

Thanks for volunteering, we have put together this handbook to help you get started. There are several thing you will need to do prior to you first practice and game. We have tried to make it easy by putting this step by step guide together. If you get lost you can always email one of the Board of Directors.

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Below is a list of the Board of Directors emails and phone numbers, in case you need to ask a question.

Position	Name	Email	Cell Number
President	Jay Denison	President@aiysoccer.com	(904) 206-2390
Vice President	Edwind Moncaleano VP@aiysoccer.com		
Secretary	Lisa Emerson	Secretary@aiysoccer.com	
Treasurer	Stacy Hanna	Treasurer@aiysoccer.com	
Registrar	Connie Denison	Registrar@aiysoccer.com	
Director of Advanced Competition	Ron Acker	Diradvcomp@aiysoccer.com	(904) 654-5275
Director of Recreational	Aaron Opheim	DirofRecreational@aiysoccer.com	(904) 415-9065
Director of Referees	Mike Giannini	Assignor@aiysoccer.com	
Director of Public Relations	Shelly Domingo	Public_Relations@aiysoccer.com	
Director of Coaching	Andy Francis	Dir_of_Coaching@aiysoccer.com	
Director of Volunteers	Scott Powell	DOVolunteers@aiysoccer.com	
Director of Fund Raising	Dave Mumbauer	Dirfundraising@aiysoccer.com	

This hand book was put together to help new coaches navigate their way through the admin side of coaching for AIYS. It is extremely important that you complete the following before the start of your first practice each year.

- 1) Do your background check in gotsoccer
- 2) Complete the center for disease control (CDC) test
- 3) Complete the SafeSport certification

Once you have been selected as a coach for AIYS you will receive an email with a user ID and password to gostsoccer. Follow these direction to complete all three requirements.

- Step 1: Login to Gotsoccer.com https://home.gotsoccer.com/
- Step 2: Click the login button in the right corner
- Step 3: Under member Account click: Teams & Team Officials Login

Put in the Username and Password provide to you in an email for individual coach or manager and click Login. If you do not have one contact the Registrar and request one.

Background check: click here. https://www.gotsport.com/asp/users/login\_menu.asp?tab=member

Center for Disease Control and SafeSport, Direction for Safesport Click here

Powered by GotSoc			Lobos separ comp fields & Bro	ate weekenys. Over 375 team ete over two weekends on the of the Mke Rose Soccer Com nze flights assure great comp	
Rankings News	Featured Tournaments V	Videos Tournament Directory S	oft-zare		
💿 Coach Accoun	t Home N	My Profile Club / Association	Background Checks	Learning Center	Return
	Welcome Back, Jam	nes Denison		🖻 Update your Coach I	Profile
	SafeSport Certif	fication (Learning Cent	ter Courses »		
	CDC Heads	s-Up Course (Learning Cent	ter Courses »		
	No coached teams to display.				

All coach (Head/Assistant coach) and managers are requirements to have background check, CDC and Safesport *completed* Pryor to getting roster of players and or starting your first practice! **U6-U10 coaches:** You are done with the certification in gotsoccer you can skip to page 8, Certification and training.

**U11 and up coaches need the following:** Because you will be playing team from other clubs.

- 1) Player passes (laminated)
- 2) Roster
- 3) Medical release forms(signed by parents)

# **Player passes:**

You can share this with the team manager and parents so that they can load the head shots Step 1: Visit www.gotsoccer.com and then

Powered by G	otsoccer			Elorida Elito Invitational 2016 Jedraanville, FL August 19th-21st, 201 Plorida Elite Invitational is the ame of the fournament in the Southeast. It is a high Up to U18 Days and Oirls with teams fit and Florida elready committed to play teams this year so register early to ans	Inrgest pre- hy competitive fournament fo om South Carolina, Georgia, We are expecting close to 30
Rankings mber count iversal count	Magazine Sheuned Member Acc Don't want to d		Co	ting member accounts below	
		Directors, Registrars, States & Assignors Loally Teams & Team Officials View and print resters, schedules, game cards, Mew and print resters, schedules, game cards, Loally management reports.		Login Iver: pr-amilies ers y rents - update your contact	

Step 3: Choose "Players & Families" then enter your Username and Password. Use your <u>PLAYER</u> login and password that has been provided to you by email from GotSoccer. If you don't remember it ask registrar.

Step 4: Choose "Get Started"



Step 5: Choose Player Tab and make sure information is correct and add a head shot.

