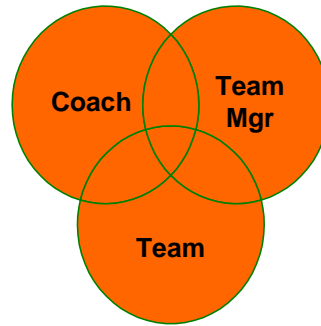


Traveling Team Checklists

Suggestions for Coaches and Team Managers



Purpose: The purpose of this document is to provide multiple checklist(s) of activities that a Coach and a Team Manager usually perform during any given soccer season. It is important for the Coach and Team Manager to have an early conversation regarding the splitting of these administrative duties for the team. The Coach and Team Manager can split the duties any way they choose. The “X” designations are only suggestions. You may also consider asking additional team parents to volunteer and help with some of the team duties. The following checklist may be useful in organizing the significant effort needed to prepare a team for a rewarding season.

Pre-Season Activities

X designates best practice only

Description of Responsibility	Coach	Team Mgr
Coach, Assistant Coaches and Team Manager must fill out SLPSA background check. Contact Club Registrar for details.	X	X
Create contact info spreadsheet from rosters provided by club team coordinators including: player’s name, parent names, address, home phone, cell phone, e-mail addresses, jersey numbers	X	X
Host team meeting. Collect the following completed forms/items at the team meeting or shortly thereafter: <ul style="list-style-type: none"> • Parent Volunteer Sign Up sheet • MYSA Liability Medical Release forms • Concession stand volunteer deposit check. Refer to <i>SLPSA Traveling Soccer Program Policies</i> for details. • Confirm correct contact information See <i>Traveling Team Meeting Guidelines</i> for details.	X	X
After forming e-mail distribution list, confirm each player e-mail addresses by requesting a reply to test message.		X
Start and maintain team webpage. Post any helpful team information.		X
Register for tournaments early (preferably pre-season) to ensure availability: <ul style="list-style-type: none"> • Request player availability/commitment for each tournament selected. • Complete online registration form at selected host club website. • Submit payment. • Complete SLPSA reimbursement form. Refer to <i>SLPSA Traveling Soccer Program Policies</i> for details. • Collected outstanding balance from parents. • Confirm team registration with tournament host. 		X

Pre-Season Activities

Obtain equipment bag from SLPSA Equipment Coordinator (i.e. first aid kit, game ball, pump, discs, pennies, cones, etc.)	X	
Contact each team volunteer coordinator (uniform, concession stand, etc.) to make sure they have what they need.		X
Schedule practices using the online field reservation system (www.arbitersports.com). Gym space may be available during the off season.	X	X
Update team webpage with practice information.		X
Post Coaching Director clinic schedule (when available) on team webpage.		X
Prepare player and Coach passes per MYSA rules. <ul style="list-style-type: none"> • Obtain passes from Registrar. • Gather or take player/coach photos. • Print and cut photos (approximately 1”W x 1.25”H). • Attach player/coach photos to back of player pass. • Gather player/coach signatures on passes. • Laminate passes per MYSA policy. SLPSA may offer an opportunity for laminating. Please contact SLPSA Manager Lead for details. • Organize player passes alphabetically by last name using split ring. 		X
Attend MYSA Coaches/Managers Mandatory Meeting. Check MYSA website for more details.	X	X
Review game schedule to determine game reschedule requirements.	X	X
Verify MYSA hard copy game schedule matches team webpage game schedule uploaded by club website administrator. Away games may/may not have to be manually input.		X
Distribute information packet to parents including: <ul style="list-style-type: none"> • Team contact information spreadsheet • Game schedule from MYSA • Field directions from MYSA 		X
Create generic Match Report (MYSA website) listing players alphabetically by last name. Make a copy for each game including tournament games. Fill in game details before each game.		X
Create a packet of sideline forms/documents. The following are only suggestions and may only be referred to occasionally: <ul style="list-style-type: none"> • Extra Match Report forms • Completed MYSA Medical Release forms (tournaments) • Contact information spreadsheet • MYSA game schedule • MYSA Weather Guidelines • Ejected Player forms • Mini Rules Summary (MYSA provided) • First aid kit 		X

