

D-7 F&E Procedure Sheet

There are a few steps you need to take in order to make your Coaching Course successful.

Step 1. Survey your soccer community for interest

- Secure facility
- Arrange for Event Necessities
 - White Board or Flip Chart
 - Safe Playing Area
 - Erasable Markers
 - Practice Equipment
 - Restrooms
 - Age Group Players
 - Restrooms

Step 2. Fill-out 'D-7 Event Request Sheet

- Send 'Request Sheet' (with two dates) to D-7 office (*Sheet must arrive at D-7 office 30 working days before the event*)
- Instructor/speaker is assigned
- Confirmation is sent
- Event is posted on the D-7 website

Step 3. Contact assigned instructor/speaker

- Cover specific details:
 - Directions to location
 - Number of participants expected
 - Best means of communicating until the event happens

Step 4. Advertise the event & pre-register individuals

- **Pre-registration IS HIGHLY RECOMMENDED**
- If you realize that an insufficient # will attend — begin a phone campaign

Step 5. Contact instructor/speaker (again) to cover any/all Final Details!

Step 6. Day of the Event

- Local 'On-site-representative' must be in attendance throughout the whole event to:
 - Open classroom
 - Open restrooms
 - Help with administrative duties, etc.

Step 7. After the Event

- Send an evaluation of the event to D-7 office to help us improve future courses!!!