

Rowland Heights AYSO Coach Pre-Season Check List

1	<p>Coach- Registered Volunteer</p> <ul style="list-style-type: none"> • Coach must be current registered volunteer • Coach must register every year • Provide region with 2 copies of your signed volunteer form <ul style="list-style-type: none"> ◦ You may register on eayso.org and print 2 copies. ◦ You may access a form from rowlandayso215.org, click on Documents, download Volunteer Registration form ◦ You may ask a Board Member for a volunteer form ◦ Complete form and turn in signed form into CVPA or mail to Rowland, Region 215, P.O. Box 501 #1, Rowland Heights, Ca 91748
2	<p>Attend training and continued education</p> <ul style="list-style-type: none"> • Every coach and assistant coach must possess the Safe Haven certification. <ul style="list-style-type: none"> ◦ Safe Haven certification may be taken at any of our pre-scheduled courses. Or you may take the on-line course at http://www.aysotraining.org/index.htm. You will need to have your volunteer ID#. You may look up course on eayso.org. • Every coach and assistant coach must have age appropriate AYSO soccer coaching certification • Study coaching books, videos, soccer websites- great for practice ideas.
3	<p>Know the Laws of the Game</p> <ul style="list-style-type: none"> • AYSO follows FIFA laws with a small number of minor modifications. Every coaches book is supplied with a division appropriate Guidelines. Please take time to read it.
4	<p>Player registration forms- Medical release forms</p> <ul style="list-style-type: none"> • The player registration form, which contains the emergency medical release information, must be with you or your assistant at all practices and games. • To be legally valid, the form (and any copies) needs to contain a "wet" signature by the parent. • It is a good idea to make an extra copy for each players forms; keep one set for yourself , one set for you assistant coach.
5	<p>Contact your players' parents and inform them of:</p> <ul style="list-style-type: none"> • Date, time and location of parents' meeting. • Practice days, time & location • Email is great but may not be correct- make the call if you get no response. You must make every effort to make contact with every team member.
6	<p>At first parent meeting</p> <ul style="list-style-type: none"> • Introduce yourself and exchange contact information • Explain AYSO philosophies • Explain your expectations of players and parents. (recommend putting in writing for absentees.) • Recruit help: <ul style="list-style-type: none"> ◦ Assistant Coach: must be a registered volunteer for the season ◦ Referee or assistant referees. Give information to the next referee certification courses. ◦ Team Parent, to attend monthly team parent meetings, organize snack schedule, make banner, collect Snack Bar Start up fee \$2 per player, phone tree. Help disperse information to parents. Duties may be shared between several parents. ◦ Snack Bar Duty: each team will have assigned snack bar duty. Usually twice during the season. 3 parents will be needed to fill these duties.