Repeated Game Activities

Description of Responsibility	Coach	Team Mgr
A couple days before each game update Coach with roster status (track players with schedule conflicts on team webpage using player initials only).		X
If Coach decides to pursue play-up player(s) assist in obtaining player pass(es). Update Match Report with play-up player info.		X
Finalize Match Report.		X
Each game referee check-in requires: <ul style="list-style-type: none"> • Player/coach passes. Retrieve passes from referee after each game. • Completed and signed Match Report. • Home games only - Unsealed envelope with stamp along with MYSA provided address label. Referees use this envelope to mail post game Match Reports to MYSA offices. • Home games only – game ball. 	X	X
Bring sideline information packet to game.		X
Assemble players 45 minutes prior to game near the playing field for warm ups.	X	
Contact players missing warm ups who may have experienced travel problems.		X
Provide coach with referee check in materials during warm ups.		X
Assist Coach in handling miscellaneous issues that may arise on the field.		X
Confirm game score with referee. Coach may have to sign referee score card after game (tournament/post season games only).		X
Present awards if any (tournaments only) to each player. Team tournament trophies should be displayed in one of the club’s trophy cases at the SLP Rec. Center. (Contact club for more info.)		X
Take a team photo at the event (optional).		X
Record/verify each game score online at the MYSA website (U11 and up) using username and password from MYSA coaches/managers meeting (regular season games only).		X
Record game scores on team webpage (optional).		X
Consider submitting a short article (3-5 sentences) along with a team photo to be posted at the SLPSA website home page (optional).	X	X

Additional Regular Season Game Activities

Description of Responsibility	Coach	Team Mgr
Home teams must initiate the MYSA reschedule process if a game is cancelled. Start the reschedule process by following the SLPSA game reschedule directions. Update team webpage with any changes once approved.	X	X
Review postseason playoff sign up and roster freeze deadlines at the MYSA website. (See <i>Post Season Activities</i> checklist for more information).	X	X
Verify all regular season game scores have been recorded to the MYSA online standings site by MYSA posted deadline. Failure to report a game will result in a forfeiture fine to the club.	X	X

Tournaments/Jamboree Activities

Description of Responsibility	Coach	Team Mgr
Communicate general tournament information/dates found on the tournament host website to parents.		X
Contact parents and confirm player availability/commitment 2 weeks prior to tournament. Update Coach with roster status.		X
If Coach decides to pursue guest or play-up players assist in obtaining required materials (i.e. player pass, MYSA Medical Waiver form, etc.) for guest or play-up player. Update Match Report.		X
Monitor 1-2 weeks prior to tournament for game schedule details (host website for tournaments, MYSA website for post season playoffs). Post game schedule details on team webpage and communicate with parents as soon as it becomes available.		X
Review online tournament rules including team check in requirements, time and location. Post season playoff tournament may also require a check for the host club along with cash payment for the referees. SLPSA will reimburse post season playoff registration and referee fees.		X
Contact parents with any notices from tournament host.		X
Arrive at recommended time to check in site with all required materials. Request awards information, if any.		X
Refer to <i>Repeated Game Activities</i> checklist.	X	X

Playoff Season Activities (U11 & Up)

Description of Responsibility	Coach	Team Mgr
Communicate playoff information/dates found on the MYSA website to parents.		X
Review post season playoff roster freeze deadline at the MYSA website. Survey parents for player playoff availability/commitment 2 weeks prior to roster freeze deadline. Update Coach with roster status.		X
Select Coach's team playoff decisions (Yes/No) using the MYSA provided team username and password prior to deadline.		X
If Coach decides to pursue play-up players submit modified roster to club registrar several days prior to roster freeze date. The club registrar will then submit new roster to MYSA.	X	X
Refer to <i>Tournaments/Jamboree Activities</i> checklist.	X	X
Arrive on time at check in site with all necessary materials which may include a check to the host club and cash payment for referees. Please refer to the MYSA website for details.		X
Refer to <i>Repeated Game Activities</i> Checklist.	X	X

Post Season Activities

Description of Responsibility	Coach	Team Mgr
Provide tryout date information for the next season (if available).	X	X
Remind parents of upcoming season registration deadlines.	X	X
Post upcoming season start and end dates.		X
Assist planning end of season party.		X
Return equipment bag if not coaching following season.	X	
Consider Coaches/Assistant Coaches gifts.		X
Issue a Thank You e-mail to team.		X

Checklist

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