



Coach's Guide U10-U19 AYSO Region 68 Spring League 2018

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 Spring Soccer Tab.
2. **Game Schedule:** Game Schedule is posted on our Website soon after coach orientation.
3. **How to Register as a MY2017 Volunteer:** If you did not already do so in Fall of 2017. Coaches will not receive their teams until they have been registered and cleared. Please register as soon as possible so that we can clear you through the National AYSO system.
 - 3.1. **How to Register as a 2017 Volunteer:** All volunteers must register at our website. If you were a volunteer in prior seasons, your certification history will be pulled from the National AYSO database after you register.
 - 3.2. Go to <http://www.camarilloaysosoccer.org> and click the "LOG IN" bar in the upper right hand corner of the website's main page.
 - 3.3. Enter your Username and Password and Click the "Sign in" button.
 - 3.4. This will take you to your account, select "Volunteer Opportunities" if you have not registered as a volunteer. Follow the instructions from there.
 - If you are a returning volunteer, please use the same name as you did when you registered in prior years.
 - If you are new, use an e-mail different from your other family members.
 - If you are military, law enforcement or work for the government, please include that in your employer information. These volunteers have protections in background checks which slow the background check if this is unknown.
 - Make sure to complete your volunteer application online and complete the e-signature and make sure to **submit** the application.

- **New volunteer only**
 - Print off your volunteer application if you are a **NEW** volunteer **ONLY**.
 - 3.4..1. Bring your volunteer application along with your driver's license to an AYSO event to have it verified. You must come in person with your application and CDL.
 - 3.4..2. One of the CVPA trained Board Members can sign you off as a volunteer or contact our Child Volunteer Protection Advocate (CVPA) Jeannette at CVPA@aysor68.org.
 - 3.4..3. 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.
 - 3.5. No adults are allowed to interact with the players until they are properly registered. This is for the protection of our players and our volunteers.
 - 3.6. Coaches will not get their team roster until they have been cleared by registration.
4. **Safe Haven Training:** All volunteers working with children (Board Members, Coaches, Assistant Coaches, Team Manager, and Referees) must take the online Safe Haven training course online. If you have taken it since **June 2015 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.
- 4.1. Go to <http://www.camarilloaysosoccer.org> and select the AYSO U tab. It will bring you to the AYSO U home page. Select "Login to AYSO SSO" and put in your user name and password that you used to register as a volunteer.
 - 4.2. Once logged in, select the "My Courses" tab in the red bar.
 - 4.3. Then click the blue "Open" button for AYSO's Safe Haven.
 - 4.4. Then click the blue "Launch" button for Introduction to Safe Haven. From there, complete each section.
 - 4.5. Once completed you will get credit for the class.
5. **CDC Concussion Awareness:** This online course addresses concussions in youth sports. All volunteers working with children (Board Members, Coaches, Assistant Coaches, Team Manager, and Referees) must take the online CDC: Concussion Course online. If you have taken it since **June 2015 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.
- 5.1. Go to <http://www.camarilloaysosoccer.org> and select the AYSO U tab. It will bring you to the AYSO U home page. Select "Login to AYSO

SSO” and put in your user name and password that you used to register as a volunteer.

- 5.2. Once logged in, select the “My Courses” tab in the red bar.
- 5.3. Then click the blue “Open” button for CDC: Concussion Course.
- 5.4. Then click the blue “Launch” button for Heads Up. From there, complete each section.
- 5.5. Once completed you will get credit for the class.

6. **Complete Age Appropriate Coach Training:**

6.1. Every Coach must have age appropriate training. If you are a 12U Coach, you must have 12U training; 10U or Intermediate does not count. Online training is not complete enough for these higher divisions. Spring has some flexibility, but it always helps to get trained.

- ▲ 10U Coach Training can be found at <http://www.camarilloaysosoccer.org>
- ▲ 12U Coach Training is live only and not offered in the Spring League.
- ▲ Select the AYSO U tab. It will bring you to the AYSO U home page. Select “Login to AYSO SSO” and put in your user name and password that you used to register as a volunteer.
- ▲ Click on eCommerce from the top red bar and select “Products”
- ▲ Select Coach Training
- ▲ Find 10U Coaching Training Course
- ▲ Select buy now. The cost is \$7. (sorry that is AYSO National’s decision)
- ▲ Take the online course and complete all of the modules. Once completed you will get credit for the class.

6.2. Watch the Spring Tab on the website for details about Live Coach Training.

7. **Coach Orientation:** Every coach, new and returning, needs to attend coach orientation. This meeting will be approximately an hour. New coaches shall stay after for additional instruction. Orientations are held at our AYSO headquarters located at Camarillo AYSO Region 68 Headquarters, 1161 Calle Suerte, Suite F, Camarillo CA 93012. At this meeting you will receive your team roster and uniforms. Coach orientations will be held as follows:

- January 27, 2018, 10:00 a.m. to 11:00 a.m.
- January 31, 2018, 7:30 p.m. to 8:30 p.m.

8. **Player Registration Forms:** Make a copy of these forms and give a set of the forms 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. Return these forms to the command tent at the end of the season.

