



Clearwater AYSO Coach Guide and Instructions



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

Region 491 Website: www.ayso491.org is also Sports Connect.

1. **How to Register as a MY2021 Volunteer:** Coaches will not receive their teams until they have been registered and cleared. Please register as soon as possible so that we can clear you through the National AYSO system.
 - 1.1. How to Register as a 2021 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.
 - 1.2. Go to www.ayso491.org and click the "LOGIN" bar
 - 1.3. Enter your Username and Password and Click the "Sign in" button.
 - 1.4. This will take you to your account, select "Volunteer Opportunities" if you have not registered as a volunteer. Follow the instructions from there.
 - **If you are a returning volunteer**, please use the same name and email as you did when you registered in prior years.
 - If you are new, use an e-mail different from your other family members.
 - 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.
 - 1.5. **How to check your certifications and complete your Background check**
 - 1.5.1. In the ayso491.org website (also Sports Connect) click on "My Account" then click "Volunteer" on the left-hand side of the screen. Scroll down. Click "Risk Status" then click "Renew & Update"
 - 1.5.2. After submitted Sterling Volunteer will send you an email. Open the email and click on "Log In" on the top of the screen. Complete the four steps. The cost is \$25. You may pay or chose to have Region 491 pay. Click "Submit." You will receive an email letting you know that your order has been submitted.
 - 1.6. **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.
 - 1.7. Coaches will not get their team roster until they have been cleared by registration.
2. **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.
 - 2.1. Log into www.AYSOU.org and enter in your user name and password that you used to register as a volunteer for www.ayso491.org
 - 2.2. Once logged in, select the "Online Courses" tab in the red bar.

- 2.3. Then click the blue “Open” button for AYSO’s Safe Haven.
- 2.4. Then click the blue “Launch” button for Introduction to Safe Haven. From there, complete each section.
- 2.5. Once completed upload the certificate to www.ayso491.org under Certification in “Volunteer” tab.

2.5.1. To Upload

- 2.5.1.1. Select Online Courses
- 2.5.1.2. Click Safe Haven, Click on Green “Open” Box. Launch.
- 2.5.1.3. Go back to ayso491.org click on “Volunteer” on the left side in “My Account”
- 2.5.1.4. Click on “My Roles & Certifications, scroll down, click in the box of the document you will upload then click “Renew & Update” button. Upload then Submit.

3. **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.

- 3.1. Log into www.AYSOU.org and enter in your user name and password that you used to register as a volunteer for www.ayso491.org
- 3.2. Once logged in, select the “My Courses” tab in the red bar.
- 3.3. Then click the blue “Open” button for CDC: Concussion Course.
- 3.4. Then click the blue “Launch” button for Heads Up. From there, complete each section.
- 3.5. Once completed upload the certificate to www.ayso491.org under Certification in “Volunteer” tab.

3.5.1. To Upload

- 3.5.1.1. Select Online Courses
- 3.5.1.2. Click Concussion Training. Click on Green “Open” Box. Launch.
- 3.5.1.3. Go back to ayso491.org click on “Volunteer” on the left side in “My Account”
- 3.5.1.4. Click on “My Roles & Certifications, scroll down, click in the box of the document you will upload then click “Renew & Update” button. Upload then Submit.

4. **Complete Age Appropriate Coach Training:** Every Coach and Assistant Coach must have age appropriate training. If you are a 6U Coach, you must have 6U training; 8U must have 8U Coach training; 10U must have 10U coach training. 6U, 8U, 10U and 12U Coach Training is online. Please contact Tysen Frickey for information on in-person trainings.

- 4.1. 6U, 8U, 10U, 12U Coach Training (can be found at www.aysou.org). Log into www.ayso491.org first and your accounts will be linked.
 - 4.1.1. Select “Login to AYSO” and put in your user name and password that you used to register as a volunteer in ayso491.org.
 - 4.1.2. Select Coach Coaching Courses
 - 4.1.3. Find the age group you will be coaching under Coaching Courses. Complete all the Modules.
- 4.2. Take the online course and complete all of the modules. Once completed upload the certificate to www.ayso491.org under Certification in “Volunteer” tab.

4.2.1. To Upload

- 4.2.1.1. Select Online Courses
- 4.2.1.2. Click Coaching Courses. Click on Green “Open” Box. Launch.
- 4.2.1.3. Go back to ayso491.org click on “Volunteer” on the left side in “My Account”
- 4.2.1.4. Click on “My Roles & Certifications, scroll down, click in the box of the document you will upload then click “Renew & Update” button. Upload then Submit.

