



# Post Season Coaching

An AYSO Region 76 Course



# Welcome

- This course is for any coach interested in coaching a post-season team.
- You will learn how our AYSO Region will be operating the 2015/2016 post-season program.



# What You Will Learn

- By the end of this course you will understand:
  - Coach Selection
  - Team Selection
  - Tournament Team Program
  - Spring Program
  - Team Administration
  - Team Finances
  - Managing Practices
  - Managing Teams at Tournaments
  - Using the AYSO76 Website
  - How to Apply to Tournaments
  - Managing Your Team at Tournaments
  - Managing Families
  - Our Expectations For Coaches



# Coach Selection

- Any regular season coach can apply to be a post-season coach
- All post-season coach applicants must take this course
- Applicants will be reviewed by the coach selection committee
- Post-season coaches will be assigned by October 15.
- Preference is given to highly rated previous post-season coaches
- In 2015/2016 we will need coaches in U9, U10, U12, U14, & U16 divisions for boys and girls.
- In most cases first year post-season coaches will be placed as assistant coaches to experienced post-season coaches.

# Team Selection

- Our goal is to form 2-3 tournament teams per age division
  - Team A: Older team
  - Team B: Younger team
  - Team C: Best of the rest (must be competitive)
- Additional teams will play in our Spring Program (depending on interest and number of available players).
- We will be scouting U10, U12 and U14 players in Sep-Oct.
- Scouts will be consulting with referees, coaches and division directors
- Scouts will observe players on every team and will enter data about noteworthy players in a spreadsheet on Google Docs.
- Players selected to play post-season teams will be determined by the post-season committee with input from the team coach, division directors, and other board members
- We will be selecting teams by November 2.



# Tournament Team Program

- Tournament teams (TT) will be selected in U10, U12, U14 by November 2.
- All tournament teams will play in the Sportsmanship Cup.
- TT will have option to play in a Thanksgiving weekend tournament
- The “A” team in each division will play in the Area 1P championship tournament in January.
- TT will play in one tournament per month and conclude their season with a tournament in May or June.
- TT will be assigned 2 practice times per week: possibly one weekday evening and one weekend.
- TT players are expected to attend every practice and every tournament, unless excused by the coach. Players who fail to attend practices and tournaments will be dropped from the team.



# Spring Program

- Spring Program Teams (SPT) will be selected in U8, U10, U12, U14 by December 1.
- Spring Program will begin in early 2016
- SPT players are expected to attend every practice and every game, unless excused by the coach. Players who fail to attend practices and tournaments will be dropped from the team.

# Team Administration

- Coaches will schedule a parent meeting no later than the first practice after teams are formed and cover these items:
  - Practice schedule
  - Tournament schedule
  - Player commitment and family commitment
  - Tournament logistics
  - Team finances
  - Poll parents on best practice days/times
  - Volunteer responsibilities: refs, photographer, snacks, etc.
  - Contact info for each family
  - Parent behavior expectations
  - Roles of each Coach, Team Administrator, Referee Coordinator
  - Communications management
  - Medical Releases will be signed in blue, 4 copies, per player.
  - Commitment letter from each family





# Team Administration (cont'd)

- EVERY TEAM must have 4-6 parents certified as REFEREES.
- Team Administrator should consider starting a Shutterfly site for the team -- new notices can be posted there along with pictures.
- Team Administrators manage:
  - Weekly communications with parents
  - Snack and refreshment plans
  - Recommending restaurants for team meals
  - Recommending hotel for overnight tournaments
  - Managing team website and photos.
- Team Administrators may also assist with applying to tournaments, getting tournament application signatures and checks sent.



# Team Finances

- TT participation fee: \$800 (two installments: 11/15 & 1/31)
- SLT participation fee: \$200
- Participation fees are due no later than November 15 and are paid on the AYSO76 website with credit card.
- Players whose parents have not paid their participation fee by November 15 will be dropped.
- Financial aid is available. Contact our registrar.
- Participation fees pay for uniforms, tournament fees, ref deposits, rent for field space, use of pro trainers, etc.
- There are no refunds of participation fees if a player drops out, or is dropped from our TT or SLT programs.

