

2010 Spring Season - Coaches' Checklist

1. **Schedules** – Head Coaches: Have you received an invitation to sign up on Arbitersports.com? (This is the league scheduling website – www.arbitersports.com). If not email me at mcgbag@comcast.net. When you have your schedule, please distribute (via web link or hard copy) to your parents as soon as you can. Schedules are also posted on the MUYSA website once the league makes them available to us. This is a good place to point your parents to as they can see things real-time and check for both field directions and cancellations. If you were a travel coach last season (spring), you should be able to use your existing login information.

2. **Rosters – Once you receive them**
 - a. Keep in touch with the Club Registrar to make sure you have the most recently approved roster which has been counter-signed by the league.
 - b. Black out the players' phone numbers.
 - c. Enter the players' uniform numbers.
 - d. Make 20 copies for the season.
 - e. Give your assistant copies in case you cannot make a game.
 - f. Additions/Subtractions – turn around time is one week minimum.
 - g. "Late" players who are added to a team very close to the beginning of a season CANNOT play in games until they are on a league-approved (countersigned) roster. This may mean they miss a game or two, but hopefully a discussion has been held with the parents of the player so expectations are understood. They are, however, welcome to practice once registered with MUYSA.
 - h. **DO NOT WRITE** in players names on rosters if they are late registrants: The Club will be fined each time this happens and it is cumulatively more expensive for repeat offenses.

3. **Coaches Pass Cards** (*U10 and up – all divisions*) – All coaches (head and assistants) who will be on the players side of the field during a game must have a passcard. Sometimes the ref asks for them, sometimes not, but it is better to have it and not be asked than the reverse, which will result in a fine for our Club.

4. **Player Pass Cards** (*U12 and up D1 & D2 only*) - make sure you cut the pass cards into individual ones. This is important in case one of your players receives a red card. If they do and it is attached to other pass cards the referee has no choice than to take all of pass cards.

5. **Field Care Responsibilities:** If coaches are involved in field preparation activities for home games (such as field lining, moving goals, and putting out corner flags), you are responsible for building that time into your schedule..either on game day or beforehand. Make sure all goals are anchored!!

6. **Rescheduling of Games** – The spring schedule is 8 games over a 10 week period. The league does not play Memorial Day weekend. Additionally, each team generally gets a "bye" week during the season. The league would prefer not to reschedule games unless there is a valid reason (weather and unplayable fields). There WILL be games over April vacation. Plan on it! If you have the minimum amount of players to start a game, you should play. ONLY ONE game may be rescheduled per team. Any rescheduling requests must be made within the first two weeks of the season no matter where they are on the schedule. Rescheduling a game just because your two best players are gone is not a valid reason. You

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cannot borrow players from another MU team to give you enough players. This will result in a fine. Games are rescheduled through Mike Goddard (email in #1)

7. **Mid Week** – if you are the away team, call the opposing coach to confirm time & place. Coaches' information can be found on the Arbiter website.

8. Game Day

- i. Tell your team to arrive 30 minutes before game time (make sure you or your assistant is there 30 minutes early too!)
- j. Hand the referee two copies of your roster with players' numbers.
- k. Give the referee your pass card along with your assistant's.
- l. (**Spring Season ONLY**) - U12-U14 D1 & 2 Teams – give the referee your teams pass cards (if you can in alphabetical order – easier to check in your team).

9. **Cancellations** – the field coordinator will determine if the field is playable. If it is not I will notify the league, so they can cancel the games. Once the game is underway, it is up to the referee to monitor field conditions.

10. **Team Behavior** – it is the coach's responsibility to control his/her players, assistants and parents.

11. **Promoting Sportsmanship and Fair Play** – MUYSA coaches are expected to instill the ideals of good sportsmanship and fair play into their players. Players learn these principles through the actions of the coach. Coaches are expected to teach the following principles of sportsmanship to their players:

- **CIVILITY:** Being gracious in victory as well as in defeat.
- **FAIRNESS:** Observing the spirit and letter of the rules established by the MUYSA and MAYSL
- **RESPONSIBILITY:** Taking charge of words and actions (behavior).
- **RESPECT:** Acknowledge good efforts by opponents and teammates.
- **COURAGE:** Have the HEART to do the right thing!

Additionally, coaches are expected to respect the decisions of the referees (both players and coaches) during games as well as respecting opponents and their coaching staff. Know when to "let up" on an obviously inferior team. Lopsided games have no positive outcomes regardless which side you are on.

12. **Focus and Be "In the Moment" with the Kids.** The Players ALWAYS Come First - We are in service to the children; the children are not in service to us. It is important that coaches strive to always be there for the kids and to remember that the "players needs ALWAYS come first." We want to serve the children rather than compete through them.

13. **Liaison and Communicate with Parents** - Of vital importance to our role as coach is how we interact with parents. All MUYSA coaches are expected to hold a meeting (the format of the meeting is flexible) with parents before the season to:

- Emphasize club philosophy, team goals and areas of focus for the season
- Describe expectations you have for parents and players
- Explain the game and practice schedule and expectations
- Solicit Additional Help

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Additionally, coaches may wish to distribute pre-season written communiqués to parents that enumerate philosophies, goals and expectations.

- 14. Organize Practice Times, Fields and Practice Sessions** - MUYSAs teams typically practice one time each week. Accordingly, it is important that coaches schedule practices and manage them efficiently. Typically, practices vary in length from 45 to 75 minutes depending on the weather and the age group. In order to fully leverage this time - and to ensure that the sessions are fun, stimulating and age-appropriate - coaches should plan in advance their practices. Key considerations include deciding which activities to include, field set-up, and activity transition. Additionally, first aid response and medical emergency procedures should be thought through before the practice starts.

- 15. Oversee Game Day Events and Activities** - Our MUYSAs players love to participate in games. As coaches, it is incumbent that our players, and their guardians, know the "when" and "where" in advance of all scheduled games. Coaches should ensure that players arrive on the designated field at least 20-30 minutes prior to the start of a scheduled game. Additionally, coaches should think through in advance their substitution patterns, ensuring that all children have an opportunity to play and be part of the action.

- 16. Keep Age Group Coordinators Informed** - It is important that coaches communicate and relay information through their respective age group coordinator. Age group coordinators play an important role within the MUYSAs. Coaches are encouraged to work with their respective age group coordinator when issues arise.

- 17. Solicit Additional Help** - The MUYSAs is staffed exclusively by volunteers. We recognize that our MUYSAs coaches are the primary interface between the "club" and our parents and players. As such, our coaches serve as club ambassadors. Since we are always looking for additional volunteer help, we ask that coaches proactively communicate our need for volunteer help.

- 18. Enjoy!**