

## **SETTING UP A COACHING LICENSE COURSE**

Club or District representatives should contact the AYSA Technical Director to set up a course and identify a contact person to work with the Technical Director as the course coordinator. The course coordinator communicates course information to members, registers coaches for the course, collects the fees, compiles a final list of the participants and acts as the on-site manager during the course. Specific course requirements and course coordinator responsibilities are outlined below.

### **SCHEDULING A COURSE:**

The course coordinator works with the Technical Director to identify dates for the license or certification course.

### **COURSE COMMUNICATION:**

The course coordinator communicates all course information to local and area coaches. Registration is through gotsoccer available on the AYSA web-site [www.azyouthsoccer.org](http://www.azyouthsoccer.org).

### **COURSE REGISTRATION AND PAYMENT:**

The course coordinator registers all participants. Download forms from the web-site.

Each course has a specific fee (D License-\$300; E Certificate-\$150 Youth Modules are free for AYSA members, \$25 non members.) For all US Soccer Courses there is a \$25 fee for the US Soccer Digital Coaching Center.

<https://dcc.ussoccer.com/>

All licensing and certification courses require advance registration and payment.

If there is a facility use fee, the fee is divided among the participants and the coordinator will pay the facility.

### **COURSE MINIMUM/MAXIMUMS:**

Class minimums must be met 7 days in advance of the course's scheduled start.

If class minimums are not met by this time, the course is cancelled. (E Certificate courses must have a minimum of 20 participants and the D License course must have a minimum of 15 participants. Any course exceeding 30 participants will need the approval of the Technical Director.

### **FACILITY SPECIFICATIONS:**

As all of our courses involve large group activities and group participation, it is important to have a big enough facility to operate the courses. The course coordinator makes arrangements for a facility that accommodates our program needs.

D License and E Certificate courses require a full size field. The Youth Module Certificates require half a field.

Also required for each course is a classroom, screen or white wall for power point presentations and a chalkboard for the lecture portion of the courses.

### **DIRECTIONS TO THE SITE:**

The course coordinator sends a written set of directions (and map if necessary) at least three weeks in advance of the course to the AYSA Technical Director.

Contact the AYSA Technical Director, 602-433-9202 or [aysatd@aol.com](mailto:aysatd@aol.com) to schedule your club's course!  
Visit our website [www.azyouthsoccer.org](http://www.azyouthsoccer.org).