# Managing Practices

- All players selected for post-season play are expected to attend every practice and show up 10 minutes early.
- If a player cannot attend practice, they must call the coach.
- Players who fail to attend practice, may be asked to leave the team – fees will not be refunded.
- Coaches should run a 60 minute practice that includes:
  - Warm-up with ball
  - Several skill development drills
  - A game-play drill
  - A short-sided 4v4 game
  - CV conditioning exercise
- Coaches should use Pro Trainers during at least one practice a week
- What we do in practice we do when we play.
- Practice schedules will be assigned once field space is confirmed



# Managing Teams at Tournaments

- Teams must arrive at the tournament site at least 1 hour before the start of each game.
- Coaches should warm-up their players and review key playing concepts prior to the game.
- Don't make it complicated... players can only really focus on 2-3 concepts.
- Between games, players should stay in the shade, eat a light lunch, stay in a comfortable environment, read a book.
- Get 3 copies of every player's birth certificate and 4 copies of the signed medical release forms. Create three notebooks with plastic sleeves. Put the birth certificate and medical releases for each player in a plastic sleeve, birth certificate on one side, medical release form on the other.
- Put them in order based on uniform number.



# Managing Teams at Tournaments

- Prepare ID cards for every player using the AYSO 76 website. By filling out the form and adding a headshot you will shoot. Get these laminated at Fedex store or Staples. Carry these with you by putting them in the plastic sleeve with the medical release and birth certificate.
- Your team is expected to provide a referee team.
- Your referee team must check-in 30 minutes prior to their games, and be polite to all tournament officials.
- You cannot blow off referee assignments under any circumstances. EVER.
- Failure to meet referee obligations at a tournament may result in your team not being allowed to attend a tournament



# Using the AYSO76 Website

- Under the “Coaches” tab, click on Team Rosters & Admin
  - Manage the team bank
  - Print out Team Rosters
  - Print out Medical Releases
  - Print out Player IDs
  - You will input your team name and uniform assignments
  - You will make check requests for tournament applications
- Your Team Administrator and Assistant Coach will also have access to this, so meet with them and decide who does what.
- Also at AYSO76.ORG is the post-season home page, player and coach selection guidelines, rules of conduct, fundraising rules, player and parent commitment letter.



# How to Apply to Tournaments

- All post-season teams will play in our region's Sportsmanship Cup, in December, 2014.
  - Games are played as friendlies
  - Awards go to teams that display respect, caring, hospitality and sportsmanship.
  - Teams are graded by the refs.
- Tournaments require 4 forms:
  - The Applications
  - Referee form
  - Team Roster
  - Lineup Cards
- All tournament forms are found on the tournament's website.
- You can print out the Team Roster from our AYSO76 site.
- Note the application window, driving directions, field maps.



# How to Apply to Tournaments

- Keep all important team information in one place.
- All tournament applications will require that you fill in the same information, including name, phone, AYSO ID#, email, for each player, AND also coach/ref names, phones and certification date, level of certification, date each coach/ref took Safe Haven course.
- Put all this info PLUS each family's contact info, in a spreadsheet, and save it to your hard drive and to Dropbox.
- One document, saved and accessible everywhere at anytime.
- NOTE: Some tournaments require copies of the referee certifications and/or concussion certifications. Print these out from eAYSO and keep them with you (and your copies with your refs) at all times.





# How to Apply to Tournaments

- The Tournament Application
  - Fill out the form completely including AYSO ID#s for each player
  - Honestly describe your team's skill level – don't misrepresent your team's abilities – up or down – NO SANDBAGGING.
  - Once this is filled out, you'll need to get it signed by our Regional Commissioner (RC) or his designee.
- Team Roster
  - Generate this form from the AYSO76 website
  - Go to the Team Admin area, remove players not participating, then print the roster for the tournament.
  - Print out 2 copies and get them signed by the RC or his designee



# How to Apply to Tournaments

- The Referee Form

- List 3-4 referees who will be working the tournament.
- They need to check-in 30 minutes before their assigned game.
- Fill out this form completely and get it signed by our region's Referee Administrator or their designee.
- Look up the name of the referee administrator on the AYSO76 website.
- All Refs must have concussion certification from eAYSO.

- Game Cards

- Most tournaments will send you 4-5 lineup cards
- Fill these out a day or so before the first game of the tournament, just in case there are any last minute lineup changes.
- Fill out the card in the color of ink they specify – neatly.
- List players in UNIFORM # order.



# How to Apply to Tournaments

- Print 2 copies of each form.
- Take one copy of each form and put it in an 8.5x11 envelope, and keep the other set with you to bring to the tournament.
- Drop the Application forms, Referee forms, and the Rosters at the house of the Post Season Director for signature.
- Request a check by going to the Team Administration area and click on “Tournament Check Request – Tournament Fees and Referee Deposits”
- Fill out the details requested including what to put in the memo: “tournament name/ayso76/division-team number”
- The return address for the referee check is Jeff Sedaca, PO BOX 17661, Beverly Hills, CA 90213
- The Post Season Director and Bookkeeper will mail in the tournament application paperwork and check on the team’s behalf.



