

Blessed Francis Seelos Academy Athletic Association

Soccer Coach Handbook

Table of Contents

Expectations For A Catholic School Coach	3
Soccer Coaches Meeting	4
Coaches Meeting.....	4
Sample Email Announcing The Tryout Dates and Required Information	16
Tryout Plan	17
Player Evaluation Form	18
Sample Email Announcing Team Selection	19
Parents Meeting - Soccer	21
Expectations For Parents Of Student Athletes.....	24
Concussion Evaluation Tool.....	25
Seelos 8 th Grade Recognition.....	26
Diocesan Pre-Game Prayer	27



Expectations for A Catholic School Coach

- Accepts his or her ministerial role as a Christian role model on and off the field of play.
- Understand the rules of the game and instructs his/her players regarding same.
- Controls his/her emotions both during a game, and upon game's end.
- Speaks in a manner and tone appropriate for his or her position.
- Realizes players never purposely make mistakes and never ridicules.
- Concentrates on coaching and lets the officials call the game.
- Is fair and does not show favoritism.
- Sets realistic practice and game schedules, being prompt at the beginning of practice and punctual when ending practice for consideration of parents and family obligations.
- Knows when and who to substitute, according to the team structure, diocese guidelines and game scenario.
- Never permits an ill or injured player to practice or play.
- Insists that a team practice with the same enthusiasm and skill as demonstrated during a scheduled game.
- Gives ALL players the opportunity to improve their skill sets during practice through drills, scrimmages and direction.
- Within the game scenario, is aware of the diocese guidelines for playing time for the specific level of play, and uses that awareness within the roster of the team.
- Never deliberately humiliates an opponent by running up the score.
- Insists that players accept victory with modesty, and defeat without alibi.
- At the final whistle of the game, takes into consideration the emotions and frustrations of everyone, thus limiting post game criticism, leaving detailed comments for the next practice.
- Realizes a team's reputation is built not only on its playing ability, but also on its sportsmanship, courtesy, and manner.

Signature reflects the coach's understanding of these basic elements. When violation of any of the above expectations occurs, the

principal and pastor will be notified, and appropriate actions will be discussed and enforced.

(Printed Name)

Coach

(Signature)

SAAA Representative

Soccer Coaches Meeting

Coaches Meeting

Agenda and Talking Points

Soccer

The purpose of the following document is to clarify and set coaching expectations of you as a Coach. Please ensure you take the time to read and understand this information as it is critical to the BFSAAA and your success as a Coach or Assistant Coach at Seelos Academy. Please reach out to the Soccer Coordinator or a Board Member should you have any questions or concerns.

SAAA

The SAAA has set specific coaching expectations so that we have consistency across our program. We expect that our coaches will understand and adhere to these expectations.

Coach Requirements

- Complete the following clearances as communicated:
 - [Diocesan Centralized Database Application](#) and a signed copy of the Pastoral Code of Conduct (at the end of the application process);
 - A Certificate of Attendance for the Protecting God’s Children Seminar–enrollment at [Virtus.org;Pennsylvania Criminal background check/clearance](#)
 - [Pennsylvania Child Abuse clearance](#)
 - It is your responsibility to ensure all the paperwork has been turned into the school. The school office is your point of contact to ensure all requirements have been met.
-
- Review and sign Expectations for a Catholic School Coach
 - The diocesan prayer should be recited by both teams at the center of the field prior to the start of any game.
 - The diocese requires (which is communicated through Protecting Gods Children Workshop) that at least two adults be present (Coach plus one other) during all team activities. Please keep this in mind when you schedule your practices.

Assistant Coach Selection

- It is the responsibility of the Head Coach to ensure all clearances are in place prior to selecting and committing the Assistant Coach position. Please ensure all paperwork has been turned into the school. Unless this has been done, they cannot be an Assistant Coach.
- The Assistant Coach may NOT be selected prior to the completion of tryouts without the consent of the BSAAA. The only exception we will allow is if the Assistant Coach has zero conflict of interest with the selection of the players and again this must be approved in advance by the SAAA.
- Once you have selected your Assistant Coach, please send an email to BlessedSeelosAABoard@blessedseelosaa.com indicating who you have selected as your Assistant Coach(es).

