**TO ALL VOLUNTEERS:**

**Coaches, Assistant Coaches, Team Parents, etc.**

Please use this document to help guide you in what needs to be taken care of before you start to volunteer for the 2014-2015 season.

1. **REGISTER as a VOLUNTEER**:

* ALL VOLUNTEERS MUST BE REGISTERED TO HELP IN ANY WAY! This includes parents who will occasionally run practice for you.
* In order to do any of the following training you **must be registered as a volunteer through** [**www.eayso.com**](http://www.eayso.com)**.** This is the same site you probably used to register your child to play. You will want to copy down your eayso identification number to have on hand for your trainings.
* This must be done every year.

1. **WHAT COURSES DO I NEED TO TAKE?????**
2. SAFE HAVEN:

* **ALL volunteers (coaches, assistant coaches, referees, team parents, etc.) must complete this course online**. IF you have completed it online in the past, you don’t need to take it again, UNLESS it has been prior to 2009. I know they say you don’t have to take it again, but they want you to be updated on the Safe Haven changes! If you’re unsure of when you completed it please ask. I can look up your certifications for you.
* Having a pen/paper handy isn’t a bad idea! There’ll be a test at the end.

1. AYSO CDC Concussion Awareness:

* It is required by law now to have this training for anyone to be on the field with children.
* Training only takes about 45-60 mins approx.
* This too can be found under the training of accessing your courses. This is found under the Safe Haven column on the main page.

1. COACH/ASSISTANT COACH COURSES:

* Coach courses are required for U5-U10.
* U5 and U6 take the U6 course. If you coached U5 last year and passed the course, you do not need to retake it for U6.
* Each division has their own course, so you take the training for that specific division, unless you are moving up, you now need to take the next level up course.
* Be prepared for an assessment at the end of the course.
* Please note: If you’re coaching two age divisions, you must complete both coach courses.

ACCESSING COURSES:

* All AYSO courses can be found at [www.aysotraining.com](http://www.aysotraining.com).
* You will need your volunteer number in order to sign in. Your can find your Volunteer Identification number down in the left hand corner of your eayso home page. Hang onto this number for your records.
* Please log in using your volunteer number.
* Use the “courses” tab to access the courses you need.

**\*\*\*You will need to complete ALL courses before your first practice!**

If you have ANY questions about any of the above, please let me know. I’ll be happy to look up your current certifications to see if you’re up to date based on your division.

Thanks so much for volunteering!!!

Amber Shumaker

AYSO 212 CVPA

[cvpa@ayso212.com](mailto:cvpa@ayso212.com)

269.731.2907

269.720.2908(you may text me also)