# How to Apply to Tournaments

- Most tournaments will let you know if your team has been accepted to play approx. 6 weeks in advance of the tournament date.
- They may let you know that you haven't been accepted, and ask if you want to be put on a waiting list.
  - If you say "yes" to this, they will keep your checks until after the tournament date, whether or not you play in their tournament.
  - If you say "no" to this, then they will return your checks to you (usually) immediately and you can use this money to apply to other tournaments.
- Some tournaments will keep your referee deposit, if your refs show up late to check-in, or if they are not properly uniformed, or if you need to substitute someone on your ref team.
- ALWAYS have your paperwork organized, be on-time and treat tournament organizers and officials with courtesy and respect.



# Managing your Team @ Tournaments

- Find out your team will play in a tournament – 4- 6 weeks in advance.
- Find out what teams are in your flight – 2-4 weeks in advance.
- Find out your game schedule – 1-2 weeks in advance.
- Find out your ref schedule – 1 week in advance.

# Managing your Team @ Tournaments

- Referee stuff:
  - Check-in at the Ref tent 30 minutes before your scheduled game.
  - Check-in the teams for the game you are refereeing 15 minutes before game time.
  - Be sure to be wearing proper uniform, soccer shoes, badge.
  - Keep all receipts that prove you refereed the games assigned.
  - Sign the back of all cards LEGIBLY with name, region, team ID.
  - If the tournament claims your referee team failed to referee their assigned games, you need to have the proof that they did.
  - Be aware that sometimes your referee team may need to referee a game that is scheduled 2-3 hours after your last game ends.



# Managing your Team @ Tournaments

- At each tournament, be sure to be kind and friendly to all tournament officials. You are representing our region, not just your team.
- Game Schedule:
  - You will have games that begin at 8am
    - Your team will need to get there at 7am
    - You may need to leave home to get to the field at 6am
  - Your players must arrive one hour prior to game time, no matter when this is. You need to explain this to parents at your parent meeting.
  - The Riverside Locomotion tournament may involve staying at a hotel in Riverside. Ask parents what they'd like to do. Kids love it. Santa Barbara Splash tournament – same thing.
  - TOURNAMENT GAME SCHEDULES CANNOT BE CHANGED – DON'T COMPLAIN ABOUT IT, AND DON'T REQUEST CHANGES.

# Managing your Team @ Tournaments



- Create a Tournament Package....
  - One sheet that includes a map and directions to the fields
  - The game schedule and field assignments
  - The referee game schedule, times, fields
  - Jersey color to be worn each game
  - Show up times for each game
  - Phone and email of the coaches and team administrator
  - Links to the tournament website game schedule page and field maps.
- This can be printed out and passed out at your practice before the tournament.
- This can be saved as a PDF and emailed to every parent.



# Managing Families

- Managing parents is as much a part of post-season coaching as is coaching the team.
- Without full parent support, some of your players will not show up for tournaments and practices, or will arrive late.
- Here are several things you can do to maintain strong parent buy-in:
  - Send an email wrap-up after each tournament
    - Focus on the positive aspects of the tournament
    - Mention some small, precious moments for the players (take notes of these during each day). Say one good thing about each player.
    - If you don't mention some players in your email, then be sure to follow it up with a brief talk about the progress their son/daughter is making when you see them at the field.
- Let the parents know that you are there for every player, including their son/daughter, and that you are grateful to each parent for their commitment to the team.
- Give every parent a job – tent, water, photography, snacks, website, etc.

# Our Expectations for Coaches

- Though winning is fun, your mission is not to win at all costs.
- Your mission is to enable personal growth and team development... and to provide a fun experience for your players and families.
- If you are short a player for a tournament, you can call the coach of another post-season team and ask him if you can invite one of his players to play with your team. Do NOT call the parents directly. Call the player's coach.
- Do not play "Guest Players" more than your own players – your team will notice this and remember that you did this.
- Never single out any player in front of the team for any perceived mistake. Use the word "we" often. Critique the "team's performance," not "individual performance" when talking to the team.

# Our Expectations for Coaches

- Talk to players one-on-one to discuss individual mistakes they made or things they should work on
- Treat your players with respect – always!
- Do not yell.
- Do not yell at your players
- Do not yell at referee
- Do not yell at parents or other coaches
- Do not try to be entertaining
- Control your anger at all times
- You represent our region, wherever you are
- Your actions reflect on you and our region
- Assume that everything you say and do is in the presence of our RC.