



# Division Coordinator

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## Welcome

May 26, 2015

Thank you for volunteering to be a Division Coordinator for this upcoming Fall Season. This manual has been prepared to give you some information 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!

## Major Timelines

**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.
  - 1st registration, Tuesday 3/31 5:30-6 setup, 6-9 pm registration.
  - 2nd registration, Sunday 4/12 1 2:-4
  - 3rd registration, Wednesday, 5/6 6-9pm.
- Attend Spring Coordinator Mtg 5/26 to review position requirements.

### June

- Assist with calling to get coaches to volunteer for your division, Jason or Mark will let you know what numbers are needed.
- Access Fall Coach List and update coach and assist coach status

### July

- Access Fall Coach List and update
- Contact coaches via telephone first to introduce yourself and then via email.
- Setup Gmail account to add coaches' emails and setup group email for coaches/assist coaches.
- Attend coaches mtgs to hand out bags and rosters to coaches
  - July 18th - College View, coaches meeting
  - July 29- College View, coaches meetings

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## **August**

- Attend Bin training session – will test keys again, learn how to open and close fields and clean out bins
- 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 (tentative)**

- August 29 – Saturday – Regional Referee Online Companion Training
- September 8 - 5-9pm - Part 1 Regional Referee Training
- September 9 – 5-9 pm – Part 2 Regional Referee Training
- 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 handed out at Uniform Distribution Night at Fuzion 9/3
- Schedules will be distributed as soon as final, typically a few days before first game
- Create schedule with fellow coordinators to determine open/close of fields

## **September /October**

- Send out open/close fields emails weekly by Thursday prior to game.
- Send out pertinent emails from Volunteer Coordinator to teams as needed
- Pick up referee cards after each game, report any discrepancies.
- Game Cards – You are looking for runaway scores anything over 5 differential needs to be sent to coach@ayso55.org.

## **November**

- Make sure each team has volunteer staffing for picture/picnic day.
- Plan on attending picture day and volunteering.
- Attend trophy distribution 11/4 7-8 pm at Fuzion.
- Final clean out of bins.

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# June & July - What to do first

During June-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 2015 Fall Coach List coaches list.

## **Update Coach List**

- First, for all coaches you will need to update the Google drive with the status of the coaching certification (J), volunteer paperwork (K), and safe haven (L) based on the information in eAYSO.
- Get coaches t-shirt size and enter in Google drive – this way we can hand out coaches shirts at coaches mtg.
- 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. 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 coach's 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.
- You will be giving the head coach of each team his coach folder. Team parent folders will be handed out at Team Parent Meeting.
- 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.

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# 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 (3 are needed for U10 and up), 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.

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## **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.
- You will need to email your coaches/assistant coaches requesting volunteers to come line the fields.

## **Bin Cleanup**

Early August

- Make sure you have received keys to your bin and to the port-a-potty. If not, check with Volunteer Coordinator
- Will meet at bins with all coordinators to review open/close procedures and clean out bins.
- 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)

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## 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 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.



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## **Season Scheduling**

Now depending on your division, you will either have a total of 2 or 4 coordinators for your level. All of the coordinators for each level will need to coordinate the following responsibilities during the season.

## **Field Opening**

Every Saturday, by 8:00 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 trashcans 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 trashcans back in bin. Pull out trash bags and place either in dumpster or leave by bin for pick up. Check with Volunteer Coordinator 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**

**numerical order**

**Cross out missing players & write reason**

**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.**

**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	"Qtrs." Not Played			
			1	2	3	4
2	Wilkinson, Sarah					
3	Broder, Ceana					
4	Gehris, Kelly					
5	Cashman, Maddie					
6	Escobar, Jessica					
7	Gehris, Brooke					
8	Vanasse, Cara		G	G	G	G
9	Young, Missy					

**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	Size 5
U-16	40 Minutes	80 Minutes	
U-14	35 Minutes	70 Minutes	
U-12	30 Minutes	60 Minutes	
U-10	25 Minutes	50 Minutes	Size 4
U-8	20 Minutes	40 Minutes	
U-6	20 Minutes (10 min recommended)	40 Minutes (20 min recommended)	Size 3

