



Coach Tips U10-U19 AYSO Region 68

Table of Contents

- 1. Region 68 Website: <http://www.camarilloaysosoccer.org>**
- 2. How to Register as a 2014 Volunteer**
- 3. Safe Haven Training**
- 4. Complete Age Appropriate Coach Training**
- 5. CDC Concussion Awareness**
- 6. Coach Orientation**
- 7. Player Registration Forms**
- 8. Practice**
- 9. Call/E-mail your team**
- 10. Team Meeting**
- 11. Uniform Distribution**
- 12. Always Be Two Deep**
- 13. Kids Zone**
- 14. Player Safety**
- 15. Game Cards**
- 16. Points for Parent Participation**
- 17. Regional Guidelines**
- 18. Player Ratings**
- 19. Important Events**

Here are the steps to set the foundation for a successful AYSO soccer season.

- 1. Region 68 Website:** Get familiar with our region website at <http://www.camarilloaysosoccer.org> especially the Coaches and Calendar pages.
- 2. How to Register as a 2014 Volunteer:**

- 2.1. Registering as a Returning Volunteer
 - Go to www.eayso.org and log in with your e-mail address and password
 - Click on “apply as a returning adult volunteer” and update/verify your application.
 - Send an e-mail to our CVPA (Child Volunteer Protection Advocate) at ayso68cvpa@gmail.com to let her know you have completed the process.
- 2.2. Registering as a New Volunteer
 - Go to www.eayso.org and log in with your e-mail address and password
 - Complete your volunteer application online and complete the e-signature.
 - Print off your volunteer application
 - Bring your volunteer application along with your driver’s license to an AYSO board meeting to have it verified. You must be in person with your application and CDL.
 - One of the CVPA trained Board Members can sign you off as a volunteer.
 - Check with your Division Coordinator to see if they are CVPA trained. They can verify your application and forward it to the Region’s CVPA.
- 2.3. No adults are allowed to interact with the players until they are properly registered. This is for the protection of our players.
3. **Safe Haven Training:** All volunteers (Board members, Coaches, Assistant Coaches, Team Parents, and Referees) must take the online Safe Haven training course online. If you have taken it since 2011 **and** have been a registered volunteer each year since, you do not need to take the class again. If you are not sure, check with your Division Coordinator or just take it again, it cannot hurt to refresh.
 - 3.1. Go to www.eayso.org and log in to find your AYSO ID# (you need that for any online training).
 - 3.2. Go to www.aysotraining.org select: Course MT02 - AYSO's Safe Haven and login with your AYSO ID# and last name. Sometimes you have to enter it twice. The Course takes about 45-60 minutes to complete.
4. **Complete Age Appropriate Coach Training:** Every Coach and Assistant Coach must have age appropriate training. If you are a U12 Coach, you must have U12 training; U10 or Intermediate does not count. Our region offers great coach training in the classroom and on the field. Please go to “Coach Training Class/Field Schedule Training” page on the Coaches tab on our website for more details.

5. **CDC Concussion Awareness:** This online course addresses concussions in youth sports. It is not mandatory but strongly recommended for Coaches, Assistant Coaches, and Referees. You can find it on www.aysotraining.org just like Save Haven. It takes about 30 minutes. We would recommend having your parents take the course as well after you get your teams.
6. **Coach Orientation:** Every **new** Coach to AYSO or to Region 68 or a **new** competitive coach needs to attend our Coach orientation. It is also strongly recommended for returning coaches to attend to get any changes for the year. Check our website for dates and times.
7. **Player Registration Forms:** Before you meet with your parents, make two photo copies of the first page of each **Player Registration Form**. When you meet with your parents, have a parent sign the original and both copies in blue ink. Give a set of the forms to your Assistant Coach and one to your Team Parent. This form is an emergency medical release, and if needed, you have the parents consent if they are not present and the player gets hurt. Keep these forms with you whenever you are with your team, at practices and at games.
8. **Decide when & where practice is:**
 - 8.1. Make it a time that works best for you but is not out of line with the age of your players. **Practice cannot start until August 1.**
 - 8.2. Do not try to get agreement from the team; it leads to a logistical nightmare to try to make everyone happy.
 - 8.3. Players cannot practice any more than 1.5 hours at a time for no more than 4.5 hours per week. A game shall be considered one training session.
 - 8.4. If you want to practice at Pleasant Valley Fields you need to sign up on the website at “Practice Information” tab of the website.
9. **Call/E-mail your team:**
 - 9.1. Before calling or e-mailing your team, look for volunteers on the registration forms.
 - 9.2. You can e-mail your team but make sure your parents reply that they received your e-mail. If they do not respond, please call the parents.
 - 9.3. Call the team and identify yourself by full name and tell them “I’m going to be (insert player’s name) Coach this year.” Many families have multiple players, so it is important to specify which child you are coaching. Be sure you contact all players before **August 1st**.
 - 9.4. Inform them when and where your Team Meeting will be.
10. **Team Meeting:**

