



Checklist for Site Coordinators

Preparation for course:

Please check to see that you have reserved the following:

- ~Classroom or auditorium with a white board or chalk board for lecture portion of the course.
- ~Access to women's and men's bathrooms.
- ~A full size gym (For the G course 18 yards x 25 yards minimum, for the F & E courses 28 yards x 35 yards).
- ~In warm weather months, a field, as well as gym space as back up in case of rain.

Mandatory requirements:

1. Completed the online course request form, including your home mailing address, the address of the course location and general directions. Submitted the course deposit to cover the minimum number of coaches required to hold the course. The deposit is due one week prior to course date. If you are directing coaches to register online for your course, the deposit is not required. We will bill you for the additional attendants in course upon course completion.
2. Be available to register "walk-ins" and be present during the course in case of emergency. Take attendance to confirm that everyone registered for the course is in attendance. If you are unable to remain at the course for the duration, please assign someone in the course as the emergency contact.
3. Email all coaches pertinent course information. Coaches need to come dressed to play, bring a soccer ball, a water bottle, a notebook and pen. Please also include the street address for the course location, as well as some general directions.
4. If course coordinator is taking registration for the course, the course registration file must be emailed to the Instructional Programs Administrator at least 5 days prior to course date for processing. The Administrator will add any online registrations we have received to your file, and email back to you for attendance at the course.
5. Please note if we do not have the minimum number of coaches required for each course, one week prior to course date, we are unable to run the course in an optimum learning environment for coaches, and the course will be cancelled. (G = 10 coaches, F = 12 coaches, E = 16 coaches)

Upon course completion:

1. Return all unused course materials & shirts to the Mass Youth Soccer office to avoid additional charges for unreturned materials.
2. Submit via email the final course registration file to the Instructional Programs Administrator within 2 weeks of course completion. Submitting this information promptly ensures coaches will receive course certificate of completion within 4 weeks of receiving the final course file.

Thank you for your commitment to coach education and for your efforts!!!