Playing Time

- Section 1
 - It is understood that winning is a key objective of a section 1 team, however keep in mind the importance of the team. On the BEST teams, each player has a role. Remember, when the game and especially the season is over it will only be memorable if you won as a team. Keep your team goals in mind.
 - While there is, no minimum playing time requirement we ask that a coach makes every attempt to give each player some playing time each game. It is very difficult on the player and their family when they don't get to play.
 - In the event there is one extremely large team, the coach should schedule additional scrimmages for players that don't see much playing time during section games.
 - When playing against teams that are weak we look for you to give non-starters significant playing time.
 - There are also be a few other things (other than skill) that affect playing time.
 - Commitment to developing skills.
 - Attending practice and being on-time.
 - Working hard during practice with a good attitude/team player.
 - Sportsmanship
 - While playtime is not even on a section 1 team, should it become clear that the section 1 team will not make the playoffs, the section 1 team should begin using the rules applied to lower section teams relating to playtime which means playtime should be as close to even as possible.
- Section 2-9
 - The goal of the section 2-9 team is to provide developmental opportunities for every player regardless to whether the game is won or lost. This is a developmental program and ALL players need game experience to develop.
 - Coaches are expected to allocate play time as evenly as possible. Even if the league you are playing in has different minimums the even play time rule applies to our teams in every game.
 - While the goal should be even play time, we know that it is impossible to execute that perfectly. The Coach should strive for even, but it is understood that some players will get a little more time and some a little less. This will be based on the specific position a child is playing in (goalie versus defense versus offense) as well as the natural opportunity to sub based on a stoppage of the game.
 - Coach has the authority and discretion to reduce play time below minimums in situations where there are issues with the player behavior or attendance. Please ensure parents are aware of the issue BEFORE reducing playing time.
 - It is critical that you keep the lines balanced. Don't have a strong line and a weaker line that can't perform.
 - Find a way to give everyone a chance to start.
 - Should a player become injured or request to come out at a point during the game, the play time that was missed does not need to be made up in future quarters. They are however still entitled to any play time in future quarters that is planned for them.
 - End of Season Tournament (Playoffs)

- Playing time for SEASON ENDING tournaments (playoffs) does not need to be allocated evenly.
- Season ending is defined as a tournament (playoffs) that STARTS after every regularly scheduled season game has been completed. The entire team MUST be invited and encouraged to participate. The entire bench must play in a meaningful way; however, play time does not need to be even.
- If you participate in an end of season tournament, please remind the parents of the new playing time rules prior to the tournament (playoffs).
- Developmental (1st, 2nd, 3rd, 4th grades)
 - Play time should be as even as possible in every game.
 - Keep the talent balanced across the different lines.
 - Ensure each line has enough talent to perform.
 - Switch-up starters from game to game.
 - The coach has the discretion to reduce playing time should there be a behavior problem with the child. Please ensure parents are aware of the issue BEFORE reducing playing time.
 - End of Season Tournament (playoffs)
 - Playing time for SEASON ENDING tournaments (playoffs) does not need to be allocated evenly.
 - Season ending is defined as a tournament (playoffs) that STARTS after every regularly scheduled season game has been completed. The entire team MUST be invited and encouraged to participate. The entire bench must play in a meaningful way; however, play time does not need to be even.
 - If you participate in an end of season tournament, please remind the parents of the new playing time rules prior to the tournament (playoffs).
 - If the team is too large to participate in the tournament (6V6) it is acceptable and expected to split the teams to maximize playing time during the tournament.
 - The teams should be split evenly so that the skills of each team are as closely balanced as possible. The Head Coach and Assistant Coach should make the split. The Head Coach should take one team and the Assistant Coach should take the other. Take time to ensure the skills are balanced as we want both teams to have a chance to compete.
 - The process of splitting the kids needs to be communicated to the parents so that they understand why it is being done and which team their child will be on. This should also be mentioned during the parent meeting at the beginning of the year.
 - Please discuss this process with the Soccer Coordinator prior to splitting your team.

Seelos Academy requirements:

- Grades
 - It is the policy of Blessed Francis Seelos Academy that no student may participate in school sports unless they maintain acceptable grades and this includes games and practices.
 - You will be contacted by the school should you have someone on your team not meeting the threshold.
 - You can support your players by reminding them how important it is to keep their grades up.
- Student absent from school
 - No student is allowed to practice or play in a game on the SAME DAY they missed the entire school day.
 - If the student misses school on Friday they CAN play/practice on a Saturday/Sunday.
- Team Assignment
 - Sometimes it is necessary for 4th graders to be assigned to a JV team or a JV player to be assigned to a varsity team given the number of players in a grade during a particular year. If this should become necessary the player being pushed up may NOT be assigned to the section 1 team.
 - Only 5th and 6th graders are allowed to play JV section 1 soccer and only 7th and 8th graders are allowed to play varsity section 1 soccer when multiple teams exist at the respective level.

In-season Sports

- Soccer will take the priority over winter sports until soccer season is over. Players are expected to prioritize soccer over other winter sports like basketball.
- Soccer coaches should work with the basketball coaches to find a time that will work for basketball tryouts as tryouts will occur while soccer is still in-season.
- Winter sports (like basketball) always take the priority over indoor (winter) soccer. Players should not prioritize indoor-soccer over basketball.

