



American Youth Soccer Organization

AYSO Region 498 Division Coordinator Meeting

8/2/2018

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Agenda

- Coordinator Duties
- Fall Calendar
 - Player Assessments
 - Jamborees
- Recruiting Coaches
- Coach Certifications and Training
 - Requirements
 - Check Certifications
 - AYSOU Where to find training
- Practice Schedules
- Team Formation
- Communication
- Game Schedules
- Blue Sombrero
 - Print Game Cards
 - Enter Player Ratings
 - Team Central
 - Bulk Emails
- Other Topics



Six Philosophies

AYSO Vision - To provide world class youth soccer programs that enrich children's lives.

Mission - To develop and deliver quality youth soccer programs which promote a fun, family environment based on our six philosophies:

Everyone Plays

Balanced Teams

Open Registration

Positive Coaching

Good Sportsmanship

Player Development



Key Division Coordinator Duties

- Divisional coordinators are voting board members
- Attend board meetings
- **Recruit, assign, and support coaches**
- **Work with CVPA, Coach Admin, and Coach Trainer to make sure all coaches meet certification requirements**
- **Create balanced teams and allocate in Blue Sombrero**
- Work with scheduler to set practice and game schedules
- Ensure coaches get player forms, equipment bag, and uniforms
- Communicate with coaches and division parents
- Following season, ensure all players are rated and rating are in Bluesombrero
- Coordinate Bag Pick Up
- [Divisional Coordinator Job Description \(Click Here\)](#)



Startup Tasks

- Schedule Coaches to be on hand for Assessments. Make sure there are coaches each day.
- Email Parents about schedule first few weeks.
 - Begin recruiting coaches and Referees
 - Inform them about Referee Point System.
- Remind coaches to complete training.
- Prepare for Evaluations



2018 Fall Calendar

- AYSO498.org>Calendar>Regional Calendar

- Important Dates

Aug 6-10 and Aug 13-17	Player Assessments (See calendar for location times)
Saturday, August 11	Divisional Jamboree Games (See calendar for location times)
August 13 - 17	AYSO Core Player Assessments (See calendar for location times) Age Group Practices Team Formation Start 4U Playground Starts
Saturday, August 18	Divisional Jamboree Games (See calendar for location times)
August 20 - 25	First week of Team Practices
Saturday, August 25	AYSO Core Games (First Weekend of Games)



Player Assessments

- Ask Players to wear either their blue or red jersey of their choice of color, and bring both.
 - Have Red and Blue Pinnies on hand
- Need to make sure coaches are on hand each day of assessments to help Challenger Coach
- As they arrive, have them check in
 - Write down their Jersey number. Note which ones don't have a player rating.
 - About 70% of player ratings from Spring. Still need to input into BSB. Stay Tuned
 - You can export player ratings from BSB
 - Write down the number and color of the unrated players on several slips of paper and have the coaches rate them during the assessment.
 - Can break these players out to assess separately if desired.
 - Tip – Ask if they want to be Goal Keeper. Try to distribute among teams.
- Challenger Coach will show coaches drills to run.



Export Player Rating List

- Go To Reports Tab
- Select Saved Reports
- Expand Coordinator Reports
- Edit “Ratings By Division”

A screenshot of the AYSO website's 'Reports' section. The top navigation bar includes 'Website', 'Team', 'Reports', 'Email', and 'Common'. The 'Reports' tab is highlighted with a pink circle. Below the navigation, there are tabs for 'Reports', 'Saved Reports', 'Billing Reports', 'Governing Body Reports', and 'Archived Reports'. The 'Saved Reports' tab is also highlighted with a pink circle. The main content area shows a list of folders under 'Saved Reports'. The 'Coordinator Reports' folder is expanded, showing two items: '1 Player Ratings By Program' and '2 Ratings By Division'. Both folders are circled in pink. The 'Edit' button for the 'Ratings By Division' item is circled in pink, with a pink callout bubble containing the text 'Edit “Ratings By Division”'. A pink arrow points from the callout bubble to the 'Edit' button. Another pink arrow points from the 'Edit' button to the right edge of the screenshot.



Export Player Ratings Cont.

- Edit Division Name to desired division. (Girls 6U, Boys 10U, etc.)
- Export to Excel

The screenshot shows the AYSO website interface for generating a report. At the top, there are columns for 'Players Birth Date', 'Player Evaluation Rating', and 'Player Evaluation Comment'. Below this is a 'Field Conditions' section where a condition is set: 'Divisions Division Name contains Girls 12U'. A pink callout bubble points to this condition with the text 'Edit for desired Division'. At the bottom of the page, there is an 'Export' dropdown menu with options for 'Excel', 'CSV', and 'Google Drive'. The 'Excel' option is circled in pink, and a pink callout bubble points to it with the text 'Export To Excel'. Other buttons visible include 'Run Report', 'Return', and 'No records to display.'



Export Player Rating Cont.

	A	B	C	D	E	F
	Division Name	Player Last Name	Player First Name	Birth Date	Player Evaluation Rating	Player Evaluation Comment
1	12U Girls (Born between 1/2007 and 12/2009)	Barksdale	Brooke	07/19/2007	4	0-4- - - -
2	12U Girls (Born between 1/2007 and 12/2009)	Carlock	Isabella	02/13/2008		
3	12U Girls (Born between 1/2007 and 12/2009)	Carrasquel	Isabella	11/11/2009	3	
4	12U Girls (Born between 1/2007 and 12/2009)	Carroll	Sophia	01/31/2008	3	
5	12U Girls (Born between 1/2007 and 12/2009)	Clemons	Hannah	07/09/2008	2	
6	12U Girls (Born between 1/2007 and 12/2009)	coleman	kamari	12/08/2007	3	4-4-5-0-0
7	12U Girls (Born between 1/2007 and 12/2009)	Daniel	riley	03/24/2007	-	
8	12U Girls (Born between 1/2007 and 12/2009)					



View Ratings Only

- Go to Teams Tab
- Expand Players
- Select Evaluations
- Enter Desired Program
- Enter Division
- Select Team

TEAMS

Team Listing | **Players** | Team Personnel | Archived Teams

Evaluations

Verifications

State Registration & Jersey Numbers

Archive Players

Player Evaluations Show Evaluated Players

Program: 2018 Fall Core | Division: 12U Girls (Born between 1/20... | Team: <All>

Player Name	Account Name	DOB	Notes	Rating	Numeric Ranking (Auto Assign)
Dora Zhang	Yanfang Zhang	11/14/2008	+ Note	3	
Ava Powell	Brian Powell	09/28/2007	+ Note		
riley fisher	BRIAN FISHER	11/20/2007	+ Note	3	
Brooke Barksdale	Stephanie Kern	07/19/2007	+ Note	4	
Amena Matar	Majed Matar	05/29/2007	+ Note	3	

Select Desired Program Division



Recruiting Coaches

- Our most important job!!
- Most parents are afraid to make the first step as they never grew up with soccer and uncertain of the commitment
- Getting 2 coaches per team is huge for support season, balance out the load, and to maximize team potential



Coach Recruiting

- Ideal Team Head Coach and at least 1 Assistant Coach
- Recruit Coaches
 - Recruit at player assessments, parent meetings
 - Tip: Get Kids to ask parents to coach their team
 - Tip: Ask Parents to warm up with their child. Note which ones have experience – those are your target
 - Coach Recruitment email examples at Coordinator Corner
 - Be encouraging and complimentary
 - Keep all communications positive. You may not use threats to recruit coaches.
 - Do not say: No one is playing this year unless we can find X number of coaches.
 - Better to say: We are not able to form teams until we can find X number of head coaches. Please step up and help coach to ensure that “Everyone Plays” No Prior Soccer Experience required, we have some of the best coach instructors. All training is free, just requires your time.
 - It helps to be specific with numbers in your emails such as we have X players and only Y coaches
 - Use your personal story, tell a story and about why you started coaching or the benefit you get from being a coach. If you aren't a coach, borrow a story or tell about another coach. Bob Hannah has a great story. See sample emails on website.



