

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.snvysa.org/coachfaq>

Policy link: League Policies, section 4 - <https://www.snvysa.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.snvysa.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.snvysa.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-Arbiters) 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.snvysa.org/safety>

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

Policy link: Disciplinary Policies and Procedures- <https://www.snvysa.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.snvysa.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@snvysa.org	Policies and Procedures
Executive Vice President	execvp@snvysa.org	Disciplinary issues and incident reports
Vice President of Development	vpdevelopment@snvysa.org	Coach training, certification, curriculum, player development
Secretary	secretary@snvysa.org	Gen. Membership meetings
Treasurer	treasurer@snvysa.org	Financial Reports
Registrar/Scheduler	registrar@snvysa.org	Rosters, compliance, game schedules, refunds.
Carnation Representative	carnation@snvysa.org	Equipment, practice schedules, jerseys, and uniform ordering.
Duvall Representative	duvall@snvysa.org	
Fall City Representative	fallcity@snvysa.org	
North Bend Representative	northbend@snvysa.org	
Snoqualmie Representative	snoqualmie@snvysa.org	
Cascade FC Director of Operations	cascadefc@snvysa.org	Cascade FC programs

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