

... you are now a travel coach...

This booklet was developed to assist in preparing yourself and your team in a smooth transition to travel soccer and an enjoyable season. Above all remember, this is for the children...

Chapter 1 - Coach Preparation

SASA TRAVEL GUIDELINES: The first thing you will need to do is read the SASA Travel Guidelines. There is a copy attached in the last chapter. These are association guidelines which lay out the basic regulations for all Saline – SASA travel teams. This includes coaches, managers and players. You can also download this from the SASA website.

TRYOUTS: The Travel Director will schedule a travel coach meeting to determine dates, times and fields for tryouts. New coaches will have these scheduled for them by the travel director.

COACHING LICENSE: It is to your advantage, and that of your players, to begin signing up for your coaching licenses. SASA will reimburse you for MSYSA coach license fees, provided you complete the course, and commit to continue coaching for one year afterwards. A listing of currently scheduled courses can be accessed via the Michigan State Youth Soccer Association website. There are several levels available, and the SASA Travel Director will advise you if needed. The following is a brief summary of the different levels:

Youth Level I – if you are coaching teams between the ages of 6 and 8 or teams U-7 through U-9. This is a ½ day class.

Youth Level II – if you are coaching teams between the ages of 9 and 11 or teams U-10 through U-12. This is a ½ day class.

Michigan “E” License – recommended for all travel coaches, and required to have within your first year of coaching. This is a 2 day week-end course,

Michigan “D” License / National “D” license – after you have had your “E” license for a year, you are eligible to take a “D” course. Frequently, you will be allowed to take this course prior to the first year passing. This is a 4 ½ day course: Friday eve through Sunday of the first weekend; Saturday and Sunday of the second weekend. Depending on the combined score of your written and practical tests, you will be issued either a Michigan or a National “D” license.

Michigan “C” license – after you have had your National “D” license for a year, you are eligible to take a “C” course.

National Youth License – you must have been coaching for 3 to 5 years, and have a National “D” License.

RISK MANAGEMENT – KID SAFE – CARD: you are not allowed to coach a team in any of Michigan’s soccer leagues without a current “Kid Safe” card. If you do not have one, or yours has expired, you can apply and update online. There is a link on the MSYSA website, or you can use the attached application located in the last chapter.

LAWS OF THE GAME: We have attached a copy of the official FIFA “Laws of the Game”. These are internationally recognized laws for the game of soccer and must be strictly adhered to at competitive levels of international play. In Michigan, and other states, every league and association has varied interpretations and bylaws that override some of these laws; i.e. uniforms, field size, goal size, ball size, and match playing time. Please review the “FIFA Laws of the Game”, then once you have determined which league you are joining, review their league rules and regulations as well. If you have any questions, SASA’s league representative, or SASA’s travel director, or director of referees, will assist you.

RULES OF FAIR PLAY: A copy of “The Rules of Fair Play” have been attached for you to read. These are common sense rules designed to make your coaching experience, and the players’ team experience, more enjoyable.

REFEREE CERTIFICATION: To better understand the rules and regulations guiding the game of soccer, as well as understanding the job of Center Referees (CR) and Assistant Referees (AR), many referee certification classes are offered throughout the state of Michigan at various times throughout the year. You can access these through the MSYSA website.

SASA strongly encourages all travel coaches to complete the referee certification course.

E-MAIL: Every head coach must have, or set-up, an e-mail address as all correspondence to/from SASA will be done via e-mail.

CHAPTER 2 - TRYOUTS

A. Teams U-12 and above 6-2006:

EVALUATORS: You will need to schedule at least 4 evaluators, and maybe more for the younger age groups where many players are expected to try out. Coaches for new U-9 and U-10 teams may have evaluators assigned for them. Any other age group may also request evaluators to be assigned by the travel committee. In the interest of fairness, parents of players trying out for a team should not be selected as an evaluator for that team. The only exception is the head coach. You will also need one or two adults to assist with sign-in of potential players.

TRYOUT DRILLS AND SKILLS: You will need to decide on the drills and skills to be used at your tryout. It is important to plan the drills in advance of the tryout, and gear these drills toward the age level trying out. A good resource for ideas and experience are current and past travel coaches, as well as the travel committee members. It is imperative you use a uniform scoring system. You can obtain copies of sample drills and evaluation sheets from any travel coach.

TRYOUT EQUIPMENT ASSEMBLY: The following is a partial list of equipment you will find useful to have for your tryouts – by no means is this all inclusive. Many travel coaches already have this equipment that can be loaned to you for your tryout.

