

SnVYSA Coach Checklist & Resource Guide

Training & Development

Purpose: Provide age-appropriate skills training, planning tools, and mentoring opportunities.

Website Location: <https://www.snvyasa.org/coachtraining>

Policy link: Volunteer and Employee Participation Policies, section 3 - <https://www.snvyasa.org/governance>

| Completion Status | Action |
|-------------------|--|
| | Attend an in-person coach training session for the age group you are coaching. |
| | Attend the All-Coach Training Meeting in July |
| | Attend Micro Curriculum Meeting in August (for U6-U8 coaches only) |
| | Print and review curriculum materials and drills from Coach Manual. |
| | Complete an online grassroots license course for age group coaching for additional training and development. (Optional) |
| | Mentor players during the season; encourage players to set individual goals and attend seasonal camps and clinics to continue developing skills outside of scheduled practices. Provide ongoing feedback to players during the season. |
| | Mentor players end of the season: encourage players to extend growth through the Cascade FC Winter Technical Academy for advanced skill development and to attend Cascade FC tryouts in the spring. |

Team Management

Purpose: Equip coaches to build respectful, communicative team cultures.

Website Location: www.snvyasa.org/coaches and <https://www.snvyasa.org/coachfaq>

Policy link: Volunteer and Employee Participation Policies - <https://www.snvyasa.org/governance>

Policy link: Coach, Player, and Parent Codes of Conduct - <https://www.snvyasa.org/governance>

| Completion Status | Action |
|-------------------|---|
| | Review Volunteer & Employee Participation Policies & Codes of Conduct |
| | Review Coach Roles & Responsibilities in Coaches Corner |
| | Download SE App |
| | Access Team Roster from SE App |
| | Communicate with Team & Schedule Pre-Season Meeting |
| | Pick up team equipment |
| | Conduct Pre-Season Kick-Off Meeting-sample agenda provided in coach resources |
| | Recruit Volunteers for specific tasks |
| | Hand out jerseys at first team meeting (U6-U10 age groups) |
| | Order Uniform kits for players that need a uniform (U11-U19 age groups) |

Practice Management

Purpose: Ensure coaches are prepared for practice and have the resources and tools they need to be efficient and productive.

Website Location: <https://www.snvyasa.org/coachfaq>

Policy link: League Policies, section 4 - <https://www.snvyasa.org/governance>

| Completion Status | Action |
|-------------------|--|
| | Select practice time slot from your local recreational program representative. |
| | Review Rules of Competition for age group coaching. |
| | Create a daily practice plan, leverage Coach Manual drills. |
| | Prepare for first practice – equipment, practice plans, extra water, first aid kit, medical forms, pinnies, check weather etc. |
| | Send parents a reminder email before the first practice, and what players should bring. |
| | Arrive 15-20 minutes before practice start time to walk the field to ensure safe and ready for practice. Report any issues with the field or goals/nets to local program representative. |
| | Be a positive role model and focus on learning and having fun at each practice. |
| | Leave field clean-ensure players pick up all their gear, trash, and water bottles. |

Game Management

Purpose: Ensure coaches are prepared for game day and have the resources and tools they need to be successful.

Website Location: <https://www.snvyasa.org/coachfaq> & SE App for game schedules (U6-U12) and [League Washington](#) for U13-U19 game schedules.

Policy link: League Policies, section 4 - <https://www.snvyasa.org/governance>

| Completion Status | Action |
|-------------------|---|
| | Review game schedule for date, time, and field location. |
| | Add game schedule to SE App (U13-U19 age groups only). |
| | Review and print out the Rules of Competition for the age group coaching. |
| | For home games, check the referee assignment. If no referee is assigned, recruit a parent volunteer to be a backup referee. |
| | Create a simple rotation chart to ensure equal playing time based on RSVP's |
| | Email the opposing team coach to confirm the field, time, and jersey color |
| | Send a reminder email to the team of game time, location, jersey color, and expected sideline conduct. |
| | Prepare for the first game: equipment, game plan, and rotation schedule, extra water, first aid kit, medical forms, pinnies, check weather, etc. |
| | Print match day roster (U13-U19 age groups only) and ensure it is accurate. Follow up with the SnVYSA Registrar with any issues or concerns. |
| | Arrive 30-60 minutes before game start time (depending on age group) to walk the field to ensure the field is safe and ready for the game and to conduct player warm- |