First Two Weeks Jamborees

- Request all coaches attend
- Send email to division parents with schedule for their division
 - [Ayso498.org>Calendar>2018 Fall Field Schedule>Weekend Field Schedule](https://ayso498.org/Calendar/2018%20Fall%20Field%20Schedule/Weekend%20Field%20Schedule)
- Ask Players to wear either blue or Red
- Have Red and Blue Pinnies on hand to even out teams
- Divide up into teams based on number of players and Fields
- Second week, can try breaking up based on proposed team assignment to test placement



First two weeks Jamborees

AYSO Fall 2018 Weekend - July 31 - August 19 - V2 : Weekend

Field	Time	Sat Aug 04	Sun Aug 05	Sat Aug 11	Sun Aug 12	Sat Aug 18
Dublin 1	09:00 - 11:00			14U Girls		14U Girls
	11:00 - 13:00			14U Boys		14U Boys
	13:00 - 15:00					
	15:00 - 20:00			CI		
Dublin 2	09:00 - 11:00			5U Girls		5U Girls
	11:00 - 13:00			5U Boys		5U Boys
	13:00 - 15:00					
	15:00 - 20:00					
Dublin 3	09:00 - 11:00			10U Boys		10U Boys
	11:00 - 13:00			10U Boys		10U Boys
	13:00 - 15:00					
	15:00 - 20:00			CI		
Dublin 4	09:00 - 11:00			7U Girls		7U Girls
	11:00 - 13:00			7U Boys		7U Boys
	13:00 - 15:00					
	15:00 - 20:00			CI		
Dublin 5	09:00 - 12:00			16U Girls		16U Girls
	13:00 - 16:00			16U Boys		16U Boys
	16:00 - 20:00					
Dublin 6	09:00 - 11:00			OPEN		OPEN
	11:00 - 13:00			OPEN		OPEN
	13:00 - 15:00					
	15:00 - 20:00					

Dublin 7	09:00 - 11:00			6U Boys		6U Boys
	11:00 - 13:00			6U Boys		6U Boys
	13:00 - 15:00					
Dublin 8	09:00 - 11:00			6U Girls		6U Girls
	11:00 - 13:00			6U Girls		6U Girls
	13:00 - 15:00					
Dublin 9	09:00 - 11:00			10U Girls		10U Girls
	11:00 - 13:00			10U Girls		10U Girls
	13:00 - 15:00					
Palmer 1	08:00 - 20:00			OPEN		OPEN
Palmer 2	08:00 - 10:00			12U Girls		12U Girls
	10:00 - 12:00			12U Girls		12U Girls
	12:00 - 14:00			12U Boys		12U Boys
	14:00 - 16:00			12U Boys		12U Boys
Palmer 3	09:00 - 12:00			19U Girls		19U Girls
	13:00 - 16:00			19U Boys		19U Boys
	16:00 - 20:00					
Palmer 4	09:00 - 11:00			8U Girls		8U Girls
	11:00 - 13:00			8U Boys		8U Boys
	13:00 - 15:00					
	15:00 - 20:00					



Coach Certifications

- Required Training (Same for Head Coach and Assistant Coach)
Instructions for completing training are at ayso498.org>Coaches>[Become an AYSO Coach](http://ayso498.org)
 - Fill out volunteer application on ayso498.org.
 - Approved Volunteer Status
 - Completed Safe Haven since 2012
 - CDC Concussion Training every year (within past 12 months from the end of the season including tournament - mid Nov)
 - Age appropriate training
 - (insert training requirement Matrix or link to website)
 - AYSOU - coaches must register for training on [aysou](http://aysou.org)



Coach Certifications Cont.

- Coach Certification Matrix
 - [Ayso498.org>coaches>coach certification matrix](https://www.ayso498.org/coaches/coach-certification-matrix) - Must be logged in with Coordinator access to view
- Required training, Coordinators must make sure their coaches are completing their required training
 - Email/text/call coaches individually who need to complete training.
 - Sometimes you just have to pick up the phone and start calling coaches about completing their training.
- Incentives to Complete Training
 - Training Required for Area Tournament
 - Coach Shirts
 - Jackets
 - Assistant Coach



Coach Certification Cont.

- DO NOT allocate a coach to a team or send them a list of players UNTIL they have an 1) approved volunteer status, 2) completed safe haven, and 3) completed CDC Concussion training.

Coach Certification Requirements

Division	Certification Requirement	Theory	Field	Prerequisites	Manual
5U & 6U	6U	Online	1.5 hrs		AYSOU eBook
7U & 8U	8U	Online	1.5 hrs		AYSOU eBook
10U	10U	Online	1.5 hrs		AYSOU eBook
12U	12U	2.5 hrs classroom	2.5 hrs		12U Coach Manual
14U	Intermediate	Online + 4 hrs classroom	Up to 5 hrs	12U Coach	AYSOU eBook
16U and 18U	Advanced	Online + 5 hrs classroom	Up to 5 hrs	Intermediate Coach	AYSOU eBook



AYSO 498 Madison AL
2018 Fall Coach Training Schedule

Online Course is Prerequisite



12U Coach Classroom

AUG 25 | AUG 26
12:00 PM – 2:30 PM

6U, 8U, 10U, 12U Field Sessions

AUG 25 | AUG 26
3:00 PM – 5:00 PM

Intermediate Coach, Advanced Coach

SEPT 8
8:00 AM – 6:30 PM

**Click for
more
details**





2018 Fall Referee Training Schedule

8U Referee | Assistant Referee

Location - Dublin Recreation Center

Sat. AUG 18 - 1 PM - 4 PM

Sun. SEPT 2 - 1 PM - 4 PM

Thur. SEPT 13 - 5:30 PM - 9 PM

Regional Referee

Location - Dublin Recreation Center

Sat. AUG 18 - 1 PM - 6 PM

Sun. SEPT 2 - 1 PM - 6 PM

Intermediate Referee

Sun. 30 SEPT - 1 PM - 9 PM

Referee Pre-Season Kickoff Meeting

Open to all AYSO 498 Referees

Sat. 18 AUG - 11 AM

Click for
more
details

Register at
AYSOU.org





Check Coach Certifications



Active Learner: [C](#)

[Refresh](#)

User Name	First Name	Last Name	Due Date	Course	Completion	Success	Score	Duration	LE Details	Child Folders
50182155 59183155	Hugh	Hartwig		Coach AYSO's Safe Haven	Not Progress Attempted				View View	View View
59183155	Hugh	Hartwig		CDC: Concussion Course	Completed			02:55:24	View	View
59183155	Hugh	Hartwig		Regional Referee Training	Not Attempted				View	View

Set to Volunteer AYSOID

- Volunteer Certification Report
 - Sync Certificates
- Select Transcripts
- Set Active Learner to Volunteer AYSOID
- Locate Course, Select View
- Verify Course Title
- Verify Completion Status
- Verify Date

Active Learner: [C](#)

Previous Reports: [C](#)

[Refresh](#)

User Name	First Name	Last Name	Email	Due Date	Learning Folder Path	Course	Folder Type	LE Name	Completion	Complete	In Progress	Not Attempted	Success	Passed	Failed	Duration	Date	Time	Session Name
59183155	Hugh	Hartwig	Hhartwig@bellsouth.net			CDC: Concussion Course	Course	Heads Up	Complete	1						02:55:14	08/08/2017	6:20:29 PM	