- a. numbers – plastic coated or in plastic protectors in case of inclement weather. These should be easily readable for the evaluators.
- b. safety pins – to attach the numbers to the scrimmage vests.
- c. colored scrimmage vests – usually 3 or 4 different colors
- d. soccer balls – many, many soccer balls... in age appropriate size
- e. evaluation sheets – enough for every evaluator to evaluate all the players in all the drills, plus a few extra. You may want to put a heading on every sheet identifying the drill or skill being evaluated.
- f. clipboards – enough for every evaluator and for the sign in sheets.
- g. stopwatches – 2 or 3
- h. cones – for drills and scrimmage areas.
- i. tent – for sign up area in case of rain
- j. card table and chairs for the sign in area
- k. sign up sheets – all players need to sign in and be assigned a number, issued a corresponding number and a scrimmage vest. You will also need a *player information sheet* to include their address, phone number, birth date (make sure they are at the correct tryout), E-mail address, parents' names, parent signature, and contact phone number if the parent will not be staying for the duration of the tryout.
- l. medical release forms – have each parent sign a SASA medical release
- m. pens – plenty of pens for sign in and for the evaluators
- n. first side kit and cell phone for emergencies.
- o. cold packs
- p. ball pump
- q. goalie gloves
- r. extra water / juice

- s. water sprayer – such as a garden sprayer; also comes in handy for tournaments and games / practices during hot weather.

LETTER OF INTRODUCTION: given to parents and players when signing in. Introduce yourself, the team you are coaching, the age bracket, sex and birth date range, and a brief statement on your coaching philosophy. At this time, you may also want to state your expectations of the players, parents, and team as a whole; the expected level of commitment; and the tournaments or number of tournaments you plan to participate in. You should also indicate when you plan to call the players regarding try-out results, and whether you expect an immediate yes or no answer. Another area you may want to address is the total expected yearly cost investment (addressed in Chapter 4). Lastly, give the date, time and place of the team meeting to be held within the next 2 weeks after tryouts.

Some coaches like to speak to the parents at the end of the tryout to provide as much time as possible, or needed, to the children first. This will also allow time for answering any questions.

*** EXPECT THAT TRYOUTS WILL TAKE LONGER THAN YOU THINK ***

Arrive early to set up the field and set up the sign in area. You will need to brief the evaluators on the drills/skills to be evaluated, the scoring system(s) to be used, and the type of comments you want to be recorded. This should all be completed, and you should be ready to conduct the tryout, before the first child arrives.

B. TEAMS U-9, U-10 and U-11 beginning 6-2006:

Beginning June of 2006, SASA will provide combined tryouts for age groups U-9 through U-11. This is to insure a true developmental program and appropriate teams for all players.

All head coaches at a given age group should attend the tryouts for evaluation purposes. A letter of introduction (as above) should be available at the tryout registration from all coaches at that age level.

CHAPTER 3 - CHOOSING YOUR TEAM

Determine the maximum number of players rostered for your age group:

U-9 to U-10: 11 players

U-11 to U-12: 14 players

U-13 to U-19: 18 players

This is the maximum number of players you are allowed to have on your roster. You may determine to carry fewer players depending on the age level, conditioning level of the athletes, etc.

Using the evaluator results, choose the players for your team. This should ideally be a one-day process, especially if there is more than one team at that age group.

Begin to call the players and invite them to play on your team. Realize that some players may try out for several teams, or the player/parent may even change their minds about playing travel soccer, so list your player choices in order with several extras. Once your roster is full, you will need to call all the players that did not make the team. It is an individual choice whether you want to wait for a player to give you a yes or a no answer; or whether you require an immediate response, although this should be made clear at the try outs. This also becomes more critical and time sensitive with age groups that have multiple travel teams, or age groups with premier level teams. Remind parents of the team meeting date, time and place.

Assistant Coach(es) – After your roster is complete, you can choose one or two assistant coaches, as well as a team manager / coordinator / treasurer.

Leagues – In consultation with the Director of Travel and the Director of Player and Coach Development, decide which league you are joining. There are several options available to you depending on your age group and skill level. These options include:

MSPSL- Michigan State Premier Soccer League

U-13 and above

GLSL – Great Lakes Soccer League

All age groups

WSSL – Western Suburban Soccer League

All age groups

SEMSA – South East Michigan Soccer Association

All age groups (generally)

Travel distance to away games is another consideration when choosing a league. You may want to consult with other established travel coaches and/or the travel director.

Once you have decided the league you want to participate in, contact the travel director with your decision. You will also need to read the league guidelines. You can access these via the league web-sites.

