



## Coach's Guide 10U-19U - 2017 AYSO Region 68

Here are the steps to set the foundation for a successful AYSO soccer season.

1. **Region 68 Website:** Get familiar with our new region website at <http://www.camarilloaysosoccer.org> especially the Coaches and Calendar pages. National AYSO has changed all of the regional websites this season and everyone is still learning how to use it. Please let us know if you are having issues so we can try to get those issues fixed. If you are unable to find what you need, please reach out to your Division Coordinator.
2. **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.
  - 2.1. Go to <http://www.camarilloaysosoccer.org> and click the "LOG IN" bar in the upper right hand corner of the website's main page.
  - 2.2. Enter your Username and Password and Click the "Sign in" button.
  - 2.3. This will take you to your account, select "Volunteer Opportunities" if you have not 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 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.
    - Print off your volunteer application if you are a **NEW** volunteer **ONLY**.
    - **New volunteer only.** Bring your volunteer application along with your driver's license to an AYSO board meeting to have it verified. You must be in person with your application and CDL.

- 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](mailto:CVPA@aysor68.org).
  - 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.
- 2.4. 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.
  - 2.5. Coaches will not get their team roster until they have been cleared by registration.
  - 2.6. New for 2017. A team will not get their uniforms until the Coach, Assistant Coach, Referees and Team Manager have cleared registration.**
3. **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.
    - 3.1. 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.
    - 3.2. Once logged in, select the "My Courses" tab in the red bar.
    - 3.3. Then click the blue "Open" button for AYSO's Safe Haven.
    - 3.4. Then click the blue "Launch" button for Introduction to Safe Haven. From there, complete each section.
    - 3.5. Once completed you will get credit for the class.
  4. **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.
    - 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 CDC: Concussion Course.
  - 4.4. Then click the blue “Launch” button for Heads Up. From there, complete each section.
  - 4.5. Once completed you will get credit for the class.
5. **Complete Age Appropriate Coach Training:** Every Coach and Assistant Coach must have age appropriate training. If you are a 12U Coach or Assistant Coach, you must have 12U training. 10U or Intermediate does not count. Our region offers great coach training in the classroom and on the field. We offer many live classes in our Region. Please look at our Regional Calendar for a dates and times of our classes. Also other regions offer classes that you can sign up for.
- 5.1. How to Sign up for a Live Course (you need to sign up to get credit)
    - 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.
    - Once logged in, select the “Live Courses” tab in the red bar.
    - Pick a day you want to take your live course from the calendar on the left.
    - Click on the blue “Sessions” button on the course you want.
    - A list of all the courses for every date and location will be offered.
    - Find the date and location you want and click the blue “Register” button.
    - You are now signed up.
    - If you registered for a course you did not want, Click on the blue description of the course and details along with an “Unregister” button will appear.
6. **Qualifications for Championship Day:** Championship Day is held the weekend after game 10. To qualify for Championship Day you must complete the following:
- 6.1. Be one of the top teams out of our three week pool play
  - 6.2. Earned your parent participation points and
  - 6.3. **NEW THIS YEAR: Coach, Assistant Coach, Team Manager and Referee(s) must have cleared registration, taken Safe Haven, taken CDC Concussion Awareness, and Coaches must have the proper coach training.**
7. **Coach Orientation:** Every coach, new and returning, needs to attend Coach Orientation, especially this year as we have several changes to the game. The orientations are structured that the first hour is for **ALL** coaches (new and returning) then teams are distributed to registered coaches. The next hour is for new coaches to understand the process of our fall season. Dates

are posted on our website's regional calendar and they are listed below. If you can, come to one of two Taco Nights and we will give you dinner too.