Page Size: 100

[Refresh](#)

Verify Complete

Verify Date



Coach Certifications Lookup

- Coach Certification Matrix
 - Updated by RCA
 - Located at Aysou498.org in Coordinator Corner
- BSB has issues reporting some certifications so Coordinator should verify each coach and report discrepancies with the Matrix
- Look up on aysou.org
 - Transcripts->Transcript History
 - Replace AYSOID in URL with coach's AYSOID
 - If information is incomplete, notify RCA
- Check BSB for Coordinator Access level

User Name	First Name	Last Name	Due Date	Course	Complete
59183155	Hugh	Hartwig		Coach Instructor Led Courses	In Progr

Description	Date	Updated By
Z-Online CDC Concussion Awareness Training	08/08/2017	AYSO, Training
Z-Online CDC Concussion Awareness Training	07/28/2016	AYSO, Training
Z-Online CDC Concussion Awareness Training	08/01/2015	AYSO, Training
Z-Online AYSOs Safe Haven	07/30/2015	AYSO, Training

U-12 Coach	08/10/2016	Grove, Brent
U-10 Coach	04/02/2016	Grove, Brent
U-10 Coach	08/05/2015	Mullins, Joe
Z-Online U-10 Coach	08/01/2015	AYSO, Training
Z-Online U-6 Coach	03/20/2013	AYSO, Training



Check Certifications Cont.

AYSO U ONLINE LEARNING RESOURCES

Home My Courses Free Content Live Courses Resources **Transcripts** eCommerce LMS Admin

Announcements



Active Learner:

Enter Active Learner AYSOID and refresh

Refresh

User Name	First Name	Last Name	Due Date	Course	Completion	Success	Score	Duration	LE Details	Child Folders
59183155	Hugh	Hartwig		Coach Instructor Led	In Progress				View	View
59183155	Hugh	Hartwig		AYSO's Safe Haven	Not Attempted				View	View
59183155	Hugh	Hartwig		CDC: Concussion Course	Completed			02:55:2	View	View
59183155	Hugh	Hartwig		Regional Referee Training	Not Attempted				View	View

Active Learner:

Previous Reports:

Refresh

User Name	First Name	Last Name	Email	Due Date	Learning Folder Path	Course	Folder Type	LE Name	Completion	Complete	In Progress	Not Attempted	Success	Passed	Failed	Duration	Date	Time	Session Name	Tim
59183155	Hugh	Hartwig	hhartwig@bellsouth.net			CDC: Concussion Course	Course	Heads U	Complete	1						02:55:4	08/08/2017	6:2:29 PM		

Page Size: 100

Refresh



Locate Safe Haven, Concussion and Purchased Courses

- Log into aysou.org
- Select “My Courses”
- “Open” to Complete Course

- Purchase Courses through eCommerce tab

The screenshot shows the AYSO U Online Learning Resources website. The navigation bar includes Home, My Courses (circled in pink), Free Content, Live Courses, Resources, Transcripts, eCommerce, and LMS Admin. The 'My Courses' section displays a list of courses with progress indicators and 'Open' buttons. Callouts highlight 'Purchased Courses' (10U Coaching Training, Intermediate Coaching Training) and 'CDC and Safe Haven' (AYSO's Safe Haven, CDC: Concussion Course).

Course Name	Status	Action
10U Coaching Training	Purchased Courses	Open
Intermediate Coaching Training	Purchased Courses	Open
AYSO's Safe Haven	CDC and Safe Haven	Open
CDC: Concussion Course	CDC and Safe Haven	Open
Regional Referee Training		Open



Online Courses

The image shows two screenshots of the AYSO U website. The left screenshot shows the 'eCommerce' tab selected in the navigation menu, with 'Coaching Training' highlighted in the categories list. A pink callout bubble labeled 'Locate Course' points to the 'Coaching Training' category. The right screenshot shows the 'Review order' page with a table of items and a total of \$20.00. A pink callout bubble labeled 'Enter Voucher Code' points to the 'Apply' button next to the 'Gift voucher' field. Another pink callout bubble labeled 'Course appears in "My Courses"' points to the 'Place order now' button.

Item	Price	Qty	Amount
Intermediate Coaching Course - Intermediate Coaching	\$20.00	1	\$20.00

Discount:	\$0.00
Sub total:	\$20.00
Shipping:	\$0.00
Handling:	\$0.00
Taxes:	\$0.00
Total:	\$20.00
Paid:	\$0.00
Balance:	\$20.00

- Log into aysou.org
- Select eCommerce tab
- Select Coaching Training
- Locate Course, select “Buy Now”
- Enter Voucher Code – Request from Division Coordinator or CoachInstructor@ayso498.org
- Place Order
- Course appears under “My Courses” tab when purchased



Field Training AYSOU

- AYSOU
 - Field Training
 - Distribute Vouchers for classroom/field training
 - Coach Instructor allocates vouchers to coordinators to distribute
 - Managed on shared google doc, Unused vouchers reclaimed at end of season
 - Complete online training and register for Classroom and field sessions.
 - Instructions on ayso498.org > Coaches > Become an AYSO Coach
 - Vouchers
 - Distributed to coordinators to send to coaches
 - Create and Share document with coordinators



Register for Field Training

- Log into aysou.org
- Live Courses
- Locate Course
- Locate Session
 - Verify the date, time, and location
- Select Register

The screenshot shows the AYSO U Online Learning Resources interface. At the top, the navigation bar includes 'Home', 'My Courses', 'Free Content', 'Live Courses' (circled in pink), 'Resources', 'Transcripts', 'eCommerce', and 'LMS Admin'. Below the navigation bar, there is a calendar for July 2018 and a list of courses. The 'Live Courses' section lists several courses, including '10U Coach', '8U Official', 'Regional Referee Course', '8U to Regional Referee Upgrade Course', and '12U Coach'. A pink callout bubble labeled 'Locate Course' points to the '10U Coach' course. To the right of the course list, there is a 'Sessions' button (circled in pink) for each course. A pink callout bubble labeled 'Locate Session' points to the 'Sessions' button for the '10U Coach' course. Below the course list, there is a section for 'Tue 17 July 2018' with a '6U Coach' course. To the right of this section, there is a list of sessions with 'Register' buttons. A pink callout bubble labeled 'Register' points to the 'Register' button for the '10U Coach - Field session - 5/C/0498 Madison AL' session.

Course	Session	Register
10U Coach	14I345 U10 COACH CLINIC - 14/I/0345 Palm Beach West, FL Sat 25 Aug 2018, 8:00 AM - 1:00 PM EDT	Register
10U Coach	10U Coach Class - 1/D/0092 El Segundo CA Sat 25 Aug 2018, 12:00 PM - 3:00 PM PDT	Register
10U Coach	10U Coach - Field session - 5/C/0498 Madison AL Sat 25 Aug 2018, 3:00 PM - 5:00 PM CDT	Register
10U Coach	10U Coach - Field session - 5/C/0498 Madison AL Sun 26 Aug 2018, 3:00 PM - 5:00 PM CDT	Register
10U Coach	10U Coach Course - 1/B/0779 Chino Hills CA Sun 9 Sep 2018, 8:00 AM - 12:00 PM PDT	Register



Practice Schedule

- Scheduler will send out multiple revisions allocate practice fields to each division
 - Lit fields have set schedules 5-6:30, 6:30-8:00, 8:00-9:30
 - Coaches can choose practice time on Unlit fields between 5:00 PM and dark. Note it gets dark by 6:45 PM toward the end of the Fall season.
- Coordinator allocates fields within their division
 - Ask coaches for their top 3 preferred for practice time and fields
 - Coaches with multiple teams or work conflicts have priority
 - If cannot fix within then work with scheduler and other coordinators

