



KYSA Coordinator Role + Activities Reference Guide

U6	Off-season	<ul style="list-style-type: none"> · Recruit coaches as notified by the board <ul style="list-style-type: none"> ○ Instruct coaches to register ○ Present board with any backlog of coaching applications for decision on who coaches vs doesn't coach · Create teams (balance by using player date of birth) · Create game schedule · Attend all board meetings from time of being appointed until the end of the spring season
	Pre-season	<ul style="list-style-type: none"> · Lead a coordinator and coaches meeting to review: <ul style="list-style-type: none"> ○ Promote KYSA values: Have fun, learn, and want to keep coaching/playing in KYSA ○ Coach roles & responsibilities ○ Code of Conduct ○ Need for Cori ○ Safe to Play requirements ○ U6 game rules (<i>found on KYSA coaches' corner</i>) ○ Review how to use and store pug nets ○ Process for opening and closing shed at KIS (<i>key in lock box on right side of building, magnetized to electrical box</i>) ○ Escalation pathways (coordinator, Dir. of Coach Development, Board) ○ Review 1st game set up and last game breakdown expectations · Share rosters with coaches via email and/or paper copies · Share game schedule with coaches · Distribute game shirts and equipment to coaches



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	In-season	<p>Games played on Sundays at Kingston Intermediate Fields</p> <ul style="list-style-type: none"> ○ 30 min practice immediately prior to a 30 min game · Respond to coach, parent, and board questions or concerns promptly. · Reach out to Director of Coach Development for support when needed · Escalate conflicts to Director of Coach Development and/or Executive Board Member · Collect extra shirts from every coach by 4th week of the season (store until spring) · Promote use of MOJO by all coaches for practice planning
U8	Off-season	<ul style="list-style-type: none"> · Recruit coaches as notified by the board <ul style="list-style-type: none"> ○ Instruct coaches to register ○ Present board with any backlog of coaching applications for decision on who coaches vs doesn't coach · Create teams (balance by using player date of birth) · Create game schedule · Attend all board meetings from time of being appointed until the end of the spring season
	Pre-season	<ul style="list-style-type: none"> · Lead a coordinator and coaches meeting to review: <ul style="list-style-type: none"> ○ Promote KYSA values: Have fun, learn, and want to keep coaching/playing in KYSA ○ Coach roles & responsibilities ○ Code of Conduct ○ Need for Cori ○ Need for help lining the fields throughout the season ○ Practice 1x/wk minimum and 2x/wk maximum ○ Equipment needs for game day (corner flags, 1st aid kit, and sand bags) ○ U8 game rules (<i>found on KYSA coaches' corner</i>) ○ U8 playing time allotment – per KYSA By-Laws ○ Process for opening and closing shed at Pottle Street <ul style="list-style-type: none"> ● combination code = 5972 (<i>hint: KYSA on phone keypad</i>) ○ Review 1st game set up and last game breakdown expectations



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		<ul style="list-style-type: none"> · Share rosters with coaches via email and/or paper copies · Distribute game shirts and equipment to coaches
	<p>In-Season</p>	<ul style="list-style-type: none"> · Games played on Sundays at Pottle Street Fields · Track a practice schedule to coordinate and monitor field use (teams practicing a 2nd time yield field to teams in need of their 1st practice of the week). <ul style="list-style-type: none"> ○ Send this to the board. · Line the U8 fields weekly between Wednesday and Friday, the later in the week the better. (In some instances fields have been lined early Saturday mornings due to weather). <ul style="list-style-type: none"> ○ Ask coaches to share this responsibility, create a tracking document/schedule. · Be aware of coaches' individual strengths and areas for improvement · Respond to coach, parent, and/or board questions or concerns promptly. · Escalate conflicts to Director of Coach Development and/or Executive Board Member · Collect extra shirts from every coach by 4th week of the season (store until spring) · Promote use of MOJO by all coaches for practice planning
<p>U10</p>	<p>Off-season</p>	<ul style="list-style-type: none"> · Recruit coaches as notified by the board <ul style="list-style-type: none"> ○ Instruct coaches to register ○ Present board with any backlog of coaching applications for decision on who coaches vs doesn't coach · Create teams (organize a player draft including all coaches, Director of Player/Coach Development, and President or an appointed board member). Consider input from U8 coaches to learn of the incoming players to U10. <p><i>** Goal is to create balanced teams that promotes fun, development, sportsmanship, and a desire to continue to play and coach in KYSA</i></p> <ul style="list-style-type: none"> · Attend all board meetings from time of being appointed until the end of the spring season



