" in team
- Give an example of how everyone must do their part (i.e. No goalie in hockey? Everyone would score against you. No forward? No one would be there to score goals)

Key to Success # 5: HAVE POSITIVE ROLE MODELS

Questions/Message:

- "People seldom improve when they have no other model but themselves to copy after".
- Learn from others - you can learn from their successes (why are they successful?) as well as their mistakes
- Role models are not just the people we see on TV and in the media
- YOU can be a role model to others

Athletes to talk about:

- Who are your role models? (e.g. celebrity vs. personal)
- Why are they your role models? What characteristics do they have that you admire?
- How have these role models helped you achieve success? What did they teach you?
- Ask students if they think they are someone's role model? What do you do to be a role model?
- Your role models can change over time; can have as many role models as you want!

Key to Success # 6: MAKING CHOICES

Questions/Message:

- Try many different sports and activities to find out what you are good at and what you like. You are at an age where you can get involved in many things
 - Recognize your weaknesses and develop a strategy to overcome them (how do you do this?)
 - You're not always going to make the right choices, but as long as you learn from them...

Athletes to talk about:

- Explain how everyone makes choices every day of their lives (i.e. You chose to wake up this morning, eat breakfast, come to school, do your homework)
- What sports, activities, clubs and groups did you get involved with growing up (in public school, high school)? What choices did you have to make? What did you have to sacrifice?
- Why did you choose your sport?
- Describe a choice you had to make growing up (good or bad) and what was the result

6. SPEAKING TIPS

Everybody has his or her own public speaking style and presentation techniques. The most important thing to remember is to **BE YOURSELF!** TEAM UP is about sharing information and stories about your success and achievements, not entertaining your audience. We all have different levels of comfort speaking in a public setting. We have put together a few tips that you can use to become a better speaker and presenter.

Set Your Objectives (in advance)

Ask Yourself:

- Why am I speaking?
- What do I want to achieve?
- How do I want my listeners to feel when I am done?
- What reaction do I want from my audience?

Understand Your Audience

You may be speaking to kids of different ages, ranging from grade 3 to grade 12.

Ask yourself:

- What do they want to hear?
- What will they understand?
- An example or story you tell to a grade 3 audience may not be appropriate to tell to a grade 8 audience.
- Keep it simple. Be careful of acronyms: For example: CIS or CI's, OUA, PB, MVP. If you use them, explain them.

Answering Questions

- Listen Carefully.
- **REPEAT THE QUESTION** to everyone. Avoid having a one on one conversation. (25-75 rule - 25% of eye contact to person who ask the question, 75% to rest of the audience). **Pick kids' at the back of the room and not just the front row.**
- Answer concisely
- Postpone irrelevant questions
- If you do not know the answer: redirect, rephrase or admit you do not know
- If you take questions during the presentation, take only one or two and leave the rest until the end. If you don't, you could be up there the entire visit answering questions

Nervous ?

Being nervous and having a fear of public speaking is natural. Don't you get nervous before a big game?

How to Control Your Nervousness

- Be prepared. Put some thought into your presentation, know your material
- Do not highlight mistakes – Don't Apologize, only you know when you do or say something wrong
- Share information - do not perform
- Stay relaxed
- Only speak about what you know about
- Realize that people want you to succeed

Avoid the Following:

- Putting hands in pockets, behind your back, crossing your arms
- Fiddling with rings, watches, pens, coins etc.
- Pointing at the audience
- Leaning on tables, wall, or stage
- Playing with props while talking. (Football, basketball, hockey stick, etc.)
- Speaking too quickly

(Audiences will watch what you do rather than what you say)

Maintaining Attention and Motivating Groups

Why people do not listen:

- Material too simple, too complicated, or irrelevant
- Size of room
- Distractions
- Length of presentation
- Confidence/credibility of speaker

What you can do...

- Involve the audience (ask for questions, comments, and volunteers)
- Ask teachers, principal or club leaders for examples
- Be enthusiastic, have fun!
- Stay Relaxed
- Speak clearly, and loudly and with confidence. (Remember the kids in the back of the room)
- If the audience gets too noisy.... **STOP TALKING**. This may feel awkward, but it works. Take control of the flow. **DO NOT** speak over the audience.
- Don't be afraid to single someone out if they are being distracting and ask them a relevant question
- Speak or prepare with your TEAM-UP partner beforehand (develop a skit, decide on a drill which you are going to demonstrate or decide on the speaking order)
- Wrap Up makes the transition smooth from each speaker. (Ex. So, (Name) what do you think or what are your long term goals or have the "new" speaker ask if there are any questions i.e. Does anyone have questions at this point?)
- If audiences loses focus, interact with them or ask for volunteers for a demonstration
- Try to avoid saying 'Um', 'uhh,' stop think about what you are trying to say and then continue
- Use Natural Humour

Speakers Impact

This is how your audience will see and hear your presentation.

- Visual - 55%
- Voice - 38%
- Words - 7%

7. EXPECTATIONS

- Be on time. Meet at the CIF equipment desk at the scheduled time (e-mail reminder will be sent)
- **Be prepared.** Have an idea of the topics and stories you would like to share.
- Remember there are two of you presenting. Do not 'hog the spotlight'. Get to know whom you are presenting with and work together as a **TEAM**.
- Dress Appropriately. Please wear your team jersey/shirt, tracksuit, jacket etc. **No jeans** please. **The kids' get excited to see you in your team/school apparel.**
- Watch your language. It is easy to get caught up in a story and accidentally make a 'slip of the tongue'. Even simple slang may not be appropriate. Remember who you are speaking to and who is listening. Be careful.
- Let us know if you can or cannot make a visit. We understand you have very busy schedules. However, we need your cooperation in order to make the scheduling run smoothly. Please respond when you are asked to make a visit. We request confirmation of all visits. (Let us know even if you CANNOT make the visit). Try not to cancel. If you must, please give 24-hour's notice. If possible, find a replacement. It is very difficult to re-schedule visits. You will also be provided with the phone number and emails of all participating athletes.

Thank you for expressing your interest in the TEAM UP program! If you have any questions about TEAM UP or any of the above material, please do not hesitate to ask. You can contact Lindsey Rounds at athcpmk@uwaterloo.ca or Jenny Mackay at jmmackay@uwaterloo.ca.