5. **Trainings to Disregard on Sports Connect:** Volunteers do NOT have to take Safe Sport training and do NOT need to complete the CA Mandated Fingerprinting – this is for California residents.

6. **Coach Orientation:** Every coach, new and returning, needs to attend coach orientation. This meeting will be approximately thirty minutes. New coaches shall stay after for additional instruction. Orientations are held at the soccer shed at Chisholm Trail Sports Complex. At this meeting you will receive your team roster, ball bag, and uniforms.
7. **Player Registration Forms:** These forms will be given to you in your folder from the Coach Administration. Keep these forms with you whenever you are with your team, at practices and at games. Return these forms to the command tent at the end of the season. 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.
8. **Decide when & where practice is:**
 - 8.1. Make it a time that works best for you but is not out of line with when most 4-12 year olds would be available. 6U and U8 practice one time per week. 10U, 12U, and 15U practice twice a week.
 - 8.2. Do not try to get agreement from the team on location and time; it leads to a logistical nightmare to try to make everyone happy.
 - 8.3. Make sure to let Jamie Tjaden (kjtjaden@sktc.net) know the day and time for your practice. We don't want several teams to practice at the same field on the same day and time.
9. **Call/E-mail your team:**
 - 9.1. Before calling or e-mailing your team, look for volunteers on the registration forms.
 - 9.2. 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.
 - 9.3. 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 within a day or so of getting your teams.
 - 9.4. Inform them when and where your Team Meeting will be.
10. **Team Meeting:**
 - 10.1. Provide a handout 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.
 - 10.3. Discuss the volunteer positions and their time commitment.
11. **Volunteer Positions:** We strongly suggest that you get as many parents involved on your team as possible. AYSO is an all-volunteer organization and the sooner the parents understand the need to participate the better. If the head coach does all the work, they will get burned out and not enjoy this wonderful organization.
 - 11.1. **Coach, Assistant Coach, Referee and Team Parent 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)
 - 11.2. **Volunteer duties (a short summary)**

Referee Duties

 - Register as a Volunteer (see above)
 - Take the Safe Haven Course (see above)
 - Take the Concussion Awareness Course (see above)
 - Encourage parents to be referees. They are a great resource for a team.

Team Manager/Parent Duties

- Register as a Volunteer (see above)
- Take the Safe Haven Course (see above)
- Take the Concussion Awareness Course (see above)
- Arrange for snacks
- Create team roster/Make line-up cards (U10 and above)
- Coordinate team party at the end of the season

Field Painter:

- If you are available during the week to paint lines for the fields let RC Tysen Frickey know. You can email at aysoregion491@gmail.com or call at 316-706-7259

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.
13. **Game Schedule:** The Coach Administrator (Jamie Tjaden) will email out the 6U and 8U game schedule 1 – 2 weeks prior to the first game. 10U, 12U, and 15U teams are interregional and their game schedule will be on the www.aysoks.org website. The game schedule is out the week of the first game. Give the game schedule to your team.
14. **Line Up Cards** – 10U, 12U, and 15U coaches will need to have Line-up cards for every game. Make sure that the players are in numerical order. If you have a Team Parent, you can ask them to do this for you. They can be found at <https://aysovolunteers.org/lineup-cards/>
15. **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:
 - 15.1. Kids are #1
 - 15.2. Fun, not winning, is everything
 - 15.3. Fans only cheer, and only coaches coach
 - 15.4. No yelling in anger
 - 15.5. Respect the volunteer referees
 - 15.6. No swearing or abusive behavior
 - 15.7. No alcohol, tobacco or drugs
 - 15.8. No weapons
 - 15.9. Leave no trash behind
 - 15.10. Set a proper example of sportsmanship
 - 15.11. No pets
16. **Player Safety:** If a player gets hurt at a practice, game or event, so that the player should not continue to play, the coach should complete the AYSO Incident Report Form, which can be found at www.ayso491.org under the [Import Documents link](#). 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, Joann Pereira at 316-207-3317.
17. **FOLLOW ALL RETURN TO PLAY RECOMMENDATION FROM THE SAFETY DIRECTOR.**
18. **Have FUN - that is what AYSO is all about.**