2018 AYSO Spring Season Practice Schedule (Spring Season)				RevF 5:30pm 03/12/18		
	Monday	Tuesday	Wed	Thursday	Friday	Saturday
Dublin 1 North/West (5:00-6:30)	12UG	14UB	12UG	14UB	12UG	
Dublin 1 North/East (5:00-6:30)	12UG		12UG		12UG	
Dublin 1 South/West (5:00-6:30)	12UB	14UB	12UB	14UB	12UB	
Dublin 1 South/East (5:00-6:30)	12UB		12UB		12UB	
Dublin 1 North (Lights 6:30-8:00)	Open	16U/18G	Open	16U/18G	Open	8:00am-3:00pm AYSO Core
Dublin 1 South (Lights 6:30-8:00)	Open		Open		Open	3:00pm-8:00pm Club Games/Friendlies
Dublin 1 North (Lights 8:00-9:30)	16U/18B	16U/18B	16U/18B	16U/18B	16U/18B	
Dublin 1 South (Lights 8:00-9:30)						
Dublin 2 A (U5/6) North	5UB	U4	5UB	U4	5UB	
Dublin 2 A (U5/6) South	5UB	U4	5UB	U4	5UB	
Dublin 2 B (U5/6) North	5UB	5UB	5UB	5UB	5UB	
Dublin 2 B (U5/6) South	5UB	5UB	5UB	5UB	5UB	8:00am-3:00pm AYSO Core
Dublin 2 C (U5/6) North	5UG	5UB	5UG	5UB	5UG	
Dublin 2 C (U5/6) South	5UG	5UG	5UG	5UG	5UG	
Dublin 2 D (U5/6) North	5UG	5UG	5UG	5UG	5UG	
Dublin 2 D (U5/6) South	5UG	5UG	5UG	5UG	5UG	
Dublin 3 North	10UB	10UG	10UB	10UG	10UB	8:00am-3:00pm AYSO Core
Dublin 3 South	10UB	10UG	10UB	10UG	10UB	3:00pm-Dark Club Games/Friendlies
Dublin 4 A1	8UB	8UB	8UB	8UB	8UB	
Dublin 4 A2	8UB	8UB	8UB	8UB	8UB	

to swap slots. Coaches must communicate change requests with scheduler through coordinator.

- Lots of communication and patience is required here as usually takes 3 or 4 iterations to get 1,500 kids on the field every week
- Give all coach their first practice choice then distribute the second choices.
- Coaches can coach multiple teams but only practice with one team at a time unless approved by RC.



Practice Field Allocation

2018 AYSO Spring Season Practice Schedule (Spring Season)					RevF 5:30pm 03/12/18	03/12/18 - 05/20/18	
	Monday	Tuesday	Wed	Thursday	Friday	Saturday	Sunday
Dublin 1 North/West (5:00-6:30)	12UG	14UB	12UG	14UB	12UG	8:00am-3:00pm AYSO Core 3:00pm-8:00pm Club Games/Friendlies	Club Games/Friendlies
Dublin 1 North/East (5:00-6:30)	12UG		12UG		12UG		
Dublin 1 South/West (5:00-6:30)	12UB	14UB	12UB	14UB	12UB		
Dublin 1 South/East (5:00-6:30)	12UB		12UB		12UB		
Dublin 1 North (Lights 6:30-8:00)	Open	16U/18G	Open	16U/18G	Open		
Dublin 1 South (Lights 6:30-8:00)	Open		Open		Open		
Dublin 1 North (Lights 8:00-9:30)	16U/18B	16U/18B	16U/18B	16U/18B	16U/18B		
Dublin 1 South (Lights 8:00-9:30)							
Dublin 2 A (U5/6) North	5UB	U4	5UB	U4	5UB	8:00am-3:00pm AYSO Core	
Dublin 2 A (U5/6) South	5UB	U4	5UB	U4	5UB		
Dublin 2 B (U5/6) North	5UB	5UB	5UB	5UB	5UB		
Dublin 2 B (U5/6) South	5UB	5UB	5UB	5UB	5UB		
Dublin 2 C (U5/6) North	5UG	5UB	5UG	5UB	5UG		
Dublin 2 C (U5/6) South	5UG	5UG	5UG	5UG	5UG		
Dublin 2 D (U5/6) North	5UG	5UG	5UG	5UG	5UG		
Dublin 2 D (U5/6) South	5UG	5UG	5UG	5UG	5UG		
Dublin 3 North	10UB	10UG	10UB	10UG	10UB	8:00am-3:00pm AYSO Core 3:00pm-Dark Club Games/Friendlies	Club Games/Friendlies
Dublin 3 South	10UB	10UG	10UB	10UG	10UB		
Dublin 4 A1	8UB	8UB	8UB	8UB	8UB		
Dublin 4 A2	8UB	8UB	8UB	8UB	8UB		



Team Formation - Balancing

- Practice availability
 - Ask players what days/times they are not available to practice
 - Suggest Use Google Form to easily track player responses
 - Avoid moving players once players have been notified (requires Coordinator RC, Coach, and Parent approval)
- Player Rating (1 - Game Changer, 5 - Novice)
- Age
 - Don't forget to consider age, esp with upper divisions with 2 years between. 2nd year players are more experienced than first year players.
 - Try to have even number of 1st year and 2nd year players per team.
 - For younger divisions, keep even number of younger and older players per team
- Experience Level
 - If this information is available, consider number of years' experience
- The [AYSO Reference Book](#) discusses a few ways to balance teams in section 8:19. Please read.



Team Formation

- Plan forming teams initially with the minimal number of players to allow for placement of late registrations. We are expecting X+ more registrations.
- There should be very few max size teams per division if at all.
- Forming teams with last years ratings does not include new players and late registrations. Wait until **the** last minute to form teams allows for better balanced teams or leave room for additions.
- Consider coach's experience when balancing teams. Think about coach retention. Giving a slightly higher rated team to a coach that knows nothing about soccer may give the coach a better chance on coming back next year. A coach that played and or has been coaching soccer for years **should, but not all,** be able to take a lower rated team and make them better.



Team Formation Cont.

- **Team sizes**
 - Commissioner approval required for exceeding the max number of players for a division.
 - Smaller teams allow more play time, more touches, and fewer sitting out during games
 - 9v9 with 12 players means 2 players can only play half the game.
 - HINT: game lineup is much easier with fewer subs.
 - More Players will register during the first few weeks of the season so allow room.
 - 5U-8U must have an even number of teams

Division	Number of Player per Team		Players
	Min	Max	
U5 – U8	5	6	4 v 4
U10	8	9	7 v 7
U12	10	12	9 v 9
U14	14	15	11 v 11
U16 – U19	13	18	11 v 11



Age Guide

Age Guild for 2018-2019 Membership Year (MY2018)

Division	Birth Year	Born Between	Players	GK	Ball Size	Goal Size	Heading Allowed	Offside	Game Length
19U	2000-2003	1/1/2000 and 12/31/2003	11v11	Yes	5	8' x 24'	Yes	Yes	90 Min
16U	2003-2005	1/1/2003 and 12/31/2005	11v11	Yes	5	8' x 24'	Yes	Yes	80 Min
14U	2005-2007	1/1/2005 and 12/31/2007	11v11	Yes	5	8' x 24'	Yes	Yes	70 Min
12U	2007-2009	1/1/2007 and 12/31/2009	9v9	Yes	4	7' x 21'	Yes	Yes	60 Min
10U	2009-2010	1/1/2009 and 6/31/2011	7v7	Yes	4	6.5' 18.5'	No	Yes	50 Min
8U	2011	1/1/2011 and 6/31/2012	4v4	No	3	4' x 6'	No	No	40 Min
7U	2012	1/1/2012 and 6/31/2013	4v4	No	3	4' x 6'	No	No	40 Min
6U	2013	1/1/2013 and 6/31/2014	4v4	No	3	4' x 6'	No	No	30 Min
5U	2014	1/1/2014 and 6/31/2015	4v4	No	3	4' x 6'	No	No	30 Min
4U Playground	2015	1/1/2015 and 12/31/2015	Individual Play	No	3	No Goals	No	No	60 Min

This age guide is for games and competitions that begin on or after August 1, 2018.



