
Division Coordinator

Welcome

March 22, 2014

Thank you for volunteering to be a Division Coordinator for this upcoming Fall Season. This manual has been prepared to give you some info on what to expect in the coming months and some tips to get everything done in a timely manner. Thank you again for volunteering, I hope you have a great time!!

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Responsibilities

As Division Coordinator you will be responsible for an assigned number of teams. Your role will be to assist the coaches in getting everything ready for the Fall season. You are their one stop shop for any questions regarding when and how to get everything done. Following is a basic timeline of when and what needs to be done. Each month will be covered in detail in the following pages but this is a quick overview just to get you started. A majority of your work happens before the season starts as you help each coach get their paperwork and volunteer status done for the team. The earlier you start the better!

Timeline

Initial - Make sure you have access to your AYSO Gmail account, google drive and eayso.org so you can check volunteer status.

Monthly - Attend board meetings, 4th Tuesday of every month 7pm at Rodrigo's.

March, April, May

- Assist with player registration at Old World.
- Attend Spring Coordinator Mtg to review position requirements.

June - Assist with calling to get coaches to volunteer.

July

- Once teams are finalized, you will receive coaches names and start contacting via telephone first then via email.
- Attend coaches mtgs to hand out bags and rosters to coaches
- July 19th - College View, coaches meeting for U6-U12
- July 30 - College View, coaches meeting for U6, U8, U10

August

- As coaches contact teams and fill volunteer roles on teams your job is to make sure everyone has completed volunteer paperwork, registration paperwork and proper certification based on their volunteer role.
- Make sure all coaches are aware of referee training dates.

Referee training

- August 23 - Saturday, Hope View
 - Different training times for U6 and up, U6 is typically only 4 hours
- August 26, 27 (Tues-Wed) Evening dates 6-9pm - classroom referee training
- August 28 - Thursday - Field practice for referees
- September 2,3 (Tues-Wed) Evening dates 6-9 pm - classroom referee training
- September 4 - Thursday - Field practice for referees
- Keep google drive updated with all volunteer information.
- Deadline for all teams to have 2 referees certified, team mom and coach and assist coach paperwork in. Without this minimum requirements kids will not receive uniforms.
- Uniforms are typically handed out last week before games start.
- Schedules will be distributed as soon as final, typically a few days before first game
- Help clean out bins located on your fields
- Coordinate with fellow coordinators to determine open/close of fields

September /October

- Hand out uniforms to coaches.
- Open/close fields weekly on time.
- Send out pertinent emails from Volunteer Coordinator to teams as needed
- Pick up referee cards after each game, report any discrepancies.

November

- Make sure each team has volunteer staffing for picture/picnic day.
- Plan on attending picture day and volunteering.
- Delivery of trophies for each team.
- Final clean out of bins.

July - What to do first....

During July and August, will be when the majority of your work will start to happen. Now you will have received the link to the Google Docs spreadsheet called 2014 Fall Coach List coaches list.

Update Coach List

- First, for all coaches you will need to update the coaching certification (J), volunteer paperwork (K), and safe haven (L) based on the information in eAYSO.
- Important, you do this as quickly as possible so we know where we are going into the coaches meeting.
- Next, make sure you contact all of the coaches and assistant coaches on your list as soon as possible. Introduce yourself as their division coordinator and first point of reference for any questions they may have. Let them know about anything they are missing that would prevent them from picking up their rosters on at the coaches meeting. **All three things (coach certification, volunteer paperwork & safe haven) must be completed before we release their team roster.**
- It is extremely important that you call via telephone and introduce yourself to each coach first. Do not email first. The difference is important in that you will establish a relationship that will last throughout the season. Also, emails can easily be lost or sent to junk mail.

Coach's Bags/Rosters

- Mark and Jason will setup a day / time to pack the coaches bag for your teams. Be sure to help out with packing each coaches bag and helping to deliver yours to the coaches meeting.
- Plan on attending both coaches meetings to meet your coaches in person, deliver roster and coaches bags.
- Also, here is will you will typically get pizza coupons to go into the folders. You will be giving the head coach of each team, two folders. One for his team mom and one for himself. Pizza coupons will go into the team mom folders.
- If you haven't received these by the first game, ask another board member so your teams have them.
- If you have never been a team mom or a coach, read through the folder before you hand out to the team in case you need to answer any questions they may have. Remember, you are the first stop for any questions for your teams.

August - Emails and updates....

What you need from the Coaches...

Each coach will need to contact their team players, setup a parent meeting and recruit volunteers to fill the required spots.

- They will need an assistant coach, team parent, referee (2 or more is better), and a picnic volunteer.
- Coaches or team parent will need to send you all volunteers' name, email and phone number so you can add them to the Coaches list and check their status.
- You will be verifying each coach is aware of the training dates for each volunteer, coaches training and referee training.