Player	Player - Amelia	Donison		<u> </u>	
College	Club Information	a Demson		College Recr	uiting
Recruiting					-
	Club Name		BNAIY Amelia Island YSO		Connect with N
Team Events	Player Information				
Username &	Player ID #		2136217		
Password	Jersey #		25	Player Photo	
Club	Full Legal Name		Amelia L Denison	Rotate G	Rotate
Documents	Gender		Female	Statement and an other statements	Concerta de la concer
Club	Date of Birth		4/25/2003	and the second second	
Registration	State or Association R	egistered	Florida	5	and the second
Emergency	US Soccer Player F	Registration		-	and the second s
Info	FIFA ID	N/A			
Concussion	US Soccer ID	N/A			-
Center	GSDataID	None Chec	k for Existing Data	and the second se	and the second s
Free	Country of Birth		~	12.00	
Recruiting	Country of Citizenship		✓ +Multiple	1	
Prome	Played outside of US	Coun	try:	The state of the s	
	Additional Player In	ormation			State of Party of
	School District	Yulee			1 m
	Grad Year				A CONTRACTOR
	Primary Position				belete Chang

The roster will be generated by the registrar once you have all of your player with correct head shots. Each parent is responsible for uploading the head shot of his son or daughter in gotsoccer.

You will need to remind your parents at the first practice or parent meeting to go home and upload a head shot. Please make sure that the picture you or parent upload is passport style and is no more than 500kb. Larger photos will load, but your passes will not print.

MEMBER PASS Player: Primary State: FL Age Group: U14 Level: Recreational Name: JACOB WHITE Birthdate: 8/1/2002 Club: B3AIY Amelia Island YSO Team: U14 Denison Team I.D.#: B3AIY0102CR1 Season: 2015-2016 I.D. #: 2036870 Member Pass Player: Primary Data Pass Player: Primary Player: Player:	<ul> <li>MEMBER PASS</li> <li>Player: Primary</li> <li>State: F.L. Age Group: U14.</li> <li>Level: Recreational</li> <li>Mame: Ezra Widelock</li> <li>Birthdate: 6/4/2003</li> <li>Club: B3AIY Amelia Island YSO</li> <li>Leam: U14 Denison</li> <li>Team I.D.#: B3AIY0102CR1</li> <li>Season: 2015-2016</li> <li>I.D. #: 7093638</li> </ul>
Bad Player ID Cards <b>**missing picture</b>	Good Player ID Cards

The player pass on the left is missing the picture and this player is not qualified to play.

\*\* There is a laminator in the concession stand just ask a board member and they will help you find it.

# **Rosters:**

Printing Rosters for valid game rosters is also available through GotSoccer. Step 1: Login to the team account (Make sure you use your team ID and Password) Step 2: Click on "User Login" in the top right corner of the page.

Powered by 0	Cotsloccer			Jackson Plorida t tournam US to U and Flor	Eilte Invitational 2016 ville PL August 19th-21st, 201 Site Invitational is the one of th ent in the Southeast. If is a hig of 8 Boys and Girls with teams fr Ida already committed to play is year so register early to ensi-	e large of provide tournament for for South Carolina, Georgia, We are expecting close to 300 une your spot
Rankings	Magazine Sheuneenio News Loca	I Featured Tournaments	Videos	Club Directory	Tournament Directory	Software
mber	Member Account Login					
iversal	Don't want to create a GotSoccer U	Iniversal Account? Login	directly to y	our existing m	ember accounts below	w
	Organizations Directors, Registrars, to Login	itates & Assignors		College C Search plays events.	oaches ar profiles and register to at	tend
	Teams & Team Of	schedules, game cards		Players &	Families	
	and submit risk manag				and find forms.	
	Referees & Ass Create and verify as a game reports.			Event Sci Leagues & T		

Step 3: Choose "Team/Team officials" then enter your Username and Password in the "Team Account" login. Use your team login and password that has been provided to you by email from GotSoccer. If you don't remember it ask registrar.

Step 4: From Home Tab, choose the "Team Profile"

Step 5: Click on the **"Documents"**. If you are unable to view your roster, please contact registrar.

# Example of roster

This is the only roster that is authorized to verify player. Do not use the one out of "Blue Sombrero". You will need this roster at all games.