## 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 Coach administrator. Be sure to copy Volunteer Coordinator, Butch, Mark, Jason, CVPA and referee administrator on any issues.
- Also, here is where the referees sign their names and get credit for refereeing 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 that the game card includes the name of the referee and the two assistant referees as well as the team for which each of them are earning points. No referee information, no credit given for referee points.
- 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 Favor Of 10202 Final Score 2-3 Winning Team 10202

**Overall Conduct & Sporting Behavior**

Excellent	Normal	Poor	Additional comments	
Player's:	J	J	J	
Coaches:	J	J	J	
Spectators:	J	J	J	

Referee Name (Print) NILESH PESHAWARIA Phone/email: \_\_\_\_\_  
1st AR (Please Print) JOE TURNBAUGH Phone/email: \_\_\_\_\_  
2nd AR (Please Print) DAVE BLACK Phone/email: \_\_\_\_\_

**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.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

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 REV 4/04

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# 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**

October 4th is Picture/Picnic Day. 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.

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## November - Trophies & Playoffs

Season is drawing to a close, now so make sure you continue with your weekly jobs emailing and checking any questions.

### **Trophy Distribution**

The trophies are created and then the team parent adds the labels with the name on.

- Trophies will be distributed November 4, 2015 from 7-8pm at Fuzion.
- Team Parent coordinator will be on hand to distribute trophies, please be sure your team is aware of this information.
- 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**

- 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.

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# 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 2015 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.

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## **eAYSO.org**

This is the 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 want to submit your volunteer information. You will be using the same screens to check as each volunteer completes their required information. The commissioner 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 MY2015. This means they have properly submitted their volunteer paperwork for the 2015 season. You can check the box labeled Pprwk on the 2015 Fall Coach List
- If it does not read MY2015 (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 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.

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### **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.
- Every coach must have age-specific certification. For example, if they are coaching U6 but have U10 training only then they need to attend U6 class.
- If they have the proper certification then please update the Fall Coach List to read U6, U8, etc. If they do not, then you will need to remind them that they 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).



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# 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](http://www.eayso.org).
- Update your current year volunteer registration form.
- Take a picture of your drivers license and email to [cvpa@ayso55.org](mailto: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, and then complete the course.
- You may want to save a copy of the completion certificate since there are sometimes problems with update in eAYSO.

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## Board Members

**Regional Commissioner-(Butch Ducharme)** Responsible for day-to-day management of AYSO region 55.

**Treasurer – (Melissa DelGleize)** In charge of all monies and checks. You will contact her regarding any player refunds requested.

**Registrar – (Denise English/Marianne Low)** Handles maintaining regional database, setting up registration signups and processing all teams and maintaining database.

**Secretary-(Anne Brasie)** Sets up the monthly meetings and records all notes as needed.

**CVPA (Child Protection Advocate) –(Hov Daniels)** Handles any safe haven questions and is in charge of clearing volunteers.

**Coach Administrator – (Mark DiLauro/Jason Kakimoto)** Sets up coaches training meeting and will handle any coaching issues.

**Referee Administrator – (Loren Maddy)** Ensures all matches are covered by trained and certified referees in compliance with AYSO National Referee program

**Director of Referee Mentoring (Peter Furman)** -Program designed to continue referee training on field

**Director of Referee Instruction (Rick Sedivy)** – Ensures all referees are properly trained and certified and arranges all referee training.

**Safety Director – (Dani DeGrood)** Able to answer any safety or claim questions from parents, coaches or staff.

**Scheduler - (Becky Kirby)** Schedules games, field use and practices for lighted field.

**Team Parent Coordinator – (Debby Brown)** Distributes information to team parents for dissemination to players, coaches and parents.

**Volunteer Coordinator- (Marianne Low)** Your go to person for any questions you have as a coordinator.

**Webmaster – (Dan Minear)** Person in charge of website.