Team Formation Cont.

- Distribute Game Cards
 - Coaches should have access to this
- Export eSignature pages to PDF, send to coaches
 - Coaches do not have access
 - Instructions on ayso498.org
 - Best for coaches to print and keep on hand for easy retrieval, phone is not always reliable or available.
- Teams allocation in Blue Sombrero
 - Players can only play down with the RC approval. Approval to play up is required if they are not with-in 6 months of the age cut-off. Change must be made by RC or Registrar in BSB before player can be allocated to a team.



Player Rating Scale

RATING DESCRIPTION

5. Beginning Player

- Just starting to acquire the basic skills required to play at age-level. Player has not yet mastered them and does not use them regularly in games.

4. Developing Player

- Has basic ability with the skills presented throughout the season, and the player can use them to a small degree during games.

3. Mid-level

- Player has acquired all of the age appropriate skills, uses them effectively during practice, and frequently during games.
- Player also understands positional awareness, but may not always show mastery.
- Player understands teamwork and plays effectively (passes, makes runs, etc.) during games.

2. Above Average

- Player has acquired all of the age appropriate skills, uses them consistently both in practice and in games. Player uses them skillfully to a higher degree than most other players.
- Player shows solid understanding of positional awareness and can play most positions effectively (Offense, midfield, defense, and goal keeper where appropriate).
- Player shows highly effective teamwork during games and makes effective use of his/her teammates (passing, runs into space, gets open for passes).

1. Game Changer

- Player has mastered all of the age appropriate skills, uses them consistently in practice and games without prompting.
- Player also displays skills that are higher than current age level and uses them consistently in games.
- Player is often the most effective on the field – a game-changer in key positions: Offense, midfield, defense, goal keeper where appropriate.



Team Formation

DICK'S TSHQ Website Teams Reports Email Common

TEAMS

Team Listing Players Team Personnel Archived Teams

Program: 2018 Spring Soccer (MY17) Division: 06-07-Girls 12U (Born between 1/2006 and 12/20...)

Team Personnel (16)		Players (58)	
Unallocated	Allocated	Unallocated	Allocated
7	9	1	57

Export Unallocated

06-07-Girls 12U (Born between 1/2006 and 12/2008)

Teams	TP/P		
1 12UG-05-Hartwig Show Details	3 / 11	✓	Edit Roster Notifications
2 Team Name 01-Walker Show Details	1 / 12	✓	Edit Roster Notifications
3 Team Name 02-Apse Show Details	2 / 12	✓	Edit Roster Notifications
4 Team Name 03-Hicks	2 / 11	✓	Edit Roster Notifications

Select Program

Select Division

Team Building Options

Auto Assign Teams
Enter your criteria and have the system automatically generate your rosters. You may bulk edit your teams after they have been generated.
Auto Assign Teams

Add Previous Teams
Automatically add all registered players' and volunteers' previous teams. The users will automatically be added to their old teams.
+ Previous Teams

Manually Create Teams
Enter individual teams and build out rosters one at a time.
Manual Team Creation

Import Teams
Create your teams in excel and import them into the system.
Import Teams

Manual Team Creation



Team Formation Cont.

12UG-05-Hartwig

1 Team Information
What are the details of this team?

2 **3**

Team Details

Program Name ⓘ
2018 Spring Soccer (MY17)

Division Name ⓘ
06-07-Girls 12U (Born between 1/2006 and 12/2008)

Team Name: ⓘ

Additional Settings ▾

Enter Team Name to Match Sportac.us

Select Team Personnel Then Add Selected

12UG-05-Hartwig

1 **2 Team Personnel**
Which volunteers would you like to allocate?

3

Team Personnel

Allocated Team Personnel: 3 ⓘ
Allocated Players: 11

Add Team Personnel Information ⓘ

Available Team Personnel

<input type="checkbox"/>	Role ▾	Name ▾	Allocated Teams ▾	Associated Players ▾
<input type="checkbox"/>	1 Referee	Corey Hill		Akyra Hill (12UG-05-Hartwig)
<input type="checkbox"/>	2 Board Member	Hugh Hartwig		Camille Hartwig (12UG-05-Hartwig)
<input type="checkbox"/>	3 Head Coach	Antoinette Apse	Team Name 02-Apse, 10UG-01-Apse, G10U-02-Apse	Alexis Apse (Team Name 02-Apse), Brooke Apse (Team Name 02-Apse)
<input type="checkbox"/>	4 Referee	David Hutchinson		No Answer

Allocated Team Personnel

<input type="checkbox"/>	Role ▾	Name ▾	Associated Players ▾
<input type="checkbox"/>	1 Head Coach	Hugh Hartwig	Camille Hartwig (12UG-05-Hartwig)
<input type="checkbox"/>	2 Assistant Coach	Jason Noland	Aliyah Noland (12UG-05-Hartwig)
<input type="checkbox"/>	3 Assistant Coach	lynscere allen	Zoie Lake (12UG-05-Hartwig)

Save & Continue



12UG-05-Hartwig

1 2 3 **Players**
Which players would you like to allocate?

Players Display Allocated Team Personnel

Allocated Team Personnel: 3
Allocated Players: 11

Unallocated Players

Name	Teammate Request	Player Evaluation Rating	Years of Experience
1 Hannah Swann	No Answer	No Answer	0

+ Add Selected

Allocated Players

Name	Team	Teammate Request	Player Evaluation Rating	Years of Experience
3 Camille Hartwig	12UG-05-Hartwig	No Answer	5	4
4 Akyra Hill	12UG-05-Hartwig	No Answer	No Answer	0
5 Zoie Lake	12UG-05-Hartwig	No Answer	5	6
6 Leila McDavid	12UG-05-Hartwig	No Answer	5	
7 Brooke McFarland	12UG-05-Hartwig	No Answer	No Answer	5
Enni Nouwen	12UG-05-Hartwig	No Answer	No Answer	4

Save & Finish

Add Player Information

- Years of Experience
- Shorts Size
- Socks Size
- Order Date
- Player Evaluation Comment
- Player Evaluation Rating
- Player Evaluation Ranking
- Birth Certificate Note
- Birth Certificate Status

Select Players to Add to Team

Display Info such as Birth Date or Player Rating for reference

WARNING!!
RC Approval Required to make changes once Rosters are Emailed

Program: 2018 Spring Soccer (MY17) | Division: 06-07-Girls 12U (Born between 1/2006 and 12/2008)

Team Personnel (16)		Players (58)	
Unallocated	Allocated	Unallocated	Allocated
7	9	1	57

Export Unallocated

06-07-Girls 12U (Born between 1/2006 and 12/2008)

Teams	TP / P	
1 12UG-05-Hartwig Show Details	3 / 11	<input checked="" type="checkbox"/> Roster Notifications
2 Team Name 01-Walker Show Details	1 / 12	<input checked="" type="checkbox"/> Email Roster Unpost Roster
3 Team Name 02-Apse Show Details	2 / 12	<input checked="" type="checkbox"/> Roster Notifications
4 Team Name 03-Hicks Show Details	2 / 11	<input checked="" type="checkbox"/> Roster Notifications
5 Team Name 04-Fortier Show Details	1 / 11	<input checked="" type="checkbox"/> Roster Notifications

Team Directory | **All Roster Actions**

- [Email All Rosters](#)
- [Unpost All Rosters](#)

Email Individual Roster

Email ALL Rosters when ALL teams are formed.