Section 1 Team Tryouts

- The soccer coordinator will send an email announcing the tryout dates and required information. A sample is attached.
- There must be an objective and consistent approach to evaluating the talent of each child trying out. A sample tryout plan and evaluation form is attached. You are free to create your own objective process; however, this is one that has been used in the past.
- The only child that is committed a spot on the team is the child of the HEAD COACH. Should the Head Coach have more than one child on the team, only the strongest child is committed a spot.
- The Soccer Coordinator and Head Coach are in-charge of the tryouts.
- The Soccer Coordinator must select at a MINIMUM of 3 independent observers to evaluate the players trying out.
- ALL 3 observers must be free from any conflict of interest in the selection process. This means that they can't have a child or a relative trying out.
- All observers must be highly competent in soccer.
- The evaluators are to Head Coach has the final decision although should directionally follow the input of the observers.
- There must be a minimum of 2 tryout days during the fall and a minimum of 1 tryout day during the spring.
- Seelos reversible and numbered tryout jerseys are required to be used during tryouts. These jerseys can be obtained from the Equipment Coordinator.
- If a child is NOT interested in playing Section 1 he/she does not need to tryout, just register.
- You must arrange to have at least one Board Member at your tryouts. The Board Member does not need to participate in the evaluation.
- No child is allowed to tryout unless they have a Physician Release form, a Parent Release form and an Emergency Contact form turned into the SAAA prior to tryouts. Make sure you communicate this when you send your tryout announcement.
- Fall tryouts should be prior to the first day of the school year and spring tryouts should be towards the beginning/middle of March. Try to allow
- Fall tryouts will be conducted at Marshall Field and spring tryouts will be conducted at Marshall or Seelos gym.
- The Diocesan Soccer league coordinator will define the first day you can practice as a team. Make sure you are aware of this date and don't violate it.
- If a player does not make ANY of the tryouts, they cannot be placed on a Section 1 (or top) team. Special circumstances; however, involving illness may be made but this MUST be approved by the Athletic Board and only on rare occasion. This is for an extreme circumstance.
- If a player is not medically cleared prior to or during tryouts then they are allowed to tryout once they have recovered from the illness/injury and you have a release from a doctor. You can permit them to tryout at an upcoming practice(s).

Section 2-9 Team Evaluation

- Should it become necessary to have more than one Section 2-9 team, the goal of the process will be to ensure that the talent level is balanced.
- Board Members, Section 1 Team Coach, Soccer Coordinator and the Section 2-9 team coaches will participate in the evaluation process.
- The Soccer Coordinator will facilitate and regulate the process and approve the coaches (Section 1 and Section 2-9) recommendations. Should the Soccer Coordinator have a conflict of interest in the process, a Board Member will facilitate the process.

- While consideration should be given to requests by the parents, under no circumstances should that result in unbalanced skill levels between teams.

Developmental Evaluation

- Should it become necessary to have more than one 1st, 2nd, 3rd or 4th grade team, the goal of the process will be to ensure that the talent level is balanced.
- The two (or more) 1st/2nd/3rd/4th grade coaches along with the Soccer Coordinator will conduct an Open Field so that the players can be evaluated and split evenly. Should the Soccer Coordinator have a conflict of interest a Board Member will conduct the Open Field.
- While consideration should be given to requests by the parents, under no circumstances should that result in unbalanced skill levels between teams.

Announcement of Section 1 team

- The day prior to making your final selections and announcing the team, you should contact any parent who has a child towards the bottom of your roster and let them know that they made the Section 1 team however they might not see a lot of play time. Give the parent an opportunity to commit to that scenario or the option for the child to play Section 2/3. Be prepared for the parent to need a few hours or the next day to get back with you. If the parent selects the lower Section option (unlikely) you can adjust your roster accordingly and continue to make the necessary phone calls. By doing this you clearly set the expectations for the year so that parents are not upset with you during games. You can also let them know that this is not cast in stone. Should their game improve they will get more time.
- It is important what **time and day** you send out the announcement. We have had instances when it went out late at night or very early in the morning on a school day. This creates an issue on the next day of school as some parents received the email and some didn't. This means that some kids know who was picked for the team and some kids don't. We want to give the parents every opportunity to discuss the outcome with their kids and prepare them for the next day of school. This announcement should be sent out between 3:30 and 5:00 Monday through Saturday.
- If you are aware that a specific parent is going to be very disappointed that their child did not make the Section 1 team, we ask you to call that parent in advance. While this can be a tough conversation, it often times lessens the blow of seeing it in an email.
- Your announcement should come out no LESS than 3 days after your last tryout and no MORE than 7 days after your last tryout. The announcement should be sent by the Soccer Coordinator.
- An example of the announcement is attached; please use this as a guideline to edit your announcement.

Practices

- JV and Varsity
 - There will be 2 practices per week at Marshall Elementary.
 - Practices will be no more than 1.5 hours. They may be shorter due to the availability of daylight.
 - All players are expected to attend all practices. Should a player have a pattern of missing practices a discussion should be had with the Parent. A pattern of missing practice can result in reduced playtime.
 - If a player misses a practice due to a conflict with club soccer this will be considered an excused absence as long as the player attended at least one practice that week. Missing both practices in any one week for any reason (including club soccer) may result in reduced playtime.
- Developmental
 - There will be 1 practice per week at Marshall Elementary or another available field.
 - Practices will be no more than 1.5 hours. They may be shorter due to the availability of daylight.