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	Pre-season	<ul style="list-style-type: none">· Create game schedule<ul style="list-style-type: none">○ Share schedule with coaches○ Share home dates/times with Coastal – input via KYSA based spreadsheet· Lead a coordinator and coaches meeting to review:<ul style="list-style-type: none">○ Coach roles & responsibilities○ Code of Conduct○ Need for Cori○ Safe to Play requirements○ Practice 1x/wk minimum and 2x/wk maximum○ U10 game rules (<i>push out via link from Coastal</i>)○ U10 playing time allotment – per KYSA By-Laws○ Process for opening and closing shed at Pottle Street<ul style="list-style-type: none">● combination code = 5972 (<i>hint: KYSA on phone keypad</i>)○ Review 1st game set up and last game breakdown expectations· Share rosters with coaches via email and/or paper copies· Distribute uniforms and equipment to coaches· Instruct coaches to learn away game dates/times/locations via email or call to opponents coach
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	<p>In-Season</p>	<p>Games are played on Saturdays at Pottle Street fields</p> <ul style="list-style-type: none"> · Track a practice schedule to coordinate and monitor field use (teams practicing a 2nd time yield field to teams in need of their 1st practice of the week). <ul style="list-style-type: none"> ○ Send this to the board. · Line the U10 fields weekly between Wednesday and Friday, the later in the week the better. (In some instances, fields have been lined early Saturday mornings due to weather). Field liner and paint is stored in Pottle shed. <ul style="list-style-type: none"> ○ Ask coaches to share this responsibility, create a tracking document/schedule. · Be aware of coaches' individual strengths and areas for improvement · Respond to coach, parent, and/or board questions or concerns promptly. · Escalate conflicts to Director of Coach Development and/or Executive Board Member · Confirm game schedule per Sandro's weekly email for all teams · Encourage use of MOJO by all coaches for practice planning
<p>U12</p>	<p>Off-season</p>	<ul style="list-style-type: none"> · Recruit coaches as notified by the board <ul style="list-style-type: none"> ○ Instruct coaches to register ○ Present board with any backlog of coaching applications for decision on who coaches vs doesn't coach · Select team created by KYSA tryout and development standards – plays in the MTOC division · Create non-select teams to compete in the Davis Cup Coastal League (DCCL) <ul style="list-style-type: none"> ○ Organize a player draft including all remaining U12 coaches, Director of Player/Coach Development, and President or an appointed board member). Consider input from U10 coaches to learn of the incoming players to U12



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Pre-season	<ul style="list-style-type: none">· Create game schedule<ul style="list-style-type: none">○ Share schedule with coaches○ Share home dates/times with Coastal – input via KYSA based spreadsheet· Lead a coordinator and coaches meeting to review:<ul style="list-style-type: none">○ Coach roles & responsibilities○ Code of Conduct○ Need for Cori○ Safe to Play requirements○ U12 game rules (<i>push out via link from Coastal</i>)○ U12 playing time allotment – per KYSA By-Laws○ Process for opening and closing shed at KIS (<i>key in box on right side of building, magnetized to electrical box</i>)○ Review 1st game set up and last game breakdown expectations· Share rosters with coaches via email and/or paper copies· Distribute uniforms and equipment to coaches· Instruct coaches to learn away game dates/times/locations via email or call to opponents coach