Updating Coach List

- Once you have received all volunteer information for each team, you will continue to update the Fall Coaches list on google drive and transfer status from eayso.org for each position needed.
- You will need to keep emailing and contacting each volunteer to confirm which training date they will need to attend and once attended updating their status on the Coaches list.
- Oftentimes, parents will argue they can't possibly attend any training due to their very busy schedules. Patience is obviously needed here but training is REQUIRED.
- If referees or coaches can't attend one of the trainings offered through Region 55 they can search using eayso.org for training given through other Regions. As long as they sign up online and attend in person and keep their certificate they can be signed off on as long as it is appropriate training.
- All volunteers must have Safe Haven online training completed.
- All volunteers must have an updated Volunteer Paperwork completed and cleared by CVPA.
- All coaches and referees must attend in-person specific training for their age level.

Field Setup

- All hands on deck, Butch will setup a day / time to paint the fields. If you haven't done this before good time to learn how to use machine properly and the work that goes into getting the fields ready.

Bin Cleanup

Every field has its own bin which will need to be cleaned out and organized for the upcoming season. You will talk to your fellow division coordinators to setup who will take on this job.

- Make sure you have received keys to your bin and to the port-a-potty. If not, check with commissioner
- Open up bin and sweep out, beware lurking spiders.
- Make sure you have several cases of paint
- Check safety equipment, (bandages, ice packs)
- Make sure folders are labeled for each team, (for example, U6B1, U6B2)

September - Fall play begins....

O.K. season is about to start...Coaches, team moms, referees are going to have a lot of questions. Make sure you are checking and answering your emails on a daily basis. As the first game gets closer, everyone will be scrambling to get their statuses taken care of so they can get their uniforms. If you have done your job well in August, your teams should be mostly taken care of.

- Remember, stay on top of emails throughout the season. Coaches, team moms, referees will have questions and need assistance getting ready for the first game.
- First game of the season, is September 6th, Saturday.
- You will most likely be handing out uniforms this first week to your teams.

Weekly Emails

- Every Tuesday or Wednesday be sure to send out reminders to any teams in your division who have the first or last game of the day.
- First game of day teams will be responsible for helping paint the fields and setup goals as needed.
- Last game of day teams will be responsible for taking down goals, bringing everything to bins.
- Also, any informational emails that are sent out by the Volunteer Coordinator or Coaching administrators will need to be forwarded to all of the teams.
- I would suggest making a group email that includes all coaches and assistant coaches so when you are sending these it is easier to do.

Season Scheduling

Now depending on your division, you will either have a total of 2 or 4 coordinators for your level. No matter the number the coordinators for each level will need to coordinate the following responsibilities during the season.

Field Opening

- Every Saturday, by 8:15 the field needs to be opened. This includes the following:
 - Unlock bin, make sure boxes with team folders are visible so coaches will pick up any info that is needed.
 - Set out equipment and instruct parents on how to line the fields. **Make sure every field is lined each Saturday.** If this is not done, we could lose the lines completely and then would have to redo which is not a small job.
 - Pull out trash cans so parents can place closer to fields.
 - Unlock port-a-potty. Make sure it has toilet paper and looks ready to go. Leave lock locked to chain so it will not disappear.

Field Closing

- Every Saturday, within 1 hour of final game ending on your field, the field must be closed. This includes the following.
 - Lock up port-a-potty. Make sure it looks fine.
 - Place trash cans back in bin. Pull out trash bags and place either in dumpster or leave by bin for pick up. Check with commissioner for specifics for your field.
 - Put everything that is out back in bin.
 - Pick up scorecards for teams.
 - Lock up bins.

Scorecards

- All scorecards must be reviewed and checked on Saturday after the games are finished.
- Scorecards must be filled out correctly!!!
- Front should have all info filled out with each player listed.
- Check for games with more than 5 goal difference.
 - In efforts of fair play and sportsmanship please let coaching administrators know if there are runaway games with the score.
 - Contact the coaches to see what happened and discuss what tactics they can employ to keep their kids working on skills but to keep the score within 5 goals.

