

# Coaches Pre Season Checklist

You have been selected to coach an AYSO soccer team this season. Please use the following steps to ensure a smooth season start.

- Attend coaching courses
  - Completion of Safe Haven for coach **Date Completed:** \_\_\_\_\_
  - Completion of Safe Haven for assistant coach **Date Completed:** \_\_\_\_\_
  - Completion of age appropriate coaching clinic for coach **Date Completed:** \_\_\_\_\_
  - Completion of age appropriate coaching clinic for assistant coach **Date Completed:** \_\_\_\_\_
- If you will be the head coach for more than one team, notify the Regional Coach Administrator at [coach@ayso253.org](mailto:coach@ayso253.org) immediately. They can assist with scheduling to avoid practice time conflicts.
- Attend coaches meeting on August 22, 2009 at 2:00 pm.
  - If you have not already submitted a volunteer form, bring two signed copies of the volunteer form completed and printed at [www.eayso.org](http://www.eayso.org). \* You will also need a photo ID when you submit your volunteer form.
  - Bring copy of certificate of completion for Safe Haven and Age-Specific Training. Rosters will not be given to coaches until this is provided to the Region.
  - Pick up your team roster. You MUST complete Safe Haven before receiving your roster.
  - Set time and date for team parent meeting. Be prepared to share this day and time with parents at Parent Meeting on August 22<sup>nd</sup> at 4:00 pm.
  - Select practice day(s) and time(s). Be prepared to share this with parents at the Parent Meeting.
  - Pick up uniforms for distribution to player's— Recommendation: do not distribute uniforms until all of the required volunteer positions have been filled (referee, field worker, team parent)
- Call your player roster as quickly as possible. Players become anxious when all of their friends have been contacted to play, but they have not heard from their coach. Sometimes they switch to other sports because they are worried that they are not in our system. This can have adverse affects on your roster, especially if the departing player is competitive.
  - When you have contacted all players inform the Regional Coach Administrator at [coach@ayso253.org](mailto:coach@ayso253.org) .
  - If you have a dropped player, return their player form to the Regional Coach Administrator. If replacement players are added to your team the Regional Coach Administrator will make arrangements to get you their player forms.
- Schedule team meeting
  - Identify Assistant Coach, Team Parent, Referee, and field worker.
  - Distribute uniforms
  - Distribute practice times and game schedule (if available)
  - Explain coaching experience and philosophy
  - Discuss AYSO philosophies
  - Reminders about Referee Abuse policies
- Provide the region with contact information for your Assistant Coach, Team Parent, field workers and referee volunteers. Signed copies of the volunteer forms for the coach, assistant coach, referee, team parent, and field worker must be completed at [www.eayso.org](http://www.eayso.org) \* , printed, signed, and delivered to the CVPA.
- Let your referee and assistant coach volunteers know about the classes or meeting they must attend. The dates and times are listed on the Area 4U Heskett Center Training @ Wichita State University schedule included in your packet.

\*Volunteer applications are also available through the registrar. Contact the registrar at [registrar@ayso253.org](mailto:registrar@ayso253.org) or call the hotline at 303-7819.