

## YOUTH SOCCER TEAM MANAGEMENT AND GAME DAY CHECKLISTS

| Date                | Action Item  |
|---------------------|--|
| Today               | <ul style="list-style-type: none"> <li>Get licenses for team staff</li> <li>Consider using a Shutterfly website for team communications</li> </ul>   |
| Late May            | <p>Receive results of tryout process</p> <ul style="list-style-type: none"> <li>• You will be given contact information for all the players on your team</li> <li>• Verify that all players have accepted their roster spot and reach out to any that have not to confirm their status</li> <li>• Confirm you have a full staff, which is defined as two assistant coaches, a team manager and a SAGE representative. If not, reach out to parents for assistant coaches, managers and SAGE representatives</li> <li>• Reach out to team introducing coaching staff. Coordinate a team/parent meeting (maybe a kick around followed by a discussion) where you set out your coaching philosophy, expectations of players and parents, and general, age appropriate, achievable goals for the season.</li> </ul>  |
| Late May/Early June | <ul style="list-style-type: none"> <li>• Prepare a Kicks &amp; Sticks Roster (K&amp;S) for uniform buying (available on Coaches Corner site)</li> <li>• Instruct your players to go to uniform sizing event (generally at the Community Center one night in mid-June)</li> <li>• Instruct players that cannot go to uniform sizing night to go to the K&amp;S store at 2933 Vauxhall Rd Vauxhall, NJ 07088</li> </ul>  |
| Early June          | End of Spring: AC Meeting – look for an email announcing time and place  |
| Early June          | <p>Make training requests to training committee</p> <ul style="list-style-type: none"> <li>• Number of sessions</li> <li>• Preferred training vendor</li> <li>• Preferred trainer (if any)</li> <li>• First, second, and third choices for time for each session</li> </ul>  |
| Early June          | <p>Collect all the information from parents for the soccer packets (important that you do this before school is out because parents disappear and the level of difficulty gets exponentially harder).</p> <ul style="list-style-type: none"> <li>• Two copies of the player’s birth certificate or passport</li> <li>• A signed SAGE form signed by both (if applicable) parents and the player (form in Coaches Corner on BHYSC website)</li> <li>• A medical release form naming the coaches as authorized – this form must be notarized (form in Coaches Corner on BHYSC website)</li> <li>• The league player membership form (form in Coaches Corner on BHYSC website)                             <ul style="list-style-type: none"> <li>○ <b>League name – Mid NJ Youth Soccer Association</b></li> <li>○ <b>League# 09</b></li> <li>○ <b>Club – Berkeley Hts. Youth Soccer Club</b></li> <li>○ <b>Club# 9016</b></li> <li>○ <i>Leave Team # and Players Pass # blank</i></li> </ul> </li> <li>• A photo of the player should be emailed to you. It should be a clear shot of player’s face head and shoulders with sufficient resolution that it will be clear as a 1x1 photo</li> <li>• Please note coaches must be carded as well. They will need the 1 X 1 picture and a completed Kids Safe form.</li> </ul> |

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| <b>Early August</b>  | <p>Prepare for Player card Packets using “GotSoccer” web site</p> <table border="0"> <tr> <td data-bbox="370 268 889 730"> <p>Existing Teams Only:</p> <ul style="list-style-type: none"> <li>• Update your rosters</li> <li>• Wait a day or two for your teams to be accepted by MNJYSA</li> <li>• Pick up packet (see next item)</li> <li>• Generate passes and rosters (test the paper before using the passes as replacement passes are in short supply)</li> </ul> </td> <td data-bbox="896 268 1443 730"> <p>New Teams only:</p> <ul style="list-style-type: none"> <li>• You will be notified by Kevin Dearman what your team’s password and username is</li> <li>• Detailed instructions are available at <a href="http://www.njyouthsoccer.com/content/directors/upimg/dir5106/forms/teams%20activities.pdf">http://www.njyouthsoccer.com/content/directors/upimg/dir5106/forms/teams%20activities.pdf</a></li> <li>• Pick up packet (see next item)</li> <li>• Generate passes and rosters (test the paper before using the passes as replacement passes are in short supply)</li> </ul> </td> </tr> </table> | <p>Existing Teams Only:</p> <ul style="list-style-type: none"> <li>• Update your rosters</li> <li>• Wait a day or two for your teams to be accepted by MNJYSA</li> <li>• Pick up packet (see next item)</li> <li>• Generate passes and rosters (test the paper before using the passes as replacement passes are in short supply)</li> </ul> | <p>New Teams only:</p> <ul style="list-style-type: none"> <li>• You will be notified by Kevin Dearman what your team’s password and username is</li> <li>• Detailed instructions are available at <a href="http://www.njyouthsoccer.com/content/directors/upimg/dir5106/forms/teams%20activities.pdf">http://www.njyouthsoccer.com/content/directors/upimg/dir5106/forms/teams%20activities.pdf</a></li> <li>• Pick up packet (see next item)</li> <li>• Generate passes and rosters (test the paper before using the passes as replacement passes are in short supply)</li> </ul> |
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| <b>Mid July</b>  | <p>Flighting process for Spring season:</p> <ul style="list-style-type: none"> <li>• Third week of July - Make flight request to Kevin Dearman (look for email)</li> <li>• Around one week later look at initial flight projection – make request for changes</li> <li>• Around one week later look at final flight projection – make appeals if necessary</li> </ul>   |  |  |
| <b>Late July</b>   | <p>Get SAGE meeting covered:<br/> Look at <a href="http://www.mnjysa.org/SageDefault.aspx">http://www.mnjysa.org/SageDefault.aspx</a> to determine dates of SAGE meetings. Make sure that one representative (parent or coach) from the team can attend one meeting. Representatives can only be a SAGE rep once and for only one team</p>  |  |  |
| <b>Late July</b>   | <p>Look at available beginning of fall tournaments</p> <ul style="list-style-type: none"> <li>• Typically all BHYSO carded teams play in the Piscataway kick off tournament the first weekend after Labor day, which is the weekend before the start of the Mid NJ season.</li> </ul>   |  |  |
| <b>Early August</b>  | <p>Pick up player packet at Kevin Dearman’s house (210 Chaucer Drive) – they will be in a Rubbermaid container. Each teams’ name will be on an envelope. Be sure to take only yours. Be sure to tightly close the box. (One year several packets were ruined in a rain storm because the box was not closed properly)</p>   |  |  |
| <b>End of August</b>   | <p>Return packets to Kevin Dearman house (same Rubbermaid box) packet should be in the following order:</p> <ul style="list-style-type: none"> <li>• GotSoccer generated roster</li> <li>• All team SAGE forms in alphabetical order</li> <li>• All team Medical Release forms in alphabetical order</li> <li>• All team player forms in alphabetical order</li> <li>• All team birth certificates or passports in alphabetical order</li> </ul> <p>Each group should be in separate bundles with paper clips</p> <p><b>Packet must be to Kevin at least 1 week before it is needed – if you are playing in a kick-off tournament be very careful of this timing</b></p>  |  |  |
| <b>End of August</b>   | <ul style="list-style-type: none"> <li>• Get Kidsafe forms to Eric Probst (218 Chaucer Dr.) (format in Coaches Corner on BHYSO website)</li> <li>• Get proof of concussion training for each coach to Eric Probst (link in Coaches Corner on BHYSO website)</li> <li>• Print 20 roster labels for game cards for entire season (format in Coaches Corner on BHYSO website)</li> </ul>   |  |  |

