



AYSO Bergen Southeast

Coach Checklist

Pre-Season Checklist

Activity	Status	Comments
Complete training <ul style="list-style-type: none"> • Safe Haven • Concussion • Division Training 		http://www.ayso1089.org Click on "AYSOU" tab
Complete Fingerprinting		Contact: Sid Sehgal Fingerprinting Process & Form
Complete volunteer application		http://www.ayso1089.org
Review roster	8/24/2018	Contact: Marvin Dillard
Verify you have Medical Release paperwork for each player (must have with you at the field for practice and games)	8/24/2018	Contact: Marvin Dillard
Introduce yourself to parents via email, provide update of key events; update your Bio on "Team Central" tab on ayso1089.org	8/30/2018	Team rosters will be sent to parents on August 31
Schedule first practice (parent meeting, distribute uniforms, select practice schedule)		
Identify Team parent (arrange weekly snack schedule, etc.)		
Attend Coach Meeting (collect coach bag, select practice time, etc.)		Saturday, September 8th – 10am at Sylvan Field, Leonia
Review coach bag (ensure first aid kit, etc.)		Build your coach bag after parade
Remind parents about Opening Day parade on September 8th, 8:30am – Leonia Middle School		
Remind parents Games will start on Saturday, September 15.		View schedule here http://www.ayso1089.org/Default.aspx?tabid=865416
Team Communications – use the "Team Central" tab on AYSO website to effectively communicate to team (set up snack schedule, practice schedule, submit pictures, etc.)		ayso1089.org go to "Team Central" tab, volunteers must be assigned to team Contact: Marvin Dillard ayso1089arc@gmail.com



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Pre-Season Checklist (con't)

Activity	Status	Comments
GameChanger Team Manager – mobile app. Download from app store and manage your team on your mobile device, team chat, and other features		Use your email associated with your AYSO account, and you will be able to import your team data and invite team members to download app.



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Game Checklist

Activity	Status	Comments
A Couple Days Before Game		
Send email to remind parents of game		or use GameChanger Team Manager mobile app
Reminder for parent who has snacks for the week		
Remind parents parking is available behind Swim Club (not in church parking)		Cars parked in YELLOW areas or in driveway will be ticketed
Print Team Line Up Card		Access via Team Central tab at ayso1089.org , select team then Roster
Pre-Game		
Arrive 30 minutes early to set-up		
Ensure you have Medical Release paperwork for each player		
Identify field for your game (schedule at field house)		
Verify Team Line Up Card completed		
Assemble team and start warm-up		
Checking the Field		
Check the markings		
Check that corner flags are in place, and located at outside corners		
Check for dangerous conditions or items		
Set up Goals		
Set-up goals, ensure properly secured (small goals for 8U & 10U, big goals for 12U)		Get parents to assist, players should not carry goals
Check that goals are properly assembled and cross-bars are not sagging		
Check that goals are centered in goal areas		
Check that the front of posts align with front (field side) of goal line		
Check that goals are adequately anchored; return hammers to field house (so others can use)		



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Activity	Status	Comments
Inspecting the Players		
Check for complete uniforms (must have shin guards)		
Check for jewelry and non-compliant apparel		
Identify goal keeper (if required 10U+); have pinnie for goal keeper		
Identify who plays, who cheers from sidelines		
It's Soccer Time – For the Game		
Ensure parents are under control; positive and cheering for team and fair play		
Ensure players are having fun		
After the Game		
Have team meet to shake hands with opposing team & referees		
Huddle team on sidelines for snack & end of game encouragement		
Remove goals from field and properly store		Ask parents to assist
Return corner flags to field house (if last game for the day)		
Remind team of practice and next week's game		
Clean up team area – ensure all bottles & trash collected		Ask parents to assist
Return completed game card to field house		



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KEY CONTACT LIST

Name	Role	Cell	Email
Portia Amato	Regional Commissioner	973-876-6160	Ayso1089portia@yahoo.com
Marvin Dillard	Assistant RC	201-220-1897	Ayso1089arc@gmail.com
Sid Sehgal	Child & Volunteer Protection Advocate	908 398 5947	sshoboken@yahoo.com
Nadine Yavru-Sakuk	Coach Administrator	201-513-2700	Ayso1089nyc@gmail.com
Judah Zeigler	Referee Administrator	201-446-4603	ayso1089referees@gmail.com
Emergencies		911	
Leonia Police		201-944-0800	