9. Decide when & where practice is:

- 9.1. Make it a time that works best for you but not difficult for your players' ages. You can practice once per week for one hour. Spring is relaxed so please do not practice more than one hour and a half per week.
- 9.2. Do not try to get agreement from the team on location and time; it leads to a logistical nightmare to try to make everyone happy. You can practice on Sunday before your game as we will have room at Pleasant Valley Fields.
- 9.3. You cannot practice at:
 - Valley Lindo Park
 - Lighted sections of Pleasant Valley Fields and Tierra Linda Park.

10. Call/E-mail your team:

- 10.1. Before calling or e-mailing your team, look for volunteers on the registration forms.
- 10.2. 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.
- 10.3. 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 within a day or so of getting your teams.
- 10.4. Inform them when and where your Team Meeting will be.

11. Team Meeting:

- 11.1. 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.
- 11.2. 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.
- 11.3. Discuss the volunteer positions and their time commitment

12. Volunteer Positions: We strongly suggest that you get as many parents involved on your team as possible. AYSO is an all-volunteer organization and the sooner the parents understand the need to participate, the better. If the head coach does all the work, they will get burned out and not enjoy this wonderful sport.

12.1. **Coach, Referee and Team Parent must do the following:**

- ▲ Register as a Volunteer (see above)
- ▲ Take the Safe Haven Course (see above)
- ▲ Take the Concussion Awareness Course (see above)

12.2. **Volunteer duties** (a short summary)

- Referee Duties
 - ▲ Register as a Volunteer (see above)
 - ▲ Take the Safe Haven Course (see above)
 - ▲ Take the Concussion Awareness Course (see above)
 - ▲ Encourage parents to be referees. They are a great resource for a team.
 - ▲ If the referee is new, they need to take the Regional Referee Training Course. Go to <http://www.camarilloaysosoccer.org> and select the AYSO U tab. It will bring you to the AYSO U home page. Select “Login to AYSO SSO” and put in your user name and password that you used to register as a volunteer.
 - ▲ Click on eCommerce from the top red bar and select “Products”
 - ▲ Click Referee Training
 - ▲ Select “Regional Referee Training”
 - ▲ Select buy now. The cost is \$7. (sorry that is AYSO National’s decision)
 - ▲ Take the online course and complete all of the modules. Once completed you will get credit for the class.
- Team Manager Duties
 - ▲ Register as a Volunteer (see above)
 - ▲ Take the Safe Haven Course (see above)
 - ▲ Take the Concussion Awareness Course (see above)
 - ▲ Arrange for snacks
 - ▲ Create team roster
 - ▲ Coordinate team party at the end of the season
- Field Painter:
 - ▲ If you are the first game of the day, you will need a volunteer who can arrive before the game to make sure the lines are painted prior to the start of the game.
- Goals and Nets:
 - ▲ If you are the first game of the day, you will need to set up the goals, which will be on your field.
 - ▲ If you are the last game of the day, you need to break down the nets, place them in the net bag, and leave them on the field.

13. **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.

14. **Game Cards:** Each coach needs to have a completed game card for each game for divisions 10U and B12U. Referees will complete them and turn them in to the command tent after the game. The purpose of the card is to make sure that each player is playing at least 3/4 of the game.
15. **Uniform Contest:** As the uniforms you are given are white T-shirts, each team is encouraged to decorate their uniforms. We have a uniform contest each year with a winning team in each division for 6U – 10U. There are also three overall winning teams. Please see our website under the Spring Soccer Tab for rules and procedures.
16. **Regional Policies and Procedures:** All of the policies and procedures for our region are found in our Regional Guidelines located on the website at the “About Us” page in the “Information/Links” section and is called “R68 Policies and Procedures.”
17. **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 kids 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

18. **Player Safety:** If a player gets hurt at a practice, game or event, enough that the player should not or cannot continue to play, the coach should complete the AYSO Incident Report Form which can be found at the Safety menu dropdown under the About Us tab. 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.

19. **Important Dates**

- Coach orientations, team and uniform distributions
 - 1/27/2018 10:00-11:00 a.m.
 - 1/31/2018 7:30-8:30 p.m.
- Games Schedule
 - Sunday, February 11, 2018 – Week 1
 - Sunday, February 18, 2018 – Week 2
 - Sunday, February 25, 2018 – Week 3
 - Sunday, March 4, 2018 – Week 4
 - Sunday, March 11, 2018 – Week 5
 - Sunday, March 18, 2018 – Week 6
 - TWO WEEK BREAK
 - Sunday, April 8, 2018 – Week 7
 - Sunday, April 15, 2018 – Week 8

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.

TEAM VOLUNTEERS

Team Number _____

This sheet will need to be completed, returned to Division Coordinator (DC) or the information sent to your DC, and the head coach must be registered with eayso.org as a volunteer to get team uniforms.

HEAD COACH

NAME (Print Name)

Phone

e-mail

ASSISTANT COACH

NAME (Print Name)

Phone

e-mail

TEAM MANGER

NAME (Print Name)

Phone

e-mail

REFEREE 1 (All teams)

NAME (Print Name)

Phone

e-mail

REFEREE 2 (U10 -U19)

NAME (Print Name)

Phone

e-mail