



January 2, 2018

Dear Prospective Soccer Coach,

Thank you for your interest in volunteering to be part of the spring soccer season. We are proud of our program and a great deal of our past success is due to our volunteer coaches who give their time and energy teaching the children in our community the fundamentals of the game of soccer.

Volunteer Head Coaches are required to complete the following forms, attend a series of preseason meetings and complete two online certifications to help prepare for the upcoming season:

I. **REQUIRED FORMS**

- A. **Youth Coach Application (Attached)**
- B. **Criminal Background Check Disclosure & Authorization Form (Attached)**
- C. **Practice Field Request Form (Attached)** – You may include the names of up to two (2) assistant coaches. Head and Assistant coaches will be confirmed at a later time. Assistant coaches are subject to the lottery and may assist only if they (and their child) are available on the practice night you choose. **Please include your team name on this form.**
- D. **Child's Soccer Registration Form (Attached)** – This form must be completed and returned to the Buffalo Grove Park District, 530 Bernard Dr., Buffalo Grove, IL 60089 or register your child online at [bgparks.org](http://bgparks.org). Registration ends on Sunday, February 11, 2018.

II. **MEETINGS**

- A. **GENERAL HEAD COACHES MEETING (Assistant Coaches Welcome)**

Alcott Community Center – 530 Bernard Drive, Buffalo Grove  
Wednesday, March 7, 2018  
6:15 to 8:30 pm – ALL Coaches Meeting

At this meeting Head Coaches will receive their team rosters, field permits, league rules, game schedules, first aid supplies, coach manuals, etc. If the Head Coach cannot personally attend, an Assistant Coach should do so. Teams may begin practice any time after this meeting. Please make every attempt to contact your team members by Friday, March 16, 2018.

- B. **HANDS-ON SOCCER CLINIC / TRAINING** - For all interested Head & Assistant Coaches and Parents (This clinic is mandatory for all NEW soccer coaches.)

Location – Willow Stream Park (Meet at Dan Schimmel Pavilion)

Day & Date: April 2

Time: 5:30 – 8 pm (Dusk)

This is a live-action, hands-on clinic. All participants are asked to bring a soccer ball, soccer cleats and/or gym shoes. Be ready to run through warm-ups, drills, and game strategy sessions, just like coaching a team.

### III. CERTIFICATIONS NEEDED

- \* The following certifications can be found online on the Park District’s youth soccer web page. Just click the link. If you are uncertain of your certification status, contact Chris Eckert at 847.850.2123 or [chris@bgparks.org](mailto:chris@bgparks.org). All coaches will be reimbursed for any fees paid for certification.

- A. **NYSCA CERTIFICATION** – If you are selected as a new Head Coach or are a returning Head Coach who has not kept up with your NYSCA certification, you must complete this online course before the SPRING 2018 soccer season begins.

**NYSCA ANTI-BULLYING CERTIFICATION** – This is a one year certification. If you have not already taken this certification it is mandatory that it be completed. You must take it again if your one year certification has expired.

### SPRING 2018 SOCCER DATES TO REMEMBER:

|                                     |   |
|-------------------------------------|---|
| ASAP.....                           | Youth Soccer Coach Application<br>Practice Field Request<br>Criminal Background Disclosure & Authorization Form |
| February 11 (Sunday)                | Child’s Soccer Registration Form Deadline   |
| March 7 (Wednesday) .....           | Head Coaches Meeting (Mandatory)  |
| April 2 (Monday).....               | Hands-On Coaches Clinic (Mandatory for NEW Coaches)   |
| April 7 & 8 (Saturday/Sunday) ..... | Soccer Games Begin  |
| APRIL 17 (Tuesday) .....            | Team Pictures @ the Alcott Center   |
| May 19 & 20 (Saturday/Sunday).....  | Projected last weekend of the season  |
| June 2 & 3 (Saturday/Sunday).....   | Rain Date Weekend   |

Thanks again for volunteering and please feel free to contact us any time at the Park District office.

Sincerely,

Chris Eckert  
Recreation Manager, CPRP  
847.850.2123  
[chris@bgparks.org](mailto:chris@bgparks.org)

Vivian Fogelson  
Soccer Coordinator  
847.850.2121  
[vfogelson@bgparks.org](mailto:vfogelson@bgparks.org)