| Completion Status | Action |
|-------------------|---|
| | ups and drills before the game. Report any issues with the field or goals/nets to the referee. |
| | Reinforce effort and teamwork over winning to players before kickoff. |
| | Model good sportsmanship and sideline behavior at all times. SnVYSA has a zero tolerance policy for referee abuse. |
| | Provide the referee and opposing team coach with the match day roster (U13-U19 age groups only). Ensure the referee checks players in for both teams. |
| | Keep track of substitutions and player rotations during the game. |
| | Leave field clean-ensure players pick up all their gear, trash, and water bottles. |
| | Enter game score after the game (U11-U19 age groups only) |
| | Complete referee evaluation forms post-game. (U6-U12 age groups-Arbiter) and East King County Soccer Referees -EKCSRA (U13-U19 age groups). |
| | Send post-game team communication or conduct a review at the next practice. |

Safety & Risk Management

Purpose: Provide safe environments and clear response procedures.

Website Location: <https://www.snvyasa.org/safety>

Policy link: Safety and Prohibited Conduct Policies- <https://www.snvyasa.org/governance>

Policy link: Disciplinary Policies and Procedures- <https://www.snvyasa.org/governance>

| Completion Status | Action |
|-------------------|--|
| | Complete compliance requirements: SafeSport, Concussion, Sudden Cardiac Arrest, and Background check screening. |
| | Review the Safety and Prohibited Conduct Policies for safeguarding minors and ensure you adhere to them. |
| | Follow all age-group competition rules for safeguarding players (No heading: U6-U12), no slide tackles (U6-U10), no punting (U9-U12). |
| | Check fields for safety before every practice and game. |
| | Ensure players are not wearing jewelry or other dangerous items as defined by the IFAB rule 4. This includes newly pierced ears. |
| | Ensure players are wearing the required equipment for every practice and game. Shin guards are mandatory. |
| | Ensure you have received a medical form from every player. |
| | Review and understand the weather policies and adhere to them for every practice and game. |
| | If a player has a severe injury (concussion, broken bone, etc.), ensure you have received a physician's note from the parent before allowing them to return to play. |
| | Report any Disciplinary issues via an incident report following the Disciplinary Policy and Procedures. |

Contacts & Support

Purpose: Keep coaches connected and supported throughout the season.

Website Location: <https://www.snvyasa.org/board>

Listed below is the contact information for specific questions that you may have during the season.

| SnVYSA Board of Directors: | | |
|-----------------------------------|--|---|
| Title | Email | Questions On: |
| President | president@snvyasa.org | Policies and Procedures |
| Executive Vice President | execvp@snvyasa.org | Disciplinary issues and incident reports |
| Vice President of Development | vpdevelopment@snvyasa.org | Coach training, certification, curriculum, player development |
| Secretary | secretary@snvyasa.org | Gen. Membership meetings |
| Treasurer | treasurer@snvyasa.org | Financial Reports |
| Registrar | registrar@snvyasa.org | Rosters, compliance, game schedules, refunds. |
| Carnation Representative | carnation@snvyasa.org | Equipment, practice schedules, jerseys, and uniform ordering. |
| Duvall Representative | duvall@snvyasa.org | |
| Fall City Representative | fallcity@snvyasa.org | |
| North Bend Representative | northbend@snvyasa.org | |
| Snoqualmie Representative | snoqualmie@snvyasa.org | |
| Cascade FC Director of Operations | sophieh@cascafedfc.org | Cascade FC programs |

| SnVYSA Operational Support Staff: | | |
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| Title | Email | Questions On: |
| Equipment Manager | fallcity@snvyasa.org | Equipment inventory/ordering |
| Facilities Manager | facilitiesmgr@snvyasa.org | Field rentals, maintenance, goals, nets, and porta potties. |
| PR/Social Media Manager | socialmedia@snvyasa.org | Advertising, promoting |
| Referee Manager | registrar@snvyasa.org | Referee assignments, training, registration, concerns/issues, evaluations, and rules of competition. |