



Coach's Guide for Spring League 2015 AYSO Region 68

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

1. **Region 68 Website:** Get familiar with our region website at www.camarilloaysosoccer.org especially the Coaches and Calendar pages.
2. **Register as a 2014 Volunteer:**
 - 2.1. Registering as a **Returning** Volunteer
 - Go to www.eayso.org and log in with your e-mail address and password
 - Click on “apply as a returning adult volunteer” and update/verify your application.
 - Send an e-mail to our CVPA (Child Volunteer Protection Advocate) at ayso68cvpa@gmail.com to let her know you have completed the process and what role you are doing this season, i.e. Coach.
 - 2.2. Registering as a **New** Volunteer
 - Go to www.eayso.org and log in with your e-mail address and password
 - Complete your volunteer application online and complete the e-signature.
 - Print off your volunteer application.
 - 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 current driver's license.
 - One of the CVPA trained Board Members can sign you off as a volunteer and they will send it to our CVPA.
 - 2.3. No adults are allowed to interact with the players until they are properly registered. This is for the protection of our players.
3. **Safe Haven Training:** All volunteers, Board members, Coaches, Assistant Coaches, Team Parents, and Referees, must take the online Safe Haven training course online. If you have taken it since 2011 **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 www.eayso.org and login to find your AYSO ID# (you need that for any online training).

3.2. Go to www.aysotraining.org select: Course MT02 - AYSO's Safe Haven and login with your AYSO ID# and last name. Sometimes you have to enter the information twice. The Course takes about 45-60 minutes to complete.

4. **Complete Age Appropriate Coach Training:** Every Coach must have age appropriate training. If you are a U6 Coach, you must have U6 training; U7 and U8 must have U8 training. Our region offers great coach training in the classroom and on the field. Please go to “Coach Training Class/Field Schedule Training” page on the Coaches tab on our website for more details. Coach Training is also available for U6 and U8 at www.aysotraining.org, but live classes are better.

5. **CDC Concussion Awareness:** This online course addresses concussions in youth sports. It is not mandatory but strongly recommended for Coaches, and Referees. You can find it on www.aysotraining.org just like Save Haven. It takes about 30 minutes. We would recommend having your parents take the course as well after you get your teams.

6. **Go to Coach Orientation:** Every Coach needs to attend our Coach orientation as this is an informational meeting about this season. It will only last one hour as we want to respect your time.

7. **Player Registration Forms – Get three copies signed:** 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 ink. Give a set of the forms to your Team Parent, keep one in your car and one in your coach’s bag. 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.

8. **Decide when & where practice is:**

- Spring league is very relaxed. Practice is no more than one hour per week. You can hold practice on a weekday or just before your game. The practice can be held at the following local parks.
 - Camarillo Community Center: Not open on Wednesdays or Fridays.
 - Pitts Ranch: No practices on Tuesdays
 - Woodcreek Park: Please work with baseball and be flexible
 - Woodside Park: Reserved for football on Sunday afternoons.

- 8.1. Don't try to get agreement from the team; it leads to a logistical nightmare to try to make everyone happy.
9. **Call/E-mail your team by February 4, 2015.**
 - 9.1. 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.
 - 9.2. If you can 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 **February 4, 2015.**
 - 9.3. Inform them when and where your Team Meeting will be.
10. **Team Meeting:**
 - 10.1. 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.
 - 10.2. 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, always two deep.
 - 10.3. Discuss the volunteer positions and their time commitment
 - **Coach, Referee and Team Parent must do the following:**
 - ▲ Register as a Volunteer (see #2 above)
 - ▲ Take the Safe Haven Course (see #3 above)
 - ▲ Be appropriately trained (Coach and Referees only, see #4 above)
 - ▲ Take the Concussion Awareness Course (see #5 above)
 - 10.4. **Volunteer duties** (a short summary)
 - Coach
 - ▲ Run Practice
 - ▲ Coach positively at games
 - ▲ Recruit volunteers and complete **Spring 2015 Team Volunteer Information** (below) and provide the names and information to the Division Coordinator before February 15, 2015.
 - Referee Duties
 - ▲ Referee the game
 - ▲ Regional Referee training not required at U6 & U8, but encouraged.
 - ▲ Regional Referee is required for the Center Referee for U10 and U12, Intermediate Referee or very experienced Regional Referee is required for U14, and an Advance Referee or very experienced Intermediate Referee for U16/19.
 - Team Parent Duties
 - ▲ Arrange for decorating uniforms

- ▲ Arrange for Snacks (not mandatory)
- ▲ Create team roster
- ▲ Coordinate Team party at the end of the season
- Field Painter
 - ▲ The fields will need to be marked and painted on Saturday February 14, 2015, and Saturday April 11, 2015. U10 teams will need to send one parent to help measure and paint on each Saturday.
 - ▲ Each field will need to be painted before the first game of the day. The home team for the first game of the day will need to provide a painter.

11. Uniform Distribution: Uniforms will be provided when you receive your team at Coach Orientation. Each team needs to decorate their uniforms. The best uniform design in each division will win a pizza party for the coaches and players.

12. 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.

13. Game cards: Each coach needs to have a completed game card for each game. Coaches will complete them and turn them in to the administration tent after the game. The purpose of the cards to make sure that each player is playing at least 3/4 of the game or 2/3 of the game for U6.

14. Points for Parent Participation: There is no parent participation points for Spring League.

15. Regional Guidelines: 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.

16. Player Ratings: All players need to be rated in Spring League only by their coaches. There will not be a coaches rating meeting for the Spring League.

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 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

18. 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 for details.

19. Important Dates – ALWAYS CHECK THE REGIONAL CALENDAR AS DATES, TIMES, AND LOCATIONS CAN CHANGE.

- First day teams can practice is February 2, 2015
- Coach Orientations and Uniform Pick at Headquarters
 - January 28, 2015 - 7:30-8:30 p.m.
 - January 31, 2015 – 10:00 -11:00 a.m.
 - February 2, 2015 - 7:30-8:30 p.m.
- Region Referee companion class is February 11, 2015 (check calendar for times)
- Coach Training (TBD) check calendar
- 2/14/2015 at 9:00 – Field painting U10
- 2/15/2015 Week #1 (Opening Day)
- 2/22/2015 Week #2
- 3/1/2015 Week #3
- 3/8/2015 Week #4
- 3/15/2015 Week #5
- 3/22/2015 Week #6
- 4/11/2015 at 9:00 - Field Painting U10
- 4/12/2015 Week #7
- 4/19/2015 Week #8 (Closing Day)

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.



Spring 2015 Team Volunteer Information

Team Number _____

Coach Name _____

Cell Number _____ E-mail _____

Team Manger Name _____

Cell Number _____ E-mail _____

Referee #1 Name _____

Cell Number _____ E-mail _____

Referee #2 Name _____ (Only U10 & U12)

Cell Number _____ E-mail _____