Communication

- Coordinators provide main communication to their respective coaches and players
- Coordinator assigned Email address
 - Example: G12U@ayso498.org
 - Check regularly during the season.
 - Best to use this account for sending emails to parents
 - Add to your phone and desktop email client
 - Make sure you are getting emails from coordinators@ayso498.org and to your personal email
- Recommend making an email group with all coaches in your division.
 - Note: Coach contact info in BSB is associated with the primary account owner, so you may need to correct this for some coaches if they are listed as secondary contact.
- Keep a list of coach emails and Phone Numbers handy
- Confirm coaches are receiving your emails.
- Confirm coaches are communicating to their players/parents, and providing important information
- When possible, let coaches communicate team specific information to their teams.
- For important information or timely information, consider sending to the entire division via BSB



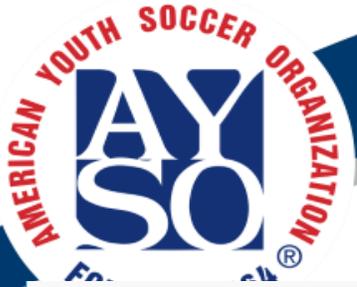
Guides

- coordinators@ayso498.org
 - Ask for help, get email templates (add email templates to Coordinator Corner)
- Parent/Coach Meeting Slides: [ayso498.org>coaches>Parent Meeting Slides](http://ayso498.org/coaches/Parent%20Meeting%20Slides)
 - Coaches should share this with each parent as a reference. It answers most questions that come up
- Parent Quick Reference Guide: [ayso498.org>coaches>parent quick reference guide](http://ayso498.org/coaches/parent%20quick%20reference%20guide)
 - Summary of important information from Parent Meeting Slides. Contains information that all parents should be aware of. Encourage coaches to send to each of their parents.
- Misuse of Email Lists (see prior slides)



Games

- Games held Saturdays between 8:00 AM and 3:00 PM for most Divisions
- Scheduler will send out game schedules ~1 week prior to first games.
 - Schedules for entire area must be created before region can be scheduled
- [Sportac.us](https://www.sportac.us) is the official game schedule, do not rely on BSB or any other calendar for the official game schedule
 - Cancelled Games are not rescheduled due to cancellation from weather.
 - If conflicts arise or game schedule needs to change, request change with scheduler. Change is not official until changed in sportac.us.
 - Can synch the game schedule from sportac.us to your phone or google calendar
- Game cards
 - Important for insurance purposes and tracking Everyone Plays
 - For all divisions, not just those with referees
 - Coaches should enter jersey numbers into BSB via Team Page so it will populate game cards
 - Coaches must Fill out games cards for each game
 - Have Referee Sign FRONT if available
 - Take photo of game card and Email to GameCards@ayso498.org (need to create this address)



Sportac.us

Sportac.us Schedule Help Account

Game Schedule

Current as of 2018-08-02 13:24:20

Start Date: 3/2/2018 Search Reset to default

End Date: 4/9/2018

Official:

Team: R0498

Location:

To print: You should be able to print the schedule directly from this page. Please report any problem you have.

147 Games

Id	Status	Time	Location	Score	Home	Away
Saturday, March 24 2018						
20	Normal	08:00 AM (10 min)	Dublin 2A	? - ?	R0498-05UB-01-Flippo	R0498-05UB-02-Brown
21	Normal	08:00 AM (20 min)	Dublin 2B	? - ?	R0498-05UB-07-Jump	R0498-05UB-08-Worley
22	Normal	08:00 AM (20 min)	Dublin 2D	? - ?	R0498-05UG-03-Crawford	R0498-05UG-04-McGuire
42	Normal	08:00 AM (30 min)	Dublin 4A	? - ?	R0498-07UG-07-Smith	R0498-07UG-08-Washington

Filter Results

See Team Detail

View field location and map

Sportac.us Schedule Help

Team Detail Information

Name: R0498-12UG-05-Hartwig

Region: Region 498 5C - Madison, A

Coach: Hugh Hartwig

Home Colors: Blue/Red

Age Group: R0498 12UG

Schedule: Team Schedule Team Referee Schedule

Calendar: <webcal://sportac.us/ical/team/5794>
(Calendar now-to: Google Calendar, Yahoo Calendar, Microsoft Outlook)

View Team Full Schedule

See Referees Scheduled

Sync on Phone or PC



Blue Sombrero

- Team Allocation Instructions on [ayso498.org/Coaches/Coordinator Corner](http://ayso498.org/Coaches/Coordinator%20Corner)
- <add quick tutorial on forming teams in BSB>
- Teams are created in BSB (Screenshot)
 - Assign Coaches
 - Assign Players
 - Post Rosters
 - Once teams are formed, remember to post rosters to the coach
 - IMPORTANT! DO NOT post rosters until team formation is complete. Once teams are created and sent to coaches, moving players to another team requires Commissioner approval and approval of both coaches and parents of affected players if they have been notified.



Team Central in BSB

- Team Central - BSB team portal.
 - Encourage Coaches to use this to communicate with their team. Provides several useful features.
 - Team Home
 - Team Roster
 - Calendar
 - Coaches should add their practice schedule to the Team calendar
 - Send out Game Reminders Automatically
 - NOTE: Be sure to check against sportac.us each week
 - Snack Sign Up
 - Team Calendar can be synched with a phone or google cal. <Double check this>
 - Discussions and News
 - Communicate with team (bulk text may be available)



Print Game Cards

WELCOME TO MADISON, AL AYSO REGION 498

ADMINISTRATION PROGRAMS COACHES REFEREES SOCCER FIELDS **TEAM CENTRAL**

CALENDAR REGIONAL SPONSORS **TEAM DIRECTORY** CALENDAR POSTED SCHEDULES

WELCOME TO MADISON, AL AYSO REGION 498

HOME AYSO REGISTRATION PROGRAMS COACHES REFEREES SOCCER FIELDS

GENERAL INFO CALENDAR REGIONAL SPONSORS

TEAM DIRECTORY

Select Program Select Division

Teams

Team	Program	Division
 12UG-05-Hartwig	2018 Spring Soccer (MY17)	06-07-Girls 12U (Born between 1/20
 Team Name 01-Walker	2018 Spring Soccer (MY17)	06-07-Girls 12U (Born between 1/20
 Team Name 02-Apse	2018 Spring Soccer (MY17)	06-07-Girls 12U (Born between 1/20

Generate Game Cards

TEAM DIRECTORY

12UG-05-Hartwig

HOME **ROSTER** CALENDAR NEWS GALLERY DISCUSSIONS

Roster View Photo View **Print Roster** Print Team Line Up Coach's Clipboard Edit Roster

Sarah #8 Maby #74

Team Staff: Lynscere



Calendar Event in Team Central

- Players can RSVP for games
- Create a Detailed Event Name:
 - Used in Email Notifications
 - Include: Team name, arrival time, location, jersey color
 - Game G12U-Hartwig, 5/18, Dublin 5E, BLUE Jersey, 8:00 AM Arrival
- Enter Detailed Description:
 - Game 5/5/18 Dublin 5E BLUE Jersey
 - Arrive at 8:00 AM For warm-ups and check-in
 - Wear BLUE Jerseys (Bring both)
 - Please update your RSVP or let me know if a player will be absent.
 - Team schedule at: <https://sportac.us/game/?teamSchId=5794>
- If game is cancelled, can change action to “Cancelled” and select “Notify Team(s)” to email to all members.