#### Florida Youth Soccer Association

2015-2016 FYSA Registration Event B3AIY Amelia Island YSO

4/14/2016 7:18:58 AM

B3AIY0102CR1 Coed U14 B3AIY AMELIA ISLAND YSO U14 DENISON

_								
	ACHES & MANAGERS							,
	ch Pass No. 724999							
	ne: DENISON, JAMES ne Phone: 904 206-2390		Work Phone: Mobile Phone: 904 206-2390		Lic#	ison2000@	uchoo com	
	t Coach Pass No. 1355162		Mobile Pilolie. 904 200-2390		James_uen	lison2000@	yanoo.com	
	e: HOLMES, JOHN A		Work Phone: 804 815-1046 Lic#					
	ne Phone: 804 815-1045		Mobile Phone:			s15@gmail	.com	
	ager Pass No. 801683 ne: FALLON, JAIME		Work Phone:			Ridge Place Beach, FL	22024	
	e Phone: 804 815-3574		Mobile Phone:		fallon4@gr		52034	
				-	0,5			
PLA	YERS							
	Pass No.	Reg Date	Name	Jersey	Status	Gender	Birth Date	Verified
1.	5863342	8/22/2015	BALSAMO, ANTHONY	56	Prim	м	6/15/2003	No
2.	2036705	8/22/2015	BULNA, SHEA M	58	Prim	M	1/12/2002	Yes
3.	8334019	3/4/2016	CONNER, ISAIAH	45	Prim	м	10/25/2002	No
4.	4554791	8/22/2015	DANIELS, EMILY C	55	Prim	F	6/24/2003	No
5.	2135990	9/8/2015	DENISON, AARON B	54	Prim	м	4/25/2003	No
6.	2136217	9/26/2015	DENISON, AMELIA L	58	Prim	F	4/25/2003	No
7.	3995240	2/29/2016	DENISON, JULIA	26	Prim	F	8/25/2001	Yes
8.	7093529	2/29/2016	FANSLER, SIERRA P	63	Prim	F	12/28/2001	Yes
9.	2455635	2/29/2016	LAWSER, PEYTON	54	Prim	F	10/18/2001	No
10.	4019217	4/14/2016	NEAL, ROBERT	15	Prim	м	11/1/2002	Yes
11.	6590044	3/4/2016	PARR, HUNT		Prim	м	3/31/2003	No
12.	2269886	2/29/2016	SEAY, ALLIE	14	Prim	F	4/27/2003	No
13.	8275427	2/29/2016	SIERRA-GARCIA, CARLOS	76	Prim	м	8/4/2001	No
14.	7093627	8/22/2015	TYLER, MADISON P	13	Prim	F	3/28/2003	No
15.	2036870	2/29/2016	WHITE, JACOB	11	Prim	м	8/1/2002	No
16.	7093638	2/4/2016	WIDELOCK, EZRA N	87	Prim	м	6/4/2003	No

Current Players: 16

\*\*\*All U11 and above coaches must have a copy of the "Official roster" and laminated copies of "player passes" at all games, (home and away). The club will be fined if you don't have both during check-in process prior to game.

\*\*If you do not see your name or your assistant coach's name on the official roster then we do not show you as having completed the background check or CDC Heads up Concussion video. If you have completed them, then please use your individual coach login to look it up and send the administrators at the emails noted above. To log into your coach account (after it has been created), you must log into gotsoccer, team/team officials/individual coach.

## **Medical Release form**

Step 1: Visit www.gotsoccer.com and then



Step 3: Choose "Team/Team officials" then enter your Username and Password in the "Team Account" login. Use your **team** login and password that has been provided to you by email from GotSoccer. If you don't remember it ask registrar.

Step 4: On the top bar next to your team name you will find the "View/Print player medical release forms". This form needs to be printed out and signed by all parents and taken to all practices and games.

am - Boys U14 U14 Denison loccer TeamlD # 767388 Iniversal Account Connect to your GotSoccer Account	unt		E Update Team Age and More E View Team Rankings Page E Team Fundraising			ViewPrint Tea	m Contacts 20 yer Medical Relea	team info as Forms	1			
et the most out of your account count Merge Tool is Now Available!		t Registration History i 1 - 8 of 8										
		Name/Date		Type	Status	Applied	Accepted	Paid	Roster	Schedule	eTravel	Support
our Club	<b>4</b>	Recreational North Florida Spring Schedule 2015-2016		League	Accepted	02/08/2016	Yes	No	Default	Missing	Request	Request
AIY Amelia Island YSO (FL)	<b>_</b>	Recreational North Florida Fall schedule 2015-2016		League	Accepted	08/05/2015	Yes	No	Default	Miene	Request	Request
v! GotSoccer Magazine	4	2015-2016 FYSA Registration Event 8/1/2016 - 7/31/2016		Registration	Accepted	08/05/2015	Yes	No	Ecozen.(14)	N/A	N/A	Request
FUTBOL-TACTICO	<b>~</b>	Recreational North Florida Spring schedule 2014-2015 1/1/2015 - 6/1/2015		League	Accepted	02/09/2015	Yes	No	Default	Missie	Request	Request
COACHING MAGAZINE	<b>~</b>	North Florida end of season tournament 2014 11/22/2014 - 11/23/2014		Tournament	Applied	11/08/2014	No	No	Default	Missie	Request	Request
exclusively provided by GotSoccer	<b>~</b>	Recreational North Florida Fall schedule 2014-2015 0/1/2014 - 11/30/2014		League	Accepted	08/10/2014	Yes	No	Default	Miener	Request	Request
Tactics & Tips	<b>_</b>	2014-2015 FYSA Registration Event		Registration	Accepted	08/10/2014	Yes	No	Erozen (17)	N/A	N/A	Request
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/worldi	Items	1 - 8 of 8										
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#### **Practice:**

