I. Thank you for coaching. If you have any concerns at any point during the season, please contact the Rec & Ed Team Sports staff. Elyse and Willie run the youth soccer league and are happy to assist you with any questions or concerns throughout the season. All practice concerns can be addressed to Conner.

II. Team Sports Staff Contact Information
Elyse Bairley – Youth Sports Supervisor 994-2300 Ext. 53104 bairley@a2schools.org
Willie Pickvet – Youth Sports Specialist 994-2300 Ext. 53228 pickvetw@a2schools.org
Steve Guerriero – Team Sports Assistant 994-2300 Ext. 53233 guerrieros@a2schools.org
Seth Dodson – Team Sports Manager 994-2300 Ext. 53225 dodsons@a2schools.org
Conner Potter - Facilities & Rentals Office Professional 994-2300 Ext. 53244 potterc@a2schools.org
Rick Mull – Officials Specialist 994-2300 Ext. 53209 mullr@a2schools.org
Nick Doyle – Equipment Specialist 994-2300 Ext. 54218 doylen@a2schools.org
Weather Cancellation/Update Line 994-2300 Ext. 53115 www.aareced.com

III. Important League Dates
✓ Practices begin the week of April 6
✓ Games begin April 18/19
✓ Last weekend of play is June 6/7

Practices Paperwork Dates
✓ Practices request(s) Due: Friday, March 20 at 12:00 noon to potterc@a2schools.org

Game Schedule Request Form Dates
✓ Game schedule request form (paper or google form) Due: Wednesday, March 25. If emailing the form, please send to bairley@a2schools.org

Scheduling Dates to Keep in Mind
Science Olympiad is Saturday, May 9 and Mother’s day is Sunday, May 10)

(Games are on both days. Please indicate this on the game schedule request form)

No games Memorial Weekend May 23/24

IV. Practice Field Reservation Procedure/Notification
All teams will receive a minimum of 1 ½ hours of reserved practice time per week.
✓ Teams may request an additional 1 ½ hours of outdoor practice time.
✓ Practices will be in effect starting the week of April 6 and will run no later than Friday, June 5.
✓ Refer to field directions in your coach’s manual if you are not sure where fields are located.
✓ Practice permits will be sent to you electronically by March 26.
✓ Practice time assignment is conducted on a first come, first serve basis, with priority given to those coaches who submit their requests on time or coaches who coach more than one team will be given the highest priority.
Elementary school secretaries will not be reserving practice fields.
Teams have the option of practicing twice a week. All practices are scheduled outside. **No indoor practices are able to be scheduled. Once everyone is assigned a first practice.**
Questions regarding practice time assignment should be directed to Conner at potterc@a2schools.org

V. Special Scheduling Requests
- Google Form Option
- Paper option
- DUE March 25 at 12:00 NOON
- **(VERY IMPORTANT)** If you can’t make a game, please try and find an adult to take your place. Once you have done this please email Elyse or Willie as we will need the adult to fill out an AAPS Criminal History Background Check Form. Our goal is to reduce the amount of reschedules this season.

VI. Soccer Equipment & Shirts
- Thursday, April 2 4:00 pm – 7:00 pm
- Monday, April 6, 4:00 pm – 7:00 pm
- T-shirts will be available to pick up **Wednesday, April 15** from 4:00 pm – 6:30 pm at the Rec & Ed office. Please drive along the service drive of the Rec & Ed building next to our front office door.
- Rec & Ed will have a drive thru service available for equipment and shirts.

VII. Managing Your Team Roster
- Please contact assistant coaches and players ASAP.
- Introduce yourself right away by email. Explain, practice times are coming.
- Addition/Deletion Procedures.
- You will be notified of an added or removed player from Willie Pickvet by email.
- Your team roster may have openings available. Please do not tell parents who contact you that you have openings. Instead, have them email Elyse or Willie.
- Unauthorized transfer of players will NOT be allowed.

VIII. Rec & Ed Youth Sports Program Philosophy for “The Kid-Friendliest Youth Sports Program in Town.”
- A. Learn the game
- B. Emphasize Teamwork
- C. Does not keep standings
- D. Have Fun
- E. Positive Role Model

IX. Coach Conduct/Code of Ethics/Driving of Players

X. Coaches’ Parent/Player Orientation Meeting-New Coaches
We suggest that each coach hold a brief pre-season parent/player orientation to discuss the following:
- A. Introduce yourself and your assistant coach. Get to know everyone.
- B. Distribute materials.
- C. Discuss the Rec & Ed program philosophy, team rules and practice attendance expectations.
- D. Recruit additional help - you can never have enough. (Refreshment schedule, email list or phone list

XI. Miscellaneous Forms, Cards, Certificates and Documents
- Incident Report Forms, problem at game site
- Medical Emergency Cards
- Parent Information Sheet, Background Check Forms
- Concussion Certificate *Must be completed one time and certificate on file with Rec & Ed. This must be completed every 3 years and on file with Rec & Ed and Ann Arbor Public Schools.

XII. Please check the coach resource page for additional documents.