Detailed Event Name

Map Location

Date & Time

Enter Detailed Description

Send Auto Reminders to Team

No need to notify team of event creation

Other

Event Name *
Game - 5/5/18 - 1:00PM Arrival - Dublin 1S - BLUE Jersey

Location Name *
Dublin Park Field 1S

Location Address:
Dublin Park
Madison AL 35758

Date * 5/5/2018 Time * 1:30 PM
 All Day Repeat Event

Duration *
1 Hour 30 Minutes

Action
None

Description
Game 5/5/18 Dublin 1S BLUE
- Arrive at 1:00PM For warm ups and check in
- Wear BLUE Jerseys --Bring both
- Please update your RSVP or let me know if a player will be absent.

Event Reminder Email
Send email reminders before the start of the event.
 Enable

Notify
 All Allocated Team Staff
 Team(s) associated accounts and participants

Delete Save



Auto Email Reminder To Team

Detailed
Event
Name

- Event Name should be detailed for easy reference
- Parents can RSVP, View Schedule

AYSO REGION 498
MADISON, ALABAMA

AYSO Region 498

Other Apr 14 08:30 AM

Hey Hugh,
Your team, 12UG-05-Hartwig, has a Game 4/14/18 - Dublin 5E - 8:00AM arrival - Red Jersey Saturday at 08:30 AM
Location: Dublin 5E
Home: 12UG-05-Hartwig
Away: Other
Team RSVP Status

Camille's RSVP : Maybe
Hugh's RSVP : Yes
Enni's RSVP : Maybe
Aliyah's RSVP : Maybe
Leila's RSVP : Maybe
Prashika's RSVP : Yes
Maby's RSVP : Maybe
Zoie's RSVP : Maybe
Akyra's RSVP : Maybe
Sarah's RSVP : Yes
Maryam's RSVP : Maybe
Brooke's RSVP : Yes

[CHANGE RSVP](#) [VIEW SCHEDULE](#)

Make sure to visit your team page for more details or to communicate with your teammates. You may be prompted to login.

Good Luck Out There!

DICK'S TEAM SPORTS HQ



Calendar Event

- Parents or Coach can edit RSVP
- Add Snack Sign Up
- Enter Exact Address

DICK'S SHO POWERED BY BLUE SOMBRERO Website Teams Reports Email Common

Providing world class youth soccer programs that enrich children's lives.

AMERICAN YOUTH SOCCER ORGANIZATION FOUNDED 1964

AYSO REGION 498 MADISON, ALABAMA

WELCOME TO MADISON, AL AYSO REGION 498

HOME AYSO REGISTRATION PROGRAMS COACHES REFEREES SOCCER FIELDS TEAM CENTRAL

GENERAL INFO CALENDAR REGIONAL SPONSORS FAQs

12UG-05-Hartwig

Map Link

Back May 05, 2018, 1:30pm @ Dublin Park Field 1S MAP Edit

Description

Game 5/5/18 Dublin 1S BLUE

- Arrive at 1:00PM For warm ups and check in
- Wear BLUE Jerseys --Bring both
- Please update your RSVP or let me know if a player will be absent.

Game schedule at: <https://sportac.us/game/?teamSchId=5794>

RSVP (14)

	Camille Hartwig	Yes	No	Maybe
	Hugh Hartwig	Yes	No	Maybe
		Yes	No	Maybe

Comments

Say something! Post

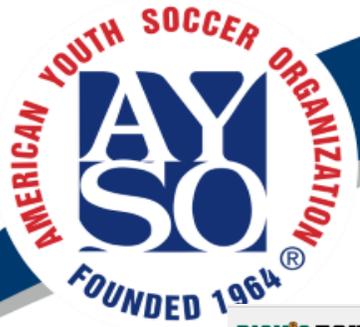
Tasks Needed:

Bring Game Snacks	Assigned
-------------------	----------

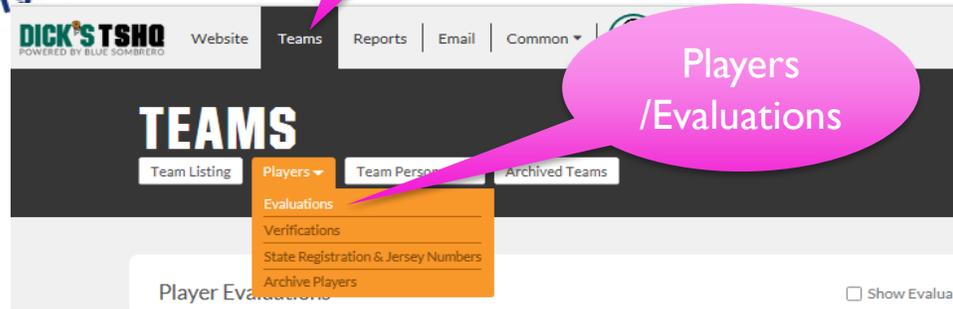
Detailed Description

Player/Coach RSVP

Snack Assignment



Player Ratings



Player Evaluations form with dropdowns for Program (2018 Spring Soccer (MY17)), Division (06-07-Girls 12U (Born between...)), and Team (12UG-05-Hartwig). Callout bubbles point to 'Select Program', 'Select Division', and 'Select Team'.

Player Name	Account Name	DOB	Notes	Rating	Numeric Ranking (Auto Assign)
Camille Hartwig	Hugh Hartwig	10/25/2006	+ Note	SP17-5	
Enni Nguyen	Hung Nguyen	11/25/2006	+ Note	SP17-2	
Aliyah Noland	Jason Noland	06/03/2007	+ Note	SP17-3	
Leila McDavid	Sarah McDavid	02/17/2007	+ Note	SP17-5	
Prashika Paudel	Pragya Paudel	03/07/2006	+ Note	SP17-3	
Maby De La Hoz	Angel De La Hoz	07/27/2006	+ Note	SP17-2	
Zoie Lake	lynscore allen	03/10/2007	+ Note	SP17-3	
Akyra Hill	Tameeka Hill	06/12/2007	+ Note	SP17-4	
Sarah Burch	Jessica Burch	04/14/2007	+ Note	SP17-4	



- Ask Coaches To email list of players and Ratings
- Select Teams Tab
- Select Players -> Evaluations
- Enter Program (2018 Fall Core)
- Enter Division
- Enter Team
- Enter Rating (Discussion on how to record Ratings)
 - Rating doesn't show when it was entered. Could be from several years ago.
 - Suggest Append new rating and include Season (or Division)
 - 2-S17, 3-F17 Or (2-10U, 3-10U)
- Remember to **SAVE OFTEN** to avoid data loss

Save



Emailing Coaches

- Go to “Teams” Tab
- Select “Team Listing”
- Select desired program. “2018 Fall Core”
- Select your division if multiple divisions are listed.
- Select “Export Unallocated” and Choose “Team Personnel”
- Choose to “Open” or “Save As”
- Open excel file and copy coach email addresses and paste into your email.
 - Note that not all team personnel are coaches so be sure to select only coach emails.

TEAMS Add New Team

Team Listing | Players | Team Personnel | Archived Teams

Program: 2018 Fall Core | Division: 12U Girls (Born between 1/2007 and 12/2009)

Team Personnel (7)		Players (34)	
Unallocated	Allocated	Unallocated	Allocated
7	0	34	0

12U Girls (Born between 1/2007 and 12/2009)

No teams available.