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	<p>In-Season</p>	<p>Games are played on Saturdays at KIS lower field and occasional Friday nights at Riordon Field</p> <ul style="list-style-type: none"> · Track a practice schedule to coordinate and monitor field use. Practices should be at least 60 min in length. <ul style="list-style-type: none"> ○ Send this to the board <ul style="list-style-type: none"> ● Select Teams practice 2x/week ● Balanced Teams practice 1-2x/week · Line the U12 fields weekly between Wednesday and Friday, the later in the week the better. (In some instances, fields have been lined early Saturday mornings due to weather). Field liner and paint is stored in the shed. <ul style="list-style-type: none"> ○ Ask coaches to share this responsibility, create a tracking document/schedule. · Be aware of coaches' individual strengths and areas for improvement · Respond to coach, parent, and/or board questions or concerns promptly. · Escalate conflicts to Director of Coach Development and/or Executive Board Member · Confirm game schedule per Sandro's weekly email for all teams · Encourage use of MOJO by all coaches for practice planning
<p>U14</p>	<p>Off-season</p>	<ul style="list-style-type: none"> · Recruit coaches as notified by the board <ul style="list-style-type: none"> ○ Instruct coaches to register ○ Present board with any backlog of coaching applications for decision on who coaches vs doesn't coach · Select team created by KYSA tryout and development standards – plays in the MTOC division · Create non-select teams to compete in the Davis Cup Coastal League (DCCL) <ul style="list-style-type: none"> ○ Organize a player draft including all remaining U12 coaches, Director of Player/Coach Development, and President or an appointed board member). Consider input from U10 coaches to learn of the incoming players to U12 <p><i>** Goal is to create balanced teams that promotes fun, development, sportsmanship, and a desire to continue to play and coach in KYSA</i></p>



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		<ul style="list-style-type: none"> · Attend all board meetings from time of being appointed until the end of the spring season
	Pre-season	<ul style="list-style-type: none"> · Create game schedule <ul style="list-style-type: none"> ○ Share schedule with coaches ○ Share home dates/times with Coastal – input via KYSA based spreadsheet · Lead a coordinator and coaches meeting to review: <ul style="list-style-type: none"> ○ Coach roles & responsibilities ○ Code of Conduct ○ Need for Cori ○ Safe to Play requirements ○ U14 game rules (<i>push out via link from Coastal</i>) ○ U14 playing time allotment – per KYSA By-Laws ○ Process for opening and closing shed at KIS (<i>key in box on right side of building, magnetized to electrical box</i>) <ul style="list-style-type: none"> ○ Review 1st game set up and last game breakdown expectations · Share rosters with coaches via email and/or paper copies · Distribute uniforms and equipment to coaches · Instruct coaches to learn away game dates/times/locations via email or call to opponents coach



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	<p>In-Season</p>	<p>Games are played on Saturdays at KIS upper field and occasional Friday nights at Riordon Field</p> <ul style="list-style-type: none"> ○ Night game “how to” to follow <ul style="list-style-type: none"> ● Turn on the lights ● Open bathrooms via keys in concession stand ● Open field box for pre-game music ● Attain flags in the concession stand · Track a practice schedule to coordinate and monitor field use. Practices should be at least 60 min in length. <ul style="list-style-type: none"> ○ Send this to the board <ul style="list-style-type: none"> ● Select Teams practice 2x/week ● Balanced Teams practice 1-2x/week · Line the U12 fields weekly between Wednesday and Friday, the later in the week the better. (In some instances, fields have been lined early Saturday mornings due to weather). Field liner and paint is stored in the shed. <ul style="list-style-type: none"> ○ Ask coaches to share this responsibility, create a tracking document/schedule. · Be aware of coaches’ individual strengths and areas for improvement · Respond to coach, parent, and/or board questions or concerns promptly. · Escalate conflicts to Director of Coach Development and/or Executive Board Member · Confirm game schedule per Sandro’s weekly email for all teams · Encourage use of MOJO by all coaches for practice planning
<p>HS</p>	<p>Off-season</p>	<ul style="list-style-type: none"> · Spring season play only · Teams created with Halifax and Plympton players
	<p>Pre-season</p>	
	<p>In-season</p>	