The last area to be explored is tournaments. Again, use the travel director and other travel coaches as resources. You can also access MSYSA sanctioned Michigan tournaments on the MSYSA web site. Be sure to check on age groups, typical teams attending a tournament, team placement, registration fees and deadlines as well.

CHAPTER 4 - FINANCES - PART ONE

To determine the initial cost per player, you will need to add up the costs for the team equipment to be purchased, the team uniform, and referee fees. Divide this total by the number of players to get the cost per player. You may want to add on extra for unexpected or unplanned costs.

The first year usually is the largest initial cost layout. Start with basic equipment needs, and then add on through the years. The only mandatory items are referee fees, a goalie shirt and a uniform with numbers on the back of the shirt. All players must wear the same color shirt, short and socks. The following are partial lists to consider:

EQUIPMENT:

- two game balls
- scrimmage vests
- ball pump and needles
- first aide kit
- cones
- extra instant cold packs
- ace wraps – 2 or 4 inch
- goalie jersey
- goalie gloves
- tent
- extra shin guards
- equipment bag
- extra jersey / t-shirt with a number on the back
- folder/binder for player cards, medical release forms and birth certificates
- baseball card (9 to a sheet) or credit card holders for player pass cards
- sheet protectors for birth certificates and medical release forms

TEAM UNIFORM:

- home jersey
- away jersey
- shorts
- two pair socks
- soccer bags
- warm ups (?)

TOURNAMENTS: the cost of the tournament, divided by the # of players

REFEREE FEES: (per season) The cost is \$350.00 to \$450.00 for 5 home games. Check your league web-site for your age group as this varies on a yearly basis. Again, divide this total cost by the # of players.

SASA FEES: are due each season for every player (including children of coaches).

LEAGUE FEES and MSYSA INSURANCE FEES: are paid by SASA for all players, coaches and managers.

TRAINER FEES: (per season) All newly formed teams must utilize a SASA sponsored trainer until the coach attains a “C” license. At present, SASA has contracted with Challenger Sports to provide us with team trainers during fall and spring seasons. Contact Alex Andrews – Director of Player and Coach Development – for further information regarding times, cost, etc. The cost would be equally divided among all the players.

CHAPTER 5 - TEAM MEETING

SASA provides a One Stop registration night the last week of June for all travel teams. It is to your advantage to make use of this opportunity to complete all necessary paperwork, have a team meeting, and collect monies. You already identified the date, time and place at tryouts. You can remind the parents and players when making calls as you choose your team. You may also want to have this on your introductory letter at tryouts, so you just give reminders when making your calls.

The team meeting should include the players and parents. The players will see/meet their other team members and begin their initial interactions. The parents will have multiple forms to fill out, and checks to make out, so tell them to bring their checkbooks. The parents will also need to bring their insurance information, a copy of the player's birth certificate, and a 1"x1" photo of the player (for the player pass cards). Some coaches just bring their own camera to the meeting and take a picture of each player. SASA registration forms should be completed at this meeting, and SASA fees collected. These will be handed in with the team reconciliation report, player contracts and team rosters.

Suggestions for topics to include during your meeting are:

- Introduce yourself, the assistant coach(es) and team manager. If you do not have a team manager, now is the time to ask for a volunteer.**
- Introduce the players individually.**
- Discuss, again, your philosophy, goals and expectations of the players, parents and team. Provide your name, phone number and e-mail address for any questions they may have.**
- Discuss practices: how many per week, how long per practice. You will also want to state the equipment each player is expected to have at each practice, such as shin guards, cleats, water, INFLATED ball, etc.**
- Discuss and describe the league your team is entering, the level of play, and the geographical area expected for travel.**
- Discuss the tournaments, dates and places you have chosen for your team to enter.**
- At this time, you should also discuss whether you expect to register the team for a summer camp – and which one, ie British Soccer Camp in Saline, etc.**
- Uniforms- you may either choose the uniform, choose several uniforms the players can pick from, or just bring catalogs and let the players and/or parents choose for themselves. You must follow SASA guidelines regarding color. Various sports stores in the area supply and order complete uniforms. Most will let you have, or borrow, catalogs or even samples.**

During the meeting you will also need to:

- measure players for uniform sizes**
- have each player choose a number**

The following is a list of FORMS to be filled out, checks or money to be collected, information to be recorded, and miscellaneous.