8. **Player Registration Forms:** When you receive your teams you will receive your Player Registration Forms. Before you meet with your parents, make two photo copies of the first page of each Player Registration Form. When you meet with your parents, have a parent sign the original and both copies in blue ink. Give a set of the forms to your Assistant Coach and one to your Team Manger. This form is an emergency medical release, and if needed, you have a parent's 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 throughout the season. You will need to turn this into the Camarillo AYSO staff after your last game.
9. **Decide when & where practice is:**
  - 9.1. Make it a time that works best for you but is not out of line with the age of your players. **Practice cannot start until August 1.**
  - 9.2. Do not try to get agreement from the team; it leads to a logistical nightmare to try to make everyone happy.
  - 9.3. Players cannot practice any more than 1.5 hours at a time for no more than 3 training sessions per week. A game shall be considered one training session.
  - 9.4. Practice locations will be posted on the website.
  - 9.5. If you want lighted fields at Pleasant Valley Fields or Bob Kildee Park you will need to attend the Field Selection Night on July 31 or August 10. Details on our website soon.
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 before **August 1st**.
  - 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
- **Coach, Assistant Coach, Referee and Team Manager must to do the following:**
    - ▲ Register as a Volunteer (see above)
    - ▲ Take the Safe Haven Course (see above)
    - ▲ Take the Concussion Awareness Course (see above)
- 11.4. **Volunteer duties** (a short summary)
- Assistant Coach Duties
    - ▲ Have completed age appropriate Coach training
    - ▲ Be at all practices and games
    - ▲ Help you as coach
  - Referee Duties
    - ▲ Encourage parents to be referees. They are a great resource for a team.
    - ▲ Have taken the appropriate referee training. See the Referee tab on the website Training and Course Schedule.
  - Team Manager Duties
    - ▲ Go to the Team Parent meeting
    - ▲ Manage the volunteer points
    - ▲ Arrange for Snacks (if your team is doing snacks)
    - ▲ Create team roster (Shutterfly like account in Blue Sombrero)
    - ▲ Collect monies for Team Banner & Thank you gifts (if necessary)
    - ▲ Coordinate Team party at the end of the season
  - Equipment Distribution/Field Monitor Duties
    - ▲ Each team will be assigned one or the other. Either assignment requires about 2 hours on one Saturday during the season. This counts as 1 volunteer point. Teams that have the first and last games of the day are required to set up and take down the nets.
  - Field Painter:
    - ▲ Limited field painter positions are available (one per team).
    - ▲ Only teams that are unable to procure two referees for their team should apply for the field painting position.
    - ▲ Requests for field painting should be submitted to the Regional Volunteer Coordinator.
    - ▲ Request for field painting should be done at the earliest opportunity as this is a first come first serve delegation.
    - ▲ One episode of field painting is equivalent to one referee point, maximum one point per week.
    - ▲ Field painting usually takes place Friday evening or early Saturday morning.
  - Set up breakdown Nets (no parent participation points):

- You will need a volunteer who can arrive before the game or stay late to make sure the nets are set up and nets are taken down
12. **Uniform Distribution:** **NEW THIS YEAR Coaches will need to notify their Division Coordinator of their Assistant Coach, Referee(s) and Team Manager, all of whom must have cleared as a registered volunteer before the team gets their uniforms.** Teams will not get their uniforms on the Distribution Days if they do not have volunteers registered. Uniforms will be distributed on August 7 and 9 from 6:30 p.m. to 9:00 p.m. If your volunteers are not cleared, then you can get your uniforms from your Division Coordinator once they have cleared.
  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. **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 kid's 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
  15. **Player Safety:** If a player gets hurt at a practice, game or event, enough that the player should not continue to play, the coach should complete the AYSO Incident Report Form which can be found at the Safety Tab under About Us. 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](mailto:safety@aysor68.org) for details.

16. **Game Cards:**
- 16.1. Each coach needs to have a completed game card for each game. The players shall be listed in order by uniform number starting with #2.
  - 16.2. They will be provided to you when you receive your uniforms. They need to be presented to the referee before each game and will be returned to the referee tent by the referee.
  - 16.3. The purpose of the card is to track the wins, losses and ties and to make sure that each player is playing at least  $\frac{3}{4}$  of the game.
17. **Points for Parent Participation:**
- 17.1. Each team will need to accumulate parent participation points during the season. This is mostly from refereeing two games each weekend but also includes field painting and volunteer table assignments.
  - 17.2. Each division has different amounts of assignments. See our website for details and your Division Coordinator will be sending you information.
  - 17.3. If your team does not get all the required parent participation points, your team cannot be part of Championship Day.
18. **Regional Policies and Procedures:** All the procedural rules for our region are found in our Regional Guidelines located at the “About Us Tab” on the “Camarillo AYSO Region 68” page under Region 68 links.
19. **Player Ratings:** All competitive and U8 players need to be rated each season so that we can do our best to balance players. Coaches are expected to rate the players on their teams and be aware of the stronger and weaker players on other teams.
- 19.1. You will be provided a roster of the other players on each team in your division.
  - 19.2. On the week of October 12 each division will have a player ratings meeting. Player ratings are not to be discussed outside of the meeting.
  - 19.3. See the player ratings information and player rating forms on the Coaches page of the website.
- 16. Important Events –** Camarillo AYSO Headquarters is located at 1161 Calle Suerte Suite F, Camarillo CA 93012 (no regular office hours)
- First day teams can practice is August 1, 2017
  - Coach Training (check calendar)
  - Coach Orientations
    - July 17, 6:30 to 9:00 p.m. at Headquarters
    - July 20, 6:30 to 9:30 p.m. at Headquarters **6U-8U Coaches TACO NIGHT**
    - July 23, 1:00 to 3:00 p.m. at Headquarters

- July 26, 6:30 to 9:30 p.m. at Headquarters **10U-19U Coaches TACO NIGHT**
- July 27, 6:30 to 9:00 p.m. at Headquarters
- Uniform Pick up for teams with all registered volunteers
  - August 7, 2017 at 6:30 to 9:00 p.m.
  - August 9, 2017 at 6:30 to 9:00 p.m.
- Season begins August 19, 2017

**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, and returned to Division Coordinator (DC) or the information sent to your DC. The Head Coach, Assistant Coach, Team Manager and Referees must all be registered as a volunteer for the team 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

\_\_\_\_\_  
NAME (Print Name)

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Phone

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e-mail

REFEREE 2

\_\_\_\_\_  
NAME (Print Name)

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Phone

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e-mail