Coaches should sign up for practices at the coaches meeting or if you didn't make the coaches meeting contact the Dir of Recreational. If you have any questions about the schedule, please see website or contact Dir of Recreational and or registrar.

**Recommended Practice times:** 

U6 – 30 Minutes — Once per week U8 – 30 Minutes — Once per week U10- 45 Minutes — Twice per week U12- 1 hour — Twice per week U14- 1.5 hours — Twice per week

<u>Division Technical Practice</u>: This season we will continue to have division technical practice days for teams in U4-U10 divisions.

Mondays U8s – two sessions – 5:15PM and 6:15PM Tuesdays U10s – two sessions – 5:15PM and 6:15PM Wednesdays U4s – three sessions – 5:15PM, 5:30PM, and 6:10PM Thursday U6s – two sessions – 5:15PM and 6:15PM

- a) We are working to have space for all our teams to practice, however space is tight and there is little room for movement please practice on your designated field and time slot that you picked during the coaches meeting.
- b) It is the Coach and team responsibility to put the fields back to the original set up for the next day. For example, if you are a U12 team practicing on the field #10 and use the small goals from U8 #6, please make sure all small goals are set back in proper location for the U8 teams

## **Helpful Information**

## **Text Alerts:**

Remind your families to sign up for our "rained out" texting service. This is what we are using for field notifications. We do not reschedule games other than for weather cancellations. We just do not have the field space available to be able to do it.

# Game Day Uniforms:

Red/Blue = home team White/Blue = away team

## Game change policy and Reporting Scores (U11 and up only) Click Here

### **Volunteer Hours**

Coaches we need your help to remind the parents about volunteering <u>**3 hours**</u> per player to the club. They can sign up using **signup genius** on website under parents tab and selecting your desired task and dates. The club tracks who volunteer and who does not and a \$20 per hour charge will be added to your next season bill if you do not fulfill your volunteer hours.

### **Team Managers**

The Team manager should print two copies of player pass and roster. After you have print them take the player passes to the concession building at the fields and laminate them. Give one copy of player passes and roster to the head coach and keep a copy for back up and bring them to all games. Also keep a copy or them medical release and bring to all games. Got Soccer helpful How to for team managers. Click here

# **Coaching Certification**

# Digital Coaching Center: Sign up for courses click here

#### U.S. Soccer coaching education Click here

U.S. Soccer coaching license Pathway



All coaches need to do the online introduction to grassroots coaching. Click Here

COURSES	HELP		SIGN UP L
Available Courses			
AVAILABLE COURSES			
License pathway	Introduction to Grassroots Coaching		
Pro Course	FOR ALL QUESTIONS, PLEASE CONTACT:		You need to log-in to register for this course
A - Senior Course	dccsupport@ussoccer.org		LOG IN
A - Youth Course	LOCATIONS		
B Course	This course is held remotely through the Digital Cou	aching Center	
C Course	PRICE PACKAGES		
D Course	No payment is required		
Grassroots Courses	Course Details ENGLISH SPANISH		
In-Person Courses	This tee introductory module, which represents th		
Online Courses	point of the pathway and is the required prerequisi complete the module will also be provided with four		
11 v 11 Course			
9 v 9 Course	The module takes approximately 20 minutes to co		
7v 7 Course	For a list of frequently asked questions, please vis	ilt: https://supportersclub.desk.com/?b_id=7309	
A weat Common			
Introduction			

We also recommend that you take the appropriate level course for the team you are coaching.

4v4, 7v7, 9v9 or 11v11