**Pre-Season Checklist**

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| --- | --- | --- |
| **Activity** | **Status** | **Comments** |
| Complete **training**   * Safe Haven * Concussion * Division Training |  | <http://www.ayso1089.org>  Click on “AYSOU” tab |
| Complete **Fingerprinting** |  | Contact: Sid Sehgal / Marvin Dillard |
| Complete **volunteer application** |  | <http://www.ayso1089.org> |
| Review roster | 9/7/2019 | Contact: Marvin Dillard -(text) 201-701-1089 for issues |
| Verify you have **Medical Release** paperwork for each player (must have with you at the field for practice and games) | 9/12/2019 | Contact: Marvin Dillard -(text) 201-701-1089 for issues |
| **Introduce yourself** to parents via email, provide update of key events; update your Bio on “Team Central” tab on [ayso1089.org](file:///C:\Users\mdillard\Documents\Soccer\Coach%20Documents\ayso1089.org) |  | Recommend you try BAND app [Band](https://band.us) |
| Schedule **first practice** (parent meeting, distribute uniforms, select practice schedule) | 9/2/2019 |  |
| Identify **Team Parent** |  | Create arrange weekly snack schedule, etc.) |
| Attend **Coach Meeting** (collect coach bag, select practice time, etc.) |  | Saturday, September x – 10am at Sylvan Field, Leonia |
| Review **coach bag** (ensure first aid kit, etc.) |  |  |

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| --- | --- | --- |
| Remind parents about **Opening Day** parade on September 14, 8:30am – Leonia Middle School |  |  |
| **Team Communications** |  | Recommend consider the Band app to build a group for your team to communicate with parents [Band](https://band.us) |

**Game Checklist**

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| **Activity** | **Status** | **Comments** |
| **A Couple Days Before Game** |  |  |
| **Send email** / message to remind parents of game |  | Recommend using [Band](https://band.us) |
| **Reminder** for parent who has **snacks** for the week |  |  |
| Remind parents parking available behind Swim Club (not in church parking) |  |  |
| Print Team Line Up Card |  | Access via Team Central tab at [ayso1089.org](file:///C:\Users\mdillard\Documents\Soccer\Coach%20Documents\ayso1089.org), select team then Roster |
| **Pre-Game** |  |  |
| Arrive 30 minutes early to set-up |  |  |
| Ensure you have Medical Release paperwork for each player |  |  |
| Identify field for your game (schedule at field house) |  |  |
| Verify Team Line Up Card completed |  | Will need to provide card to referee at start of game |
| Assemble team and start warm-up |  |  |
|  |  |  |
| **Checking the Field** |  |  |
| Check the markings |  |  |
| Check that corner flags are in place, and located at outside corners |  |  |
| Check for dangerous conditions or items |  |  |
|  |  |  |
| **Set up Goals** |  |  |
| Set-up goals, ensure properly secured (small goals for 8U & 10U, big goals for 12U |  | Get parents to assist, players should not carry goals |
| Check goals are properly assembled and cross-bars are not sagging |  |  |
| Check goals are centered in goal areas |  |  |
| Check goals are adequately anchored; return hammers to field house (so others can use) |  |  |
| **Activity** | **Status** | **Comments** |
| **Inspecting the Players** |  |  |
| Check for complete uniforms (must have shin guards) |  |  |
| Check for jewelry and non-compliant apparel |  | Ear rings, long neck chains, etc. must be removed |
| Identify goal keeper (if required 10U+); have pinnie for goal keeper |  |  |
| Identify who plays, who cheers from sidelines |  |  |
|  |  |  |
| **It’s Soccer Time – For the Game** |  |  |
| Ensure parents are politely participative; positive and cheering for team and fair play |  |  |
| Ensure players are having fun |  |  |
|  |  |  |
| **After the Game** |  |  |
| Have team meet to shake hands with opposing team & referees |  |  |
| Huddle team on sidelines for snack & end of game encouragement |  |  |
| Remove goals from field and properly store |  | Ask parents to assist |
| Return corner flags to field house (if last game for the day) |  |  |
| Remind team of practice and next week’s game |  |  |
| Clean up team area – ensure all bottles & trash collected |  | Ask parents to assist |
| Return completed game card to field house |  |  |

**KEY CONTACT LIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Cell** | **Email** |
| **Portia Amato** | Regional Commissioner | 973-876-6160 | [Ayso1089portia@yahoo.com](mailto:Ayso1089portia@yahoo.com) |
| **Marvin Dillard** | Assistant RC | 201-701-1089 | [Ayso1089arc@gmail.com](mailto:Ayso1089arc@gmail.com) |
| **Sid Sehgal** | Child & Volunteer Protection Advocate | [908 398 5947](tel:%28908%29%20398-5947) | [sshoboken@yahoo.com](mailto:sshoboken@yahoo.com) |
| **Jared Lee** | Coach Administrator | [201-638-8784](https://hangouts.google.com/?action=chat&pn=%2B12016388784&hl=en&authuser=0) | [paidion123@gmail.com](mailto:paidion123@gmail.com) |
| **Emergencies** |  | 911 |  |
| **Leonia Police** |  | 201-944-0800 |  |