Communicating with the Parents

- Within two weeks of your first practice you should hold a parent meeting. During this meeting, you can set expectations for the season and answer any questions. Prior to the meeting please send your agenda in advance to the parents and copy the Board. You should have the agenda at the meeting to hand out as well. Please plan for this meeting to last at least 30 minutes with the possibility of it going longer based on questions. We have provided a copy of a parent meeting agenda that you can use as a guideline and edit the information that is specific to your team.
- We ask that coaches communicate with their parents at least once per week. The most effective approach is sending an email every Monday or Tuesday that reminds the parents about the next week schedule of activities.
- Great communication with parents is essential to a strong athletic program and team. Please do your best to always keep the lines of communication open. Should you find yourself in an emotional and escalating conversation with a parent, please excuse yourself from the conversation and contact the Board. Nothing good will come from having a heated argument with a parent. Contact the Board and let us assist you.

Communicating with the Board

- We require a Board Member to be present at your Parent Meeting. Prior to setting the meeting date, please reach out to a Board Member of your choice to ensure they can attend your meeting. Once you have ensured that your Board Member is available you can communication the date and time to your parents.
- Please feel free to copy the Board on communications that you feel the Board should be aware of.
- You can contact the Board directly at blessedseelosaaboard@blessedseelosaa.com. Any email sent to this address goes to all Board Members.
- Please let the Board know if you make the playoffs and the results of each game. Please let us know when and where your next game is and we will make sure this information gets out to the school so we can help support attendance.
- Let the Board know if your Section 1 team wins a Diocesan or Section Championship so that we can update the banner in the gym.
- Please notify the Board should there be any incidents. Incidents would include anything unusual like upset parents, coach/player red card, serious injury or concerning behavior.
- If you should win a Diocesan Championship trophy, you can have a plaque added to it with all the names of the players and coaches. The target price for this plaque should be under \$20. The Trophy should be brought to school then given to a Board Member so that it can be placed in the Trophy Case. Section Trophy should be given to a Board Member to be added to the trophy case.
- All tournament and non/Section 1 team trophies will be placed into the trophy case in the center area for 1 year. All Diocesan and Section trophies for Section 1 teams will remain in the trophy case.
- We encourage all of our coaches to attend the monthly SAAA meeting. Please do your best to attend when you can most importantly during the season.

General Information

League Registration

- JV, Varsity, Developmental
 - The Soccer Coordinator will handle league registration and scheduling for all teams.
 - The Soccer Coordinator will communicate the schedules as soon as they are available from the Director of the DSL. No deviations should be made from this schedule except for field conditions and school/diocesan events (IE, confirmation, graduation etc.)
-

Concussions

- Educate yourself on detecting and reacting to a possible concussion.
- Review the attached concussion evaluation tool and keep it with you.

- Be ready to quickly detect a possible concussion and seek the appropriate medical attention and contact parents. Should there be any delay in medical attention be sure the child is always supervised and in a quiet area as movement and excitement can cause further damage. Sitting on the bench does not qualify as a quiet area.
- Correctly responding to questions does not necessarily mean there is no concussion. If something seems wrong it probably is. Error on the side of being too cautious.

Team Photos

- The SAAA will coordinate one day for pictures to be taken in the fall and in the spring.
- The SAAA will notify the Soccer Coordinator who will setup a schedule for each team to have their picture taken and notify each Coach.
- Each Coach must notify their parents.
- When notifying parents be sure to tell them which color jersey to be worn, the scheduled time and stress the importance of arriving 15 minutes early.
- Order forms will be given to the coaches to hand out at practice prior to the photo date.

Emergency Contact Forms

- The Board will provide each Coach with an emergency contact form for each child.
- Please be sure to read through the forms just in case a child has a condition you need to be aware of. Please keep in mind that this is confidential information which shouldn't be shared with anyone except medical personnel.
- Please keep these in your coach's bag in case of emergency

Weather decisions

- Games
 - Keep in mind that some schools don't allow their students to participate in games on days when school is cancelled. This is NOT the policy of Blessed Seelos Academy.
 - JV and Varsity
 - Decisions to cancel a game due to weather should be made by the Soccer Coordinator in consultation with the Head Coach(es). The decision should be made at least 3 hours prior to the game. Once a decision is made to cancel, the Head Coach(es) should notify the opposing Coach. The Soccer Coordinator will contact the refs for JV and Varsity.
 - The Home Coach is responsible for rescheduling the game. Once the game has been rescheduled notify the Soccer Coordinator so the refs can be scheduled.
 - Developmental
 - Decisions to cancel a game due to weather should be made by the Soccer Coordinator in consultation with the Head Coach. The decision should be made at least 3 hours prior to the game. Once a decision is made to cancel, the Head Coach should notify the opposing Coach. The Head Coach is responsible for contacting the refs.
 - The home Coach is responsible for calling the opposing coach and rescheduling the game. The home Coach will also need to reschedule the refs.
- Practices
 - The decision to cancel practice should be made by the Head Coach. Feel free to contact the Soccer Coordinator if you would like a second opinion.
 - Decisions to cancel practice should be made and communicated by 3:30 PM the afternoon of the practice. Parents should be reminded that decisions will be made by that time via email so they know where to look for the announcement.