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| <b>Early September</b>       | <p>Beginning of Fall AC Meeting - look for an email announcing time and place</p> <ul style="list-style-type: none"> <li>• Get home game schedule fields and times</li> <li>• Get game cards</li> <li>• Get referee checks/cash</li> <li>• Get game balls</li> </ul>   |
| <b>ASAP After AC meeting</b> | <p>Contact opposing coaches with details of home games</p> <p>Contact opposing coaches requesting details of away games (don't be upset when you get no response. Most towns do not provide teams fields and times until about 2 weeks before game)</p>  |
| <b>January</b>               | <p>Flighting process for Spring season:</p> <ul style="list-style-type: none"> <li>• First week of Jan - Make flight request to Kevin Dearman (look for email)</li> <li>• Around one week later look at initial flight projection – make request for changes</li> <li>• Around one week later look at final flight projection – make appeals if necessary</li> </ul> |
| <b>Early March</b>           | <p>Game schedule published on MNJYSA website – no fields or time</p>   |
| <b>Early March</b>           | <p>Beginning of Spring AC Meeting - look for an email announcing it</p> <ul style="list-style-type: none"> <li>• Get home game schedule fields and times</li> <li>• Get game cards</li> <li>• Get Referee check</li> <li>• Teams that did not play in Fall get game balls</li> </ul>   |
| <b>ASAP After AC meeting</b> | <p>Contact opposing coaches with details of home games</p> <p>Contact opposing coaches requesting details of away games</p>  |
| <b>Early April</b>           | <p>Reach out to all players – confirm their interest in playing next season and direct them to register for tryouts through the BHYSO website</p>  |
| <b>Mid April</b>             | <p>Provide Tryout Committee with rankings and any additional notes for each player.</p>  |

## WEEK AND DAY OF GAME CHECKLIST

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| <b>Week before game</b>   | Contact opposing coach: <ul style="list-style-type: none"> <li>• Exchange mobile phone numbers</li> <li>• Verify uniform colors</li> <li>• Verify game details</li> <li>• Confirm details for inclement weather</li> </ul>   |  |
| <b>Weds prior to game</b> | Last chance to reschedule a game and get a referee   |  |
| <b>Game day</b>           | Home Games: <ul style="list-style-type: none"> <li>• Check field status first thing in the morning to verify that the field you are playing on is playable</li> <li>• Bring game balls</li> <li>• Referee check/money</li> <li>• Bring game card with roster stickers on it</li> <li>• Bring ball pump and inflation needle</li> <li>• Bring medical release forms</li> <li>• Bring copy of GotSoccer generated roster</li> <li>• Bring player passes</li> <li>• Bring material to strap down goals if necessary (string or duct tape)</li> <li>• If you are the first or last team on the field make sure that you bring the relevant equipment</li> <li>• Report check numbers and scores via email to Kevin Dearman after the game</li> </ul> | Away Games: <ul style="list-style-type: none"> <li>• Referee check/or money</li> <li>• Bring roster stickers for game card</li> <li>• Bring medical release forms</li> <li>• Bring copy of GotSoccer generated roster</li> <li>• Bring player passes</li> <li>• Report check numbers and scores via email to Kevin Dearman after the game</li> </ul> |