- 10.1. Provide a hand out with all of your contact information and your expectations including a list of the volunteer needs along with who committed to positions over the phone.
- 10.2. Remind the parents that you want as many parents as possible present at practice to help out and observe and those parents should be Registered Volunteers. You should never be the only adult at practice.
- 10.3. Discuss the volunteer positions and their time commitment
 - **Coach, Assistant Coach, Referee and Team Parent must to do the following:**
 - ▲ Register as a Volunteer (see above)
 - ▲ Take the Safe Haven Course (see above)
 - ▲ Take the Concussion Awareness Course (see above)
- 10.4. **Volunteer duties** (a short summary)
 - Assistant Coach Duties
 - ▲ Have completed age appropriate Coach training
 - ▲ Be at all practices and games
 - ▲ Help you as coach
 - Referee Duties
 - ▲ Encourage parents to be referees. They are a great resource for a team.
 - ▲ Have taken the appropriate referee training. See the Referee tab on the website Training and Course Schedule.
 - Team Parent Duties
 - ▲ Go to the Team Parent meeting
 - ▲ Manage the volunteer points
 - ▲ Arrange for Snacks
 - ▲ Create team roster
 - ▲ Coordinate Team party at the end of the season
 - Equipment Distribution/Field Monitor Duties
 - ▲ Each team will be assigned one or the other. Either assignment requires about 2 hours on one Saturday during the season. This counts as 1 volunteer point. Teams that have the first and last games of the day are required to set up and take down the nets.
 - Field Painter:
 - ▲ Limited field painter positions are available (one per field).
 - ▲ Only teams that are unable to procure two referees for their team should apply for the field painting position.
 - ▲ Requests for field painting should be submitted to the Regional Volunteer Coordinator.
 - ▲ Request for field painting should be done at the earliest opportunity as this is a first come first serve delegation.
 - ▲ One episode of field painting is equivalent to one referee point, maximum one point per week.

- ▲ Field painting usually takes place Friday evening or early Saturday morning.

11. **Uniform Distribution:** Teams will need to turn in their Volunteer Sheet listing the Coach, Assistant Coach, Referee and Team Parent, all of whom must be registered volunteers. Check the calendar to see when uniform distribution date will occur.
12. **Always Be Two Deep:** At any AYSO event, practice, games or other events, always have two registered adult volunteers at all times with any of the players. You can be alone with your own child, but when more players are present have at least two adults present, one of which must be the same gender as the players. If two deep leadership is unavailable for an event (practice, ice-cream social, etc.), cancel the event. A sign in sheet for the volunteers is highly recommended.
13. **Kids Zone:** Kids Zone is a program that encourages fans on the sidelines, and anyone else near the play, to use positive language, show sportsmanship in their attitude and behavior, and create a great experience for every player. It's a reminder that the soccer fields are a kid's zone – a friendly, happy, wholesome place for children to play. Please make sure your team and parents remember the following:
 - Kids are #1
 - Fun, not winning, is everything
 - Fans only cheer, and only coaches coach
 - No yelling in anger
 - Respect the volunteer referees
 - No swearing or abusive behavior
 - No alcohol, tobacco or drugs
 - No weapons
 - Leave no trash behind
 - Set a proper example of sportsmanship
 - No pets
14. **Player Safety:** If a player gets hurt at a practice, game or event, enough that the player should not continue to play, the coach should complete the AYSO Incident Report Form which can be found at the Safety Tab under About Us. The AYSO Incident Report Form will instruct you on who should receive a copy. AYSO also has insurance for injured players, please contact our Director of Safety at safety@aysor68.org for details.
15. **Game Cards:**

- 15.1. Each coach needs to have a completed game card for each game. They will be provided to you when you receive your uniforms. They need to be presented to the center referee before each game and will be returned to the referee tent by the referee.
- 15.2. The purpose of the card is to track the wins, losses and ties and to make sure that each player is playing at least $\frac{3}{4}$ of the game.
16. **Points for Parent Participation:**
- 16.1. Each team will need to accumulate parent participation points during the season. This is mostly from refereeing two games each weekend but also includes field painting and volunteer table assignments.
- 16.2. Each division has different amounts of assignments. See Regional Guidelines and the parent page for more details.
- 16.3. If your team does not get all the necessary parent participation points your team cannot be part of Championship Day.
17. **Regional Guidelines:** All the procedural rules for our region are found in our Regional Guidelines located at the “About Us Tab” on the “Camarillo AYSO Region 68” page under Region 68 links.
18. **Player Ratings:** All competitive and U8 players need to be rated each season so that we can do our best to balance players. Coaches are expected to rate the players on their teams and be aware of the stronger and weaker players on other teams.
- 18.1. You will be provided a roster of the other players on each team in your division.
- 18.2. On the week of October 12 each division will have a player ratings meeting. Player ratings are not to be discussed outside of the meeting.
- 18.3. See the player ratings information and player rating forms on the Coaches page of the website.
16. **Important Events**
- First day teams can practice August 1
 - Coach Training (see above)
 - Coach Orientation (see above)
 - Uniform Pick up (check calendar)
 - Season begins September 4, 2014
 - Ratings Meetings – (dates to be determined)
 - Coach Appreciation Dinner (date to be determined)
 - Pool Play October 25, November 1 and November 8
 - Championship Weekend November 15
 - Area Playoffs Weekend December (dates to be determined)

HAVE FUN!!! That is what AYSO soccer is all about.

Please contact your Division Coordinator if you have any questions or concerns. They are there to help you. We have lots of resources available to assist in making your season a success.