FORMS:

Required:

- SASA registration form
- Medical release form
- SASA reconciliation form
- MSYSA er

As Needed:

- MSPSP contract
- WSSL contract
- WSSL passcard signatures
- camp application

FEES:

- seasonal fee – check made out to SASA
- camp fee – check made out to the camp
British Challenger team camp fees can be a) sent to SASA or b) paid online – make sure to indicate what travel team your child is on.
- tournament fees
- uniform cost (anticipated)
- team kitty / account: total cost of equipment you plan to purchase, divided by the number of players. Add in extra for the referee fees, miscellaneous items.
- trainer fees
{These last four can be put together as one check made out to the team.}

COLLECT:

- copy of birth certificate
- 1” x 1” picture for pass cards
- correct information on every player: player name, parents’ names, birth date, address, phone numbers, e-mail addresses.

The last thing to do is recruit parents for various jobs. Every team does this differently. You may decide to have 1 team manager; or one team manager / treasurer and one team social director; or you may want to develop a list of jobs / duties and have every family sign up for one.

Every team should have a designated “team manager” or “team treasurer”. This is a person other than the coach, who, at the very least, will manage the team bank account and funds.

Many other team tasks or jobs are identified as follows:

- team treasurer: this person will set up the team account. There should be 2 signatures on the account, usually the treasurer/manager and the head coach. Also responsible for the referee fees at the games (SASA has envelopes)
- social director: organizes team lunches/dinners at tournaments; arranges hotels/accommodations for tournaments; arranges team outings as needed
- fundraiser: will be responsible for team participation in SASA’s fundraiser
- team photographer: take pictures at games, tournaments, parties, etc. of players, coaches, families
- putting up tent
- taking down tent
- putting up corner flags at home games
- taking down flags at home games

- **developing phone tree: to pass along information regarding last minute changes in the schedule, cancellations, reschedules, etc.**
 - **snack schedule**
 - **being responsible for SASA guidelines (copy at the field)**
 - **referee contact person: responsible for calling the scheduled referees prior to every home game**
- etc...**

After your team meeting, you will need to complete the following:

- 1. Travel Team Registration with SASA**
- 2. Travel Team Registration Reconciliation Report**
- 3. an Official Team Roster: using the MSYSA form online**

CHAPTER 6 - FINANCES - PART TWO

It is highly recommended that every team set up a “team bank account” independent of the coach and treasurer/manager’s personal accounts. The team name will be on the account and both the coach and the team manager need to be on the signature card. You will need to contact SASA’s treasurer for the taxpayer ID # to identify the account as non-profit. Everything pertaining to the team should be run through this account, ie. equipment, tournament registrations, uniforms, referee fees, indoor soccer, team dinners, etc. Save all receipts for the team manager to reconcile the bank statements.

Prior to buying any team equipment, you will again want to have SASA’s taxpayer ID#. This will allow you to make purchases tax-free as SASA is a non-profit organization.

Referee Fees:

Each league has an individual fee scale for Center Referees (CR’s) and Assistant Referees (AR’s) at each age level. Some leagues have each team pay $\frac{1}{2}$ the total fee at every game. Other leagues have each team pay for their home games only. Check your league guidelines for specifics. Another situation to review is how to handle extenuating circumstances such as the pay scale/rate when less than 3 referees show for a game. Remember, referees are always paid prior to the start of the game.

CHAPTER 7 - TEAM PREPARATION

Team uniforms need to be ordered with enough lead time to deal with any mistakes in sizing, numbering, or wrong orders. All the other practice and game equipment should be purchased prior to your first practice. You may want to contact other coaches and get the names of companies where you can do “one stop shopping” such as Wolverine Supply, or via a catalog or the internet.

Make sure you check and verify that all the ordered uniform sizes and numbers are correct prior to the start of the season with enough lead time to make corrections.

Set the first practice date, day(s) of the week, time and place. This may change at the coaches meeting according to field availability and the number of house teams. But most travel teams begin practices several weeks before the season starts.

Consult your league rep from SASA, or the league website, regarding the process used to schedule your team’s home and away games – each league does this differently. Prior to the league scheduling meeting, you should find out the dates for the following:

- school days off**
- planned field trips**
- orchestra, band and choir performance dates for your players’ grade level(s).**

You will also need to know the dates of homecoming, PSAT’s, SAT’s, ACT’s, prom and graduation as this may affect referee and player availability. League game scheduling dates should be on the league website, or you can consult SASA’s league rep or the Travel Director.

At the SASA travel coaches meeting prior to the start of each season, you will finalize the practice field schedules. You will also need to fill out a MSYSA roster. One copy goes to SASA with the reconciliation report, 3 copies to your league, (two will be returned to you signed by the league registrar for your own record and for tournaments). An electronic copy of the roster needs to be sent to the Travel director as well.