Here is what the front of a properly filled out card should look like:

COACH FILLS OUT

OFFICIAL LINEUP CARD

REGION 55 AGE GROUP U8G TEAM # 2 DATE 9/8/07

TEAM NAME Pink Ponies OPPOSING TEAM U8G-4

COACH'S NAME Doherty, Deb ASST COACH'S NAME Hamm, Mia

All team players must be listed in order by jersey #. If absent, indicate reason.

| No. | PRINT PLAYERS NAME | Goals Scored | "Otis" Not Played | | | |
|-----|--------------------|--------------|-------------------|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 2 | Wilkinson, Sarah | | | | | |
| 3 | Brader, Ceana | | | | | |
| 4 | Gehris, Kelly | | | | | |
| 5 | Cashman, Madeline | | | | | |
| 6 | Ezeobar, Jessica | | | | | |
| 7 | Gehris, Brooke | | | | | |
| 8 | Vanasse, Cara | | G | G | G | G |
| 9 | Young, Missy | | | | | |

numerical order (arrow pointing to jersey numbers)

cross out missing players & write reason (arrow pointing to player 5, "Sick")

REFeree FILLS OUT GOALS SCORED & QUARTERS PLAYED.

Refs - we must know who scored the goals so please fill it in

Refs - show who sat out and what quarter. Also, who played goal keeper.

| Age Group | Each Half, not to exceed | Duration of the Game, not to exceed | Ball Size |
|-----------|---------------------------------|-------------------------------------|-----------|
| U-19 | 45 Minutes | 90 Minutes | |
| U-18 | 45 Minutes | 90 Minutes | Size 5 |
| U-14 | 30 Minutes | 70 Minutes | |
| U-12 | 30 Minutes | 60 Minutes | Size 4 |
| U-10 | 25 Minutes | 50 Minutes | |
| U-8 | 20 Minutes | 40 Minutes | Size 3 |
| U-6 | 20 Minutes (10 min recommended) | 40 Minutes (20 min recommended) | |

Scorecards cont...

- You are checking the back for the Referee game report and for any incidental report.
- If you find any issues, contact both coaches and get the information from both of them of what happened, then follow up with commissioner.
- Also, here is where the referees sign their names and get credit for refing the games. For U10 and above, teams have to earn a certain number of points to be eligible to play in the playoffs. Make sure to send this information during the weekend with all of the referee information to refpoints@ayso55.org.
- Keep all cards until after December and then you may toss them. They are needed as backup in case there are any discrepancies.

All AYSO games shall be conducted in accordance with the current FIFA Laws of the Game and decisions of the International Board in effect at a date specified by the area director for his/her area (approximately the time of team formation for a given season), with the exceptions detailed in the AYSO National Rules and Regulations.

Referee Game Report

Date 9/17/11 Time 4:05P Field CHCPI Conditions GOOD

Home Team/Colors RED Visiting Team/Colors BLUE

Halftime Score 0-1 In Poss Of 10202 Final Score 2-3 Winning Team 10202

Overall Conduct & Sporting Behavior

| | Excellent | Normal | Poor | Additional comments: |
|-------------|-----------|----------|----------|----------------------|
| Players: | <u>3</u> | <u>3</u> | <u>3</u> | |
| Coaches: | <u>3</u> | <u>3</u> | <u>3</u> | |
| Spectators: | <u>3</u> | <u>3</u> | <u>3</u> | |

Referee Name (Print) NILESH PESHAWARIA Phone Number _____

1st AR (Please Print) JOE TURNBAUGH Phone Number _____

2nd AR (Please Print) DAVE BLACK Phone Number _____

Preliminary Incident Report

(A more detailed report may be required - Check with your local Administrator)

Disciplinary Action / Significant Injuries / Additional Comments Please include names and player numbers.

Signatures only needed if additional information is included in the Preliminary Incident Report

Referee's Signature: [Signature] # 1

1st Assistant Referee's Signature: [Signature] # 4

2nd Assistant Referee's Signature: [Signature] # 5

Reorder #CS004-7

October - Season continues & Picture Day

In October the season is in full swing, make sure you are sending out your weekly email reminders regarding first and last games of the day.

Picnic/Picture Day

The date for picture day will be determined soon, make sure all of your teams are aware of this date. Each team will be responsible for providing volunteers to work their volunteer shift. Let your teams know this is a fun day where the kids can play games or play on bounce houses. There are food booths available also. As a coordinator, plan on volunteering the majority of the day, helping out as needed.

- Make sure all picture forms are delivered to the team boxes in the bins before Picture Day.
- If anyone is missing a form, there will be extras available at the site.
- Once the volunteer schedule is determined, please email out to the coaches so they can check not only their volunteer time but also their picture time.

November - Trophies & Playoffs

Season is drawing to a close, now so make sure you continue with your weekly jobs emailing and checking any questions. Now trophies will need to be delivered to the bins and picked up by coaches. The trophies are created and then the labels with the name are added on by the coach.

- If you have a team that is eligible for the playoffs, do not distribute the regular trophies yet. Any playoff contenders will get a playoff trophy.
- End of season regular trophies can be handed out to non playoff teams.
- Playoffs will continue and also, All-star tryouts will commence. You will need to open fields as needed for playoff games. Please double-check all schedules so you will know what needs to be done.
- As the regular season, closes the majority of your work is done.