Export Unallocated | Team Personnel | Players

What do you want to do with UnAllocatedVolunteers.xlsx?
From: ayso.bluesombrero.com

Open | Save | ^ | Cancel | X



Bulk Email

1. Select Email Tab
2. Choose "Bulk Email"
3. For Coaches Select Group: "Volunteer Roles"
4. Expand "Program name". Be sure to select current Season and program such as "2018 Fall Core"
5. Clear checked items
6. Check desired items
7. Select "Filter" to apply the filter

Note: Bulk email has the drawback that users can or may have already unsubscribed and will not receive the emails. Sending emails from your coordinator account may be preferred.

DICK'S TSHQ Website | Teams | Reports | **Email** | Common |

EMAIL

Bulk Email | Email Statistics | Manage | Description | Scheduled Emails

Select Groups
Volunteer Roles

Email Groups ⓘ

Program Name	Division Name
2017 Extra	UB
2017 Extra	UB
2017 Extra	UB Boys Assistant Coach All
2017 Extra	UB Boys Head Coach Unallocated
2018 Fall Core	
2018 Spring Soccer (MY1	

Sort A-Z
Sort Z-A
Search:
Filter Select All Clear

1. Select "Clear"
2. Check "2018 Fall Core"
3. Select "Filter"

Page size: 700 8148 items in 12 pages

Recipients Additional Recipients Clear All ⓘ



Bulk Email Division Coaches

1. Select Email Tab
2. Choose "Bulk Email"
3. Select Group: "Volunteer Roles"
4. Expand "Volunteer Roles" heading
5. Clear checked
6. Check desired roles such as "Head Coach" and "Assistant Coach"
7. Select "Filter"
8. Add additional filtering until desired groups are found.

EMAIL

Bulk Email | Email Statistics | Manage Email Subscription | Scheduled Emails

Select Groups: Volunteer Roles

Email Groups

Program Name	Division Name	Volunteer Role	Status
2017 Extra	2000-2001 - 18U Boys Extra	Assistant Coach	
2017 Extra	2000-2001 - 18U Boys Extra	Assistant Coach	
2017 Extra	2000-2001 - 18U Boys Extra	Assistant Coach	
2017 Extra	2000-2001 - 18U Boys Extra	Head Coach	

Recipients: Groups

Additional Recipients: Clear All

Commissioner@ayso498.org

Expand "Volunteer Role"

1. Select "Clear"
2. Check desired roles
3. Select "Filter"



Bulk Email Cont.

1. Confirm Correct Program Name
2. Locate Correct Division and Volunteer Role
3. Select “+” to add group(s) to email Recipients. Can choose status for
 1. All coaches/players
 2. Those not allocated to a team
 3. Those already allocated to a team.
4. Save List of Recipients for future use
5. Confirm Recipients have the correct Program and Division to prevent misdirected emails

Locate Correct Program, Division, and Volunteer Role

Select “+” to add Group to Recipients

Selected Groups are listed here

Confirm Recipients have correct program and division

Save List for Future Use

Email Groups ⓘ

+ Program Name ▼	Division Name ▼	Volunteer Role ▼	Status ▼
+ 2018 Fall Core	12U Girls (Born between 1/2007 and 12/2009)	Assistant Coach	Allocated
+ 2018 Fall Core	12U Girls (Born between 1/2007 and 12/2009)	Assistant Coach	All
+ 2018 Fall Core	12U Girls (Born between 1/2007 and 12/2009)	Head Coach	Unallocate
+ 2018 Fall Core	12U Girls (Born between 1/2007 and 12/2009)	Head Coach	Allocated

Recipients

- Groups

- 2018 Fall Core >>12U Girls (Born between 1/2007 and 12/2009) >>Head Coach (All)

Commissioner@ayso498.org;

Email addresses must be separated with ";"

Save this list

Compose



Bulk Email

- Enter “From Name”.
Coordinator title is preferred.
- Enter your coordinator email address as “Reply To Address”
- Enter a descriptive Subject.
 - Be more specific to increase open rate.
 - Note: many parents have multiple kids playing soccer so be sure to include division.
- Add additional Recipients separated by “;” such as yourself, or coach1@ayso498.org etc.

The screenshot shows the bulk email interface with the following sections and callouts:

- Recipients:** A list of groups including "2018 Fall Core >>12U Girls (Born between 1/2007 and 12/2009) >>Head Coach (All)".
- Additional Recipients:** A text box containing "Commissioner@ayso498.org;" with a callout "Add additional Recipients".
- Compose:**
 - From Name*:** A callout "Enter From Name" points to the field containing "AYSO498 G12U Coordinator".
 - Reply To:** A callout "Enter 'Reply To' address" points to the field containing "g12u@ayso498.org".
 - Subject*:** A callout "Enter Descriptive Subject" points to the field containing "Welcome AYSO 498 12U Girls Coaches".
- Buttons:** "Save this list", "Select a Template", and "Merge Tags".



Bulk Email Cont.

- Use an email signature for professionalism
- Add email attachments if desired
- Save email as Template with email signature for future
- Schedule the email for later or send immediately.

The screenshot shows an email composition window. At the top left, it says "Sincerely, Hugh". Below that is an email signature: "Hugh Hartwig, AYSO Region 498, 12U Girls Coordinator, 256-123-4567 (Phone is Optional), G12U@ayso498.org". A callout bubble points to this signature with the text "Add Email Signature Recommended". Below the signature are two tabs: "Design" (selected) and "HTML". A status message reads "Your email content is at 0.04% of our recommended limit." Below this is a "Template Name" input field and a "Save New Template" button. A callout bubble points to the "Save New Template" button with the text "Can save as template with signature if desired". To the right of the signature area is a "+ Attach a File" button. A callout bubble points to it with the text "Add attachments if desired". At the bottom right, there are three buttons: "Preview", "Schedule Email", and "Send Now" (with a checkmark icon). A callout bubble points to the "Schedule Email" button with the text "Can Schedule to send later or Send immediately". Another callout bubble points to the "Send Now" button with the text "Add attachments if desired".



Bulk Email Statistics

- Check delivery Statistics once the email has been sent.
- View email contents
- Tip: See what other coordinators are sending to their divisions and duplicate

The screenshot shows the 'Email' section of the DICK'S SPORTS HQ website. The navigation bar includes 'Website', 'Teams', 'Reports', 'Email', and 'Common'. The 'Email Statistics' button is highlighted with a pink circle. Below the navigation, there are buttons for 'Bulk Email', 'Email Statistics', 'Manage Email Subscription', and 'Scheduled Emails'. The main content area displays an 'Email Statistics' table with columns for 'Sent Date', 'Sent By', 'Subject', 'Statistics', 'Message', and 'Email Groups'. A pink callout bubble points to the 'Hide Details' button in the 'Statistics' column of the first row. Another pink callout bubble points to the 'View' button in the 'Message' column of the same row. A third pink callout bubble points to the 'View' button in the 'Message' column of the second row.

Sent Date	Sent By	Subject	Statistics	Message	Email Groups
7/29/18 8:35 AM	GeneDScherer	Madison AYSO Ma...	Hide Details	View	Details
			Queued Duplicate Unsubs. Invalid Bounced Sent Read		
			1071 90 22 0 0 959 603		
7/26/18 6:02 PM	GeneDScherer	Madison AL Soccer...	Details	View	Details
7/26/18 6:00 PM	GeneDScherer	Madison AL Soccer...	Details	View	Details



Other Topics

- Referee Points System
- Sportsmanship Program



American Youth Soccer Organization

Questions

coach1@ayso498.org