At this time, you may choose to make a generic roster (copy attached) for all the players and their families. This would include each player’s name, player number, parent names, address, phone number(s), birth date, cell phone numbers and E-mail address. This is especially helpful for parents carpooling, etc. as well as for parents that get lost while traveling. Many teams have also made a credit card sized, laminated list with player name and player # on one side; and player # with parent first names on the flip side.

Develop a cell phone list (again, helpful for lost parents, tournaments, cancelled games, switched field location, etc.)

This is also the time to register for any tournaments you plan to enter. They are usually seasonal, and can be accessed via the MSYSA website.

Pass Cards:

Each league handles issuing pass cards differently, but all players, coaches, and managers will have passcards. These need to be individually signed and available to give to the referees at check-in prior to every game (league and tournaments). Many like to use the plastic sheets that hold 9 baseball cards (hobby stores carry these). It is a good idea to carry your “kidsafe” card as well, for the coaches and manager. The kidsafe card number is required to be reported to your league as well.

***NOTE – Indoor soccer is totally optional – not sanctioned or sponsored by SASA – although most teams play 1, 2, or all 3 sessions at Hi-Velocity, Wixom or Wide World Sports. Again, run the cost through the team account.**

CHAPTER 8 - MISCELLANEOUS

The following chapter is a listing of :

1. all the websites discussed in this manual
2. other miscellaneous information and websites.

LEAGUE WEBSITES:

SASA – Saline Area Soccer Association – www.salinesoccer.org

MSYSA – Michigan State Youth Soccer Association – www.MSYSA.net

SEMSA – South East Michigan Soccer Association – www.semsasoccer.net

GLSL – Great Lakes Soccer League – www.leaguelineup.com/gls

WSSL – Western Suburban Soccer League – www.wsslsoccer.org

MSPSL – Michigan State Premier Soccer League – www.mspsl.org

MISCELLANEOUS WEBSITES:

www.decatursports.com/soccerdrills.html - North Alabama Soccer League:
for coaching tips and sample drills

www.ussoccer.com - Home of the US National Teams

www.mlssoccer.com - Men's professional Major League Soccer

www.ussoccerplayers.com - Men's national team

www.wusa.com - Professional women's United Soccer Association

www.reedswain.com - instructional videos, books, materials

Saline Area Soccer Association:

SASA

P.O. Box 21

Saline, MI 48176

Voice mail : 913-9536

SASA Executive Assistant – *Stephanie Thiess* : 944-1721 or thiessfam@aol.com

Director of Travel – *Kelly Tomaszewski*: 944-0453 or kmtpt@aol.com

Director of Coach and Player Development: *Alex Andrews*:

Alexandrews28@aol.com

CONTACTS:

UNIFORMS:

Trading Post in Plymouth

Soccer Plus in Ann Arbor

T-SHIRTS / SWEATS:

Kevin Foley in Saline

Dave Kivi

Saline Sport Shack

Elmo's in Ann Arbor

Tents:

Cabella's

MC Sporting Goods

Home Depot

Lowe's

Dunham's

Sam's Club

**SASA – (contact Stephanie Thiess)
Video Library
SASA patches (for tournaments)**

TEAM SPONSORSHIP:

Many teams have explored team sponsors. A league may have restrictions that need to be identified prior to pursuing a sponsor(s). For example, MSPSP teams cannot have anything a player would wear on the field showing the name of a sponsor (other than the official MSPSP sponsors). One option would be to have a sponsor buy the player equipment bags and put the sponsor's name on it. Or the sponsor could buy the team's tent and have their logo on it, etc.

TEAM FUNDRAISERS:

Another option would be to hold a team fundraiser for referee fees, uniforms, warm-ups, etc. This is a chance to be very creative. Maybe a team parent could spearhead this. Examples would be: bake sale, collecting returnable cans and bottles, a car wash, selling t-shirts, selling refreshments at games, etc.

The above information is by no means all inclusive, but a starting point.

CHAPTER 9 - FORMS

- **MSYSA league roster**
- **SASA registration form**
- **risk management application**
- **personal team roster**
- **medical release form**
- **list of SASA board members and travel coaches**
- **SASA Travel Guidelines**
- **FIFA Laws of the Game**
- **rules of fair play**
- **referees, coaches and parents – role models for life**
- **SASA Incident Report Form**
- **Travel team registration procedure with SASA**
- **Travel team reconciliation report**
- **SASA Video Library**
- **Soccer Goal Safety**

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SALINE AREA SOCCER ASSOCIATION

Travel Coach's Handbook



2006