



2003/2004 Coach Handbook

1. Call Parents On Your Team Roster By September 10

- a. If a number does not work try calling the work numbers off of the registration forms and if that fails try calling the emergency contact number.
If all of that fails call the Division Coordinator.
- b. Any questions that you get and don't know the answer to please call you Div Coordinator or Coach Administrator or have your parents call the hotline (741-AYSO)

2. **Set up Parents Meeting**

When setting up parents meeting, remember there are going to be 60 other teams setting up parents meeting and it could be on the same day.

- a. Provide them with the date, time and location of meeting.
- b. **Make sure they understand the location of the meeting.**
- c. Let your parents know how to find you (i.e. wear a bright colored shirt, give them the color of the shirt, meet a specific location, give them your cell phone number or stand by your specific vehicle)
- d. Give them your name, phone number/s.
- e. If you have players that don't show up to you meeting recall and let them know the next practice

3. **Parents Meeting Agenda**

- a. Hand out Uniforms Remind parents that these will need to be returned at the end of the season (only in the fall).
- b. Hand out all AYSO provided materials
- c. Hand out Parents letter going over what you expect. Visit AYSO 969 web site for examples.
- d. Have parents Sign kid zone pledge
- e. Ask for a team manager (look below for job description)
- f. Hand out Snack schedule or have your team manager do one for you.
- g. Set up practice times
 - Although this is ultimately up to you since YOU are the coach. Remember the following facts. Having as many players at your practices helps the overall moral of the team and that on Tuesday and Thursday there could be up to 20 teams practicing on those nights so finding a goal to practice on could be hard. Avoid practicing at other locations beside Ray Trent some parents might have other children practicing at the complex
- h. Go over team rules let the players and parents know what you expect
 - Have fun
 - Be to practices on time
 - Be at games 20 minutes before kick off
 - Always bring water and soccer ball to practices
 - Parents don't coach during games
 - Positive coaching and positive parents. (and what ever you want to add)

4. Team Manager / Team mom or dad

This is a critical team position, necessary for the smooth running of the team. This person coordinates all administrative matters, disseminates information as needed, and generally provides all backup that the coach needs. Try to use someone other than your spouse (It makes it easier)

Some simple task for team manager

Uniform assignment, pass out all newsletters and other AYSO items, help call parents about half and end of game snacks, picture day, canceled practices or games and anything else and end of season part.

5. Practice Ethics

a. Teams may only practice on fields specific to their Division

b. Divide the field in two – Maximum Goal Time use

c. Limit Goal Time to 30 min – if other teams are waiting (Good Sportsmanship)

As a coach you should not need a goal for your whole practice after you have been on a goal for 30 min (if a team is waiting) move your practice to a open area and work on passing, trapping, footwork, running drills and much more. If you would like AYSO to mark (put lines on the ground) please let us know.

6. First and Last game of the day

The first game of the day will need to report to the red, white and blue storage shed and pick up corner flags for the fields and place them firmly into the corners of the fields. If you are the last teams of the day you will need to clean up your field, by picking up trash around and on the bleachers and trash cans. Remove the trash bag from the trash barrel and Field crew will pick it up. And finally gather up all corner flags and return them to the red, white and blue storage shed

7. Painting and concession helpers

Each division will be responsible for helping in the concession stand and chalking/painting the fields. Your Division Coordinator will contact you as a coach to assign 2 people from your team to help with either the concession stand or field work.

#1 HAVE FUN!!

If you are having fun, the players are surely going to have smiles on their faces!

#2 BE ORGANIZED!!

- Write down your practice plan before practice starts! (Eliminates down time & practice chaos).
- Organize practice as follows: Warm up, Individual Skill Work, Mini Games and end with a scrimmage!
- Setup for the next drill/mini game during the water breaks!
- Organize team parents and assistant coach(es) to help with administrative tasks, practices & discipline problems!

#3 KEEP IT SIMPLE & EXCITING!!

- For youth players "ages 6 - 12", keep the practices and tactics simple and in easy to understand terms!
- Tell the players how long the drill will last or how many goals will win the game. This gives them an objective and keeps them focused on the task at hand!

#4 DEVELOP A TEAM TO-DO LIST!!

Once you decide on the team to-do list, jot them down and reinforce them throughout the season ... during practice, before games & at half time! Some examples ...

- When the ball comes to a player, his/her options are passing, dribbling or shooting ... no kicking! (BOOTBALL)
- Quick throw-ins.

- Going to and winning loose balls.
- Communicate (talk to each other)

#5 COACH COMMANDMENTS!!!

- Before the season begins, communicate to the players & parents ...
- Acceptable and unacceptable behavior!
- What to expect from you! (the coach)
- Your expectations of the players!
- Your expectations of the parents!
- Consequences of actions!
This way everyone follows the commandments or face the consequences!!

#6 CRITIQUING PLAYERS!!!

- Always start with a positive comment and finish up with the constructive critique!
- Use specific examples ... Johnny, remember when you kicked the ball 30 yards up the field, that was a powerful kick but were you passing the ball to anyone or was that a shot? Remember, our to-do list says "we don't kick to kick ... we kick to pass or kick to shoot"!

#7 GAMES!!!

- **Do** ... Display good sportsmanship! (You're the role model for your players).
- **Do** ... Reinforce the team to-do list before the game and during half time!
- **Do** ... As the game is played, point out situations (to the subs) where players are (and are not) working on the team to-do list! (The game provides great visual pictures and the subs are a captive audience).
- **Do** ... Use specific game scenarios (and names) when coaching and making changes at half time! (Be positive).
- **Don't** ... Yell and scream from the sidelines (at players or the Ref).
- **Don't** ... Try to coach every decision the players are making on the field!
- **Do** ... Let the kids play and have fun

Here are a few do's and don'ts for you to remember.

1. Do **NOT** run up and down the fields during games. It is very distracting to the players.
2. Do **NOT** yell at players, other coaches, and Referees.
3. **Do** remember that this is an all-volunteer program. This includes ALL coaches, referees, and Board members.
4. Do **NOT** allow parents or players to stand within 10 feet of the field.
5. **Do** remember this is just a sport for **KIDS** to have *fun*
6. We are **NOT** training World Cup or Olympic Athletics just enjoy the game. The point we are trying to make is let your players make mistakes at game and correct the mistakes at practice.
7. **Do** remember that games are for learning and practices are for coaching
8. **Do** remember that sometimes wrong calls can be made or something can be missed. If you have a problem with another coach or referee. Remember that children are ALWAYS watching and listening. Bring the problem to either the Coach Administrator or Referee Administrator.

If you do have a problem and concern the only way AYSO 969 Regional Board can help is to let us know.