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	<ul style="list-style-type: none"> ◦ First team of the day will set up one goal and last game of the day will tear down a goal. Paint fields if necessary and field clean up if necessary.
	<ul style="list-style-type: none"> ◦ Explain to parents that the field is a Kids Zone Area. The game is for the player. Coaching shall be done by the coach. Everyone is limited to positive and encouraging comments only. GOOD SPORTSMANSHIP is a must, from the coaches, parent & players.
	<ul style="list-style-type: none"> ◦ Notify the parent that each player must be wearing shin guards during every practice and games. A player may not practice without shin guards. Each player should have cleats but they are not required. Each player should bring their own ball (ball size appropriate size for the division) and water bottle.
	<ul style="list-style-type: none"> ◦ Bathrooms may or may not be available at the fields. Players should remember to use the bathroom before coming to practice. Practice is only for 1 hour explain to the parent the importance of using the practice time.
	<ul style="list-style-type: none"> ◦ Remind parents that registration fee must be paid in full before receiving a uniform for a player. If a player has a balance the uniform will be held until balance is paid. Registration fee must be made with the registrar and not given to the coach or team parent. It is a parents responsibility to make sure balance is paid in full before uniform distribution date.
7	Late registrations
	<ul style="list-style-type: none"> • Late additions to the roster may only be made by the registrar and/or by the divisional coordinator. If an unregistered player appears at a practice (e.g. a friend of one of your players) you should send them to see the registrar and/or divisional coordinator. Under no circumstances may you include such "walk ons" at your practices, even if you think the player may eventually be assigned to your team. In particular: a player may not practice or play games until that player is formally registered and assigned to your team. You must have in your possession the player's registration form.
8	Equipment and uniforms
	<ul style="list-style-type: none"> • Each player must be wearing shin guards during all practices & games. If a player forgets their shin guards they may not practice or play in a game. NEVER allow a player to participate without shin guards. This is for your protection as much as it is for theirs. • Player should wear cleats but they may use tennis shoes. • Player should bring their own ball appropriate for their division and a water bottle. • Uniforms will be available 2 weeks before first games of the season. Coaches will be notified of pick up date & locations. Registration fee must be paid in full before receiving a uniform for a player. If a player has a balance the uniform will be held until balance is paid.
9	Inform your divisional coordinator and/or the registrar of:
	<ul style="list-style-type: none"> • Any player who has definitely decided not to play. NOTE: this must be confirmed by a parent • Any problems that arise.
10	First-aid and water
	<ul style="list-style-type: none"> • Carry a first-aid kit to all practices and games. A larger first-aid kit is available in the garage of Schabarum Soccer Complex. • Encourage players to bring their own water bottles to practice and games. This is especially important early in the season when the weather can be hot. Do bring some extra water for the forgetful ones.
11	Practice:
	<ul style="list-style-type: none"> • Schabarum is available Mon-Fri until dusk. (Not available on Tuesday during concert in the Park.

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		<ul style="list-style-type: none"> ◦ If gate is locked you are welcome to park outside and walk up to field. Before you leave the field, look around and if you notice you are the last one on the field make sure to lock the gate on your way out. If there is a car with no one around you are to lock the gate. We never leave the field without making sure the gate is locked.
		<ul style="list-style-type: none"> • Alvarado Intermediate School is available by mid-August. Available Mon-Fri, 5:pm til dusk. Again if you are the last to leave the field- lock the gate.
12	Before the Game	
		<ul style="list-style-type: none"> • Plan lineup and substitutions. • Fill out game card with player information.
13	At the Game	
		<ul style="list-style-type: none"> • If the first game of the day put up a goal and net as necessary. • Introduce yourself to the coach of the other team and to the referees. • Ensure your players are properly warmed up and ready to play. • Remember: <ul style="list-style-type: none"> ◦ Honor the Game (Positive Coaching Alliance) <ul style="list-style-type: none"> Rules: don't bend the rules to win. Opponents: are a gift and not to be denigrated Officials: respect even when they make mistakes Teammates: don't embarrass your team Self: respect yourself and maintain absolute standards ◦ Coaches are responsible for parent behavior - they are part of the team on game-day. ◦ Coaches and spectators must stand at least one yard back from the touch line. ◦ Coaches must remain within the (unmaked) coaching area which extends 10 yards either side of the half-way line. ◦ The game is for the players! Coaching in limited to positive instruction and encouragement. Avoid coaching the player on the ball. ◦ Applaud good play by both teams. ◦ Avoid running up the score in unbalanced games - maximum of 5 goals difference, prefer 4. ◦ Players and coaches cheer opposing team and then line up to shake hands. Remember to thank and shake the hand of the referee. • If you are the last game of the day make sure to take down a goal if there is no one to put away the goals, goals must be put away and stored in the garage. Never leave an empty field with nets up or goals left out on the field. • Clean up any trash left on the field.
14	Resources:	
		<ul style="list-style-type: none"> • Rowland AYSO website: http://rowlandayso215.org • AYSO National: http://www.ayso.org • AYSO coaching: http://www.ayso.org/coaches_referees/coaches.aspx • On-line Training: http://www.aysotraining.org/index.htm