How to update all online information!!

You will need access and understanding of several internet sites to complete your job. Here they are listed below.

Gmail account

All coordinators will be given an ayso55.org email address. You will need to check this daily to ensure you are responding in a timely manner to coaches requests and/or questions. This will be your main messaging tool with your coaches after your initial call to introduce yourself. The webmaster, Dan Minear, can handle getting your access to this.

Google drive

This is a shared drive where the 2014 Fall Coach list will be located. Once the coaches for all divisions are finalized you will receive a link to this drive. There are tabs for each division with the contact information for all of our coaches and assistant coaches. For all coaches you will need to update the coaching certification, volunteer paperwork and safe haven based on the information in eAYSO. It is necessary that you update this as you work so everyone can see where it stands.

eAYSO.org

This is the internet site each player and volunteer will use to register as either a player or a volunteer for the upcoming season. Even if they have played in the past they will still need to update their player information and bring to registration day. This is where you went to submit your volunteer information. You will be using the same screens to check as each volunteer completes their required information. The CVPA can grant you permission to access the search fields. Here are detailed instructions on how to check each volunteer's status.

Step-by-step instructions

- Login @ <https://www.eayso.org>
- In the blue banner across the top of the page click on Lookup/Volunteer
- Enter the name of your coach/assistant coach and hit search

Volunteer Registration -

- You should see their name come up. Next to their name should read **MY2014**. This means they have properly submitted their volunteer paperwork for the 2014 season. You can check the box labeled Pprwk on the 2014 Fall Coach List
- If it does not read MY2014 (or if their name does not show up at all you will need to have them submit their volunteer registration. See detailed instructions below. Volunteer registration needs to be done every year

Safe Haven

- Click on their name to get to the detailed volunteer information. Click on Certifications/ Safe Haven. If it reads Z-Online AYSO Safe Haven then they have completed Safe Haven and you can check box labeled "SHaven" on the 2014 Fall Coach List. If it does not then they need to complete safe haven (see detailed instructions below). Safe Haven only needs to be done once.
- Note: Sometimes, safe haven can be listed under the Coach tab, which is fine.

Coach Certification

- Back to eAYSO, look at the Certifications/Coach tab to see all of their coaching certifications. The Certification Description should read U-6 Coach, U-8 Coach, etc. If it says “Z-Online U-6 Coach” it means they only took the online class and not the field class. They will have to take the in-person class that AYSO offers.
- If they have the proper certification then please update the 2014 Fall Coach List to read U6, U8, etc. If they do not, then you will need to remind them that need to attend an in-person AYSO training. Please enter the date that they will be taking the training in the Fall Coach List (this will help us know how many to expect at training).

Volunteer Registration Instructions

The following details how each volunteer must use eAYSO to register every year. You can email this to your parents as needed.

- Go to www.eayso.org.
- Update your current year volunteer registration form, use the “esign” feature, then export to pdf.
- Include a copy of your driver’s license if you are a new volunteer.
- Email forms and license (or just forms for returning volunteers) to cvpa@ayso55.org

Safe Haven Instructions

Safe Haven only needs to be done once.

- For Safe Haven online training go to <http://www.aysotraining.org> and enter your AYSO ID: # and your last name, click login.
- Scroll down to “Coach Training” and click “View Courses”.
- Click Course MT02-AYSO’s Safe Haven
- You will need to login again with the same number and name, then complete the course.
- You may want to save a copy of the completion certificate since there are sometimes problems with update in eAYSO.

Board Members

A brief description of their roles and who you might contact as needed. You can view updated list on AYSO 55 website.

Regional Commissioner-Responsible for day-to-day management of AYSO region 55.

Treasurer - In charge of all monies and checks. You will contact her regarding any player refunds requested.

Registrar - Handles maintaining regional database, setting up registration signups and processing all teams and maintaining database.

Secretary- Sets up the monthly meetings and records all notes as needed.

CVPA (Child Protection Advocate) - Handles any safe haven questions and is in charge of clearing volunteers.

Coach Administrator - Sets up coaches training meeting and will handle any coaching questions that come up.

Referee Administrator - Ensures all referees are properly trained and arranges all referee training.

Director of Referee Mentoring-Program designed to continue referee training on field

Referee Instructor

Safety Director - Able to answer any safety or claim questions from parents, coaches or staff.

Scheduler - Schedules games, field use and practices for lighted field. Contact the scheduler if any coaches are head coaching more than one team or if you receive a request to play at college view at night.

Team Parent Coordinator - Distributes information to team parents for dissemination to players, coaches and parents.

Volunteer Coordinator- Your go to person for any questions you have as a coordinator.

Webmaster - Person in charge of updating website.