Uniforms

- JV and Varsity
 - The Soccer Coordinator will provide two jerseys (one white and one blue) for each player. These must be returned after each fall and spring season.
 - The Soccer Coordinator will provide one pair of shorts (blue) for each player. The shorts must be returned at the end of the fall and spring seasons.
 - The home uniform is white shirt and blue shorts. The away uniform is blue shirt and blue shorts.
 - Players need to provide the following
 - Navy/white stripes and White/Navy Stripes soccer socks. Preferred sock is Adidas with 3 stripes at the top.
 - Shin Guards
 - Soccer cleats (molded plastic)
- Developmental
 - The Soccer Coordinator will provide 1 t-shirt (blue) for each player. The shirt will be used for both fall and spring seasons. The players can keep the shirt at the end of the season.
 - The uniform for every game will be navy shirt and navy shorts.
 - Each player needs to provide the following
 - Navy shorts
 - Navy soccer socks. Preferred sock is Adidas with 3 white stripes at the top.
 - Shin Guard
 - Soccer cleats (molded plastic)

Marshall Elementary

- The Soccer Coordinator will complete the necessary paperwork and pay the necessary fees to reserve Marshall Elementary for our practices and home games.
- The Soccer Coordinator will let you know when Marshall Elementary is available for practices.
- The Soccer Coordinator will develop a practice schedule for the season. Your practices will be scheduled the same day and time every week.
- The Soccer Coordinator will arrange for lining the field. Coaches are encouraged to help. North Allegheny will typically line the field in the Fall, but Seelos Academy is usually responsible in the Spring.
- North Allegheny will provide the porta john. The locker next to the porta john is storage for Seelos Academy soccer. The Soccer Coordinator will provide a key to all developmental, JV and Varsity head coaches.

Coaches Responsibilities at Marshall Elementary

- The Diocese requires that there be a Field Monitor for every game. The Field Monitor should be one parent who plans on attending the 4 home games. The Field Monitor is responsible for keeping “the peace” on the parents’ side of the field. The Head Coach should coordinate naming the Field Monitor for his/her home games.
- Coaches are responsible for making sure trash is picked up after each game; particularly around the players’ bench, but also on the parents’ side of the field.
- The JV / Varsity coach with the first game on any given day should put out the corner flags. The JV / Varsity coach with the last game on any given day should return the corner flags to the locker. Corner flags are not needed for 3rd and 4th grade games.
- Game balls for JV and Varsity are available in the locker. JV uses size 4 balls and Varsity uses size 5 balls. Developmental should use the balls provided for practice as game balls (size 4 as well).
- The locker at Marshall Field also contains paint for the field, extra ice packs, and serves as a “lost and found” for anything left at Marshall Field. It should be locked at all times.

Tournaments

- The Athletic Association will pay for the Diocesan Tournament entry fee for each team.

Equipment

- Each coach will be provided with the following equipment from the Soccer Coordinator.
 - Equipment bag
 - Soccer balls
 - Cones
 - Pinnies
 - Medical kit
 - Ice Packs
 - Air pump
- The equipment bag and its contents must be returned to the Soccer Coordinator at the end of the season.

Paying Refs

- Cash is required to pay the refs for each home game. The Soccer Coordinator will request all the necessary ref fees from the BSAAA Treasurer.
- The Soccer Coordinator will provide each Coach with the necessary funds (in cash) for the season.
- Home team is responsible for paying the refs.
- JV and Varsity
 - Refs will be provided by the Diocese based on the schedule set at the beginning of the year.
 - If refs show up for a game that is not played, ref fees are owed, so be sure to communicate any game cancellations.
 - Refs should be paid at the end of each game.
 - The current ref fees (as of 2018) are \$40 per game per ref.
- Developmental
 - We need to provide refs for all developmental games. The Diocese does not provide refs.
 - Typically, we find Seelos alumni who are interested in being refs. Varsity players are also an option.
 - When scheduling refs for the developmental teams, the following should be used as guidelines:
 - Try to spread the games evenly among the refs available.
 - Try to have them ref two games in a particular week . This minimizes the travel times for the parents.
 - Try to have an older sibling ref a younger sibling's game since the parents will be at the game anyway.
 - Refs should be paid at the end of each game.
 - The current ref fees (as of 2018) is \$20 per game per ref.

Games

- The Home Team is responsible for confirming all games via e-mail or phone calls (day, time, and field location).
- Contact information for all coaches is provided by the Soccer Coordinator at the beginning of the season. It is a good practice to confirm ALL games, but the rule is that the Home Team must confirm all games.
- Directions to all fields are available at www.leaguelineup.com/location.asp?cmenuid=13&url=dsl&sid=113905513.
- All players should be at the field 30 minutes prior to the beginning of the game. This time will allow for proper stretching and communications before the game starts.
- The Head Coach is responsible for checking players' equipment (not the refs). Every player MUST have shin guards. There should be no earrings, necklaces, or wristbands. There should not be anything hard in a player's hair. All casts / braces should be checked with the ref before the game. The ref may require "bubble wrap" around casts / braces.
- Prior to each game select 2-4 captains. Try to select different captains for each game, representing both offensive and defensive players; hopefully ensuring that every player on the team experienced this throughout the season. The duties

of the captains are to “officially” greet the other team captains at the center circle, to call the coin toss and to select a goal to defend. The refs will call for captains about 5 minutes before the game starts.

- Teams should meet at midfield after the captains have been called to say the Diocesan Prayer before the game.
- Game Cards (JV/Varsity)
 - For every game, you will need 3 copies of a Game Card. One game card should be given to the Ref, one to the opposing coach, and the last one is for you to keep for your records. Game Card forms are available at www.leaguelineup.com/miscinfo.asp?menuid=40&cmenuid=40&url=dsl&sid=113905513.
 - The winning coach (or the home team coach in the case of a tie) will receive two game cards from the ref at the end of the game. These game cards show the final score and red/yellow cards received during the game.
 - These game cards must be emailed or mailed to the Director of the DSL (not the Seelos Soccer Coordinator) for the game to be “official”. Address information can be found at www.leaguelineup.com/miscinfo.asp?menuid=35&cmenuid=35&url=dsl&sid=113905513.
 - Game results should be e-mailed to the DSL Coordinator to update the Diocesan website by the WINNING team coach. Please note that while the website will be updated with the score, the game is not “official” until the game cards are received by the Director of the DSL. Email address of the Webmaster can be found www.leaguelineup.com/directors.asp?cmenuid=9&url=dsl&sid=113905513. A photo can be taken of the game cards and sent to the diocese coordinator.
 - The game card should list everyone who is on your roster and/or whoever is “playing up” for your team.
- Playing up
 - Seelos permits players to play up should it be necessary due to low attendance for a game. Be sure that you understand the league rules as well to ensure your team is in compliance.
 - While playing up is permitted, it should only be done in situations where there are too few players for a particular game. Should you call a player up, that called up player should not start the game or get more play time than a member of the team.
 - Call ups are at the discretion of the Head Coach. You should always check with parents first to make sure they are okay before asking a player to play up.
 - Please keep the following in mind:
 - Varsity Section 1 – Only JV Section 1 players are eligible to play up to Varsity Section 1.
 - Varsity Section 2/3 – Only JV Section 2/3 players are eligible to play up to Varsity Section 2/3.
 - JV – 4th graders can play up to JV Section 1 or JV Section 2/3. However, a player can only play up for ONE team. In other words, a player cannot play up for JV Section 1 one week and then play up for JV Section 2/3 the next week. Once you play for one JV team, you must play up for that team only the rest of the season.
- Developmental
 - In addition to all the rules above, please note the following:
 - When confirming games, it’s also important to confirm the format of the game (ex. 8v8 or 11v11). There are many different formats and it is always better to have an understanding prior to getting to the game.
 - Game cards are NOT required.
 - There are some “unwritten” rules as follows:
 - The “spirit” of the game is to teach soccer.
 - We do not keep score (except at the season-ending tournament).
 - Teams should play down if the opponent does not have enough players.
 - If a throw in is done wrong, give the player a 2nd chance, BUT not a third chance.
 - We should NOT be calling penalty kicks. If there is an offense that would justify a penalty kick, a direct kick should be awarded 20 yards from the goal.
 - We should be calling off-sides. Otherwise the players will be 20 yards behind the last defender. Likewise, we should be calling goal kicks and corner kicks.
 - The key thing is that the 2 coaches talk before the game to agree.

Accident Report

- An Accident Report should be completed if a player has to go to the hospital as a result of an injury received during a game.
- The Accident Report form is available at www.leaguelineup.com/miscinfo.asp?menuid=40&cmenuid=40&url=dsl&sid=113905513.
- At the end of each season, there is a SCORE game. The SCORE game is like an “all star” game. Players are selected by their coaches based on a number of criteria:

Assistant Coach

- It is critical that the Assistant Coach has roles and responsibilities.
- Please take the time to determine what role the Assistant Coach will have on your team and communicate those expectations.
- Coaches can get very busy during games, so leveraging the Assistant Coach can help ensure everyone gets played and a strong substitution strategy is executed well.

Gifts or Team Purchases

- Coaches are not allowed to provide gifts or coordinate the purchase of team apparel or other team related items without the approval of the Board. It doesn't matter if the items are donated or being paid for by a third party or a parent. Under no circumstances is this allowed without Board approval.
- Keep in mind that we are managing many different teams and when one team receives something that another team doesn't there are hurt feelings and consequences.

8th Grade Recognition

- Prior to one of your last home games schedule an 8th grade recognition.
- Communicate to the team when the 8th grade recognition is. Ask for a parent volunteer to coordinate the process. Have the parent volunteer coordinate the following:
 - The 7th graders should make some signs to be posted at the venue to recognize each player.
 - Purchase a carnation or a rose for each player to be handed to them during the ceremony.
 - Purchase balloons so that each 8th grader and their parent can walk through.
- Send out an email with a list of questions that each 8th grader must answer and return to the coach. A list of these questions is attached.
- At the recognition, introduce each player and their parents one at a time. Have them come forward to accept the flower and walk towards the spectators. At this time, the coach should be reading the answers to the questions the 8th grader previously provided.
- It is the coach's option to introduce or not introduce the 8th graders from the other team, however the SAAA does NOT reimburse the cost of flowers for the visiting team and therefore does not recommend that they are provided.

End of Season

- All JV and Developmental teams may have an end of season party. The SAAA will provide you with \$10 per player towards the cost of a party. All 1st-4th grade and JV coaches should contact the Awards Coordinator for end of the season pins and pennants.
- Varsity does not have an end of season party that is supported by the SAAA. Instead there will be a varsity banquet at the end of the school year.

Contact Information

- A list of all SAAA contacts can be found at www.blessedseelosacademyaa.com.

Sample Email Announcing the Tryout Dates and Required Information

Parents of JV Soccer Players;

Can you believe the summer is almost over! Well that means it is time to plan our soccer tryouts.

To hit the diocesan timelines, it is important to hold tryouts so that the soccer teams can be determined.

Tryouts for JV soccer will be as follows:

- Saturday August 28th 2:00 – 3:30 Marshall Field
- Sunday August 29th 2:00 – 3:30 Marshall Field

The address to Marshall Field is:

Marshall Elementary School
5135 Wexford Run Rd
Wexford, PA 15090

Here is some additional information about the tryout process.

- Each player will be assigned a tryout number.
- Please come 20-30 minutes early so that you can stretch, get your cleats on, pick up a number and be ready to play.
- There will be 4 observers (in addition to me) evaluating the players. These observers are all skilled in soccer and have no child or relative trying out for a spot on the team.
- There are 2 tryout days in the fall (1 tryout day spring). I encourage all players to attend both.
- Players are **NOT REQUIRED** to attend both tryouts; however, they must attend at least one to be considered for the Section 1 team.
- If an injury prevents a player from trying out then the player will be allowed to tryout later with a doctor release. Please let me know if your child is currently injured.
- No player is allowed to tryout unless they have turned in a Physician Release Form to the SAAA.
- Parents are permitted to observe the tryout process.
- Results of the tryouts will be communicated via email between September 1st and September 4th.

Please let me know if you have any questions or concerns. More information will follow as we get closer to the tryout dates.

Tryout Plan

<u>Time</u>	<u>Drill</u>	<u>Comments</u>
9:45 - 10:00	Registration	Assign jersey numbers
10:00 - 10:15	Warm up	Open field dribbling (focus on speed, control, possession) and stretching
10:15 - 10:30	Game of keep away 7v5 (inside the 18) split into 2 groups of 12 ... after 7.5 minutes ask evaluators to switch groups	Focus on decision making (moving to space, passing / distribution, marking, communication)
10:30 - 10:45	2v2 - no goalies - small nets split into 2 groups of 12 ... after 7.5 minutes ask evaluators to switch groups	Focus on intangibles (first to ball, work rate, supporting teammates)
10:45 - 10:50	Water break	
10:50 - 11:05	3v2 - no goalies - big nets one group of 24 ... 8 defenders and 16 strikers (rotate after each possession)	Focus on technical skills (passing, shooting, ball control)
11:05 - 11:30	Scrimmage - 11v11 - full field two teams of 12 with 1 sub ... sub every 5 minutes	Focus on all skills including physical (speed, quickness, stamina)

Player Evaluation Form

Player Evaluation

Technical Skills	Tactical Decision Making
Passing - Short and Long	Vision of Field
Ball Control / Receiving	Position Play
Foot Work	Moving to Space
Dribbling	Making Runs for Scoring Opportunity
Shielding / Holding the Ball	Supporting / Off Ball Movement
Juggling	Passing / Distribution
Tackling	Marking / Defending
Shooting Form	Under Pressure
Shooting Accuracy	Communication
Heading	Channeling / Containing / Delaying
Attacking Moves	Execution of Restarts
Weak Foot	Awareness
Goalkeeper: Catching, Punching, Diving, Punting, Goal kicking, Throwing	Goalkeeper: Positioning Defenders, Directing, Communication, Distribution, Breakaways and Attacks, Free-Kicks, Corner Kicks, Back Passes

Physical	Psychological / Intangibles
Speed	Attitude / Commitment
Quickness	Leading by Example
Stamina	Playing Behind
Strength	Aggressiveness / First to Ball
Coordination / Balance	Teamwork / Supporting Others
Endurance / Fitness	Mental Discipline / Toughness
Agility	Work Rate / Effort
Jumping	Playing Under Duress / Refocusing
Flexibility	Ability to Follow Instructions
	Ability to Make Adjustments

Player Number	Technical Skills (Shooting, Dribbling, Foot Work, Passing)	Physical (Speed, Quickness, Stamina)	Decision Making (Positioning / Vision, Passing / Distribution, Marking / Defending, Communication)	Intangibles (Attitude, Aggressiveness, Effort, Follow Instructions)	Optional Scoring (Recommend "A" or "B")
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					

Grade Scale 1 = Poor; 2 = Below Average; 3 = Average; 4 = Above Average; 5 = Excellent (in 0.5 increments)

Sample Email Announcing Team Selection

JV Soccer Parents and Players;

I want to thank everyone for coming out last weekend for tryouts. I was very impressed with the level of play and how hard everyone has worked on their game. Given the skills of our players the decisions have been very difficult.

The following players have made the JV Soccer Section 1 team.

Player Name

Player Name.....

Head Coach – COACH NAME

The following players have made the JV Soccer Section 4 team.

Player Name

Player Name.....

Head Coach – COACH NAME

Please remind your children, that no matter which team they are selected for, they are classmates and friends first.

Your head Coach will be in touch with you soon.

Parents Meeting - Soccer

- **Goal of Program**

- Develop the fundamental skills of soccer.
- Develop a stronger understanding of the game, strategies and rules.
- Work hard, work as a team and have fun.
- Be competitive

- **Uniforms**

- Will be received on DATE.
- JV and Varsity
 - Seelos Academy will provide
 - 2 jerseys (1 white and 1 blue) – must be returned at end of season
 - 1 pair of shorts - must be returned at the end of season.
 - Player needs to provide
 - Navy and White soccer socks (prefer Adidas with 3 stripes at the top)
 - Shin guards
 - Soccer cleats (molded plastic) your choice of color
 - Home uniform is white shirt and navy shorts.
 - Away uniform is blue shirt and navy shorts.
- Developmental
 - Seelos will provide
 - 1 t-shirts (blue)
 - T-shirt will be used for fall AND spring season and may be kept by the player.
 - Player needs to provide
 - Navy soccer shorts
 - Navy soccer socks (prefer Adidas with 3 white stripes at the top)
 - Shin guards
 - Soccer cleats (molded plastic) your choice of color
 - Home and away uniform is blue shirt and navy shorts.

- **Parent Commitments**

- Expectations of Parent Document
 - Please hand this out during the meeting and have parents sign and return to you during the meeting or at the next practice. The document is attached.

- **Games**

- *Home Games* –
 - Please be at games ready to start (stretching complete) 30 minutes prior to game-time.
 - Home games will be on at Marshall field.
- *Away games*
 - Please be at games ready to start (stretching complete) 30 minutes prior to game-time
- I will provide you with a detailed schedule of our home and away games by September 5.

- **Practices**

- Section 1
 - This is a section 1 team and as such all the players are expected to be at all practices and diocesan games. The only exceptions to this rule should be illness, school work and important family commitments. Please do not prioritize other activities above section1 soccer commitments.
 - If a player misses a practice due to a conflict with club soccer this will be considered an excused absence as long as the player attended at least one practice that week. Missing both practices in any one week for any reason (including club soccer) may result in reduced playtime.

- If for any reason your child must miss a practice, please let me know at least 24 hours prior to the practice. Understand that I plan the practice based on the number attending.
- We will practice two days per week on _____.
- We will practice at Marshall.
- Practices will generally last 1.5 hours however maybe shorter due to daylight.
- Please be at practices 10 minutes prior to practice starting. This will give your child time to put on their cleats and stretch.
- Always bring water to practice.
- Section 2-9
 - While this is a section 3 team, players are expected to be at all practices and diocesan games. The only exceptions to this rule should be illness, school work and important family commitments. Try not to prioritize other activities above soccer.
 - When a player misses a practice, it affects the entire team. It does not allow us to practice our plays the way we will be configured at game time. We are one team and as such are dependent upon each other to perform their roles to give us the best chance to win. This can only be done if we have everyone at practice and everyone at games.
 - If for any reason your child must miss a practice, please let me know at least 24 hours prior to the practice. Understand that I plan the practice based on the number attending.
 - We will practice two days per week on PRACTICE DAYS AND TIMES.
 - We will practice at Marshall.
 - Practices will generally last 1.5 hours however maybe shorter due to daylight.
 - Please be at practices 10 minutes prior to practice starting. This will give your child time to put on their cleats and stretch.
 - Always bring water to practice.
- Developmental
 - We will practice one day per week on _____.
 - We will practice at _____.
 - Practice will generally last 1.5 hours however maybe shorter due to daylight.
 - Please be at practices 10 minutes prior to practice starting. This will give your child time to put on their cleats and stretch.
 - If for any reason your child must miss a practice, please let me know at least 24 hours prior to the practice. Understand that I plan the practice based on the number attending.
 - Always bring water to practice.

• **Playing Time**

- Section 1
 - Since this is the section 1, playing time will not be equal.
 - I will do my best to get every player in every game, but playtime is not guaranteed.
 - In games where the competition is weaker, I will look to give more time to those players that don't play a lot.
 - Having said there are a few things (other than skill) that effect playing time.
 - Commitment I see to developing skills.
 - Attending practice and being on-time.
 - Working hard during practice with a good attitude/team player.
 - Sportsmanship.

Section 2/3

- This is a developmental team, so the focus will be on improving skills versus winning games.
- Playtime will be allocated as evenly as possible. While the goal is even playtime, it is impossible to execute that perfectly. I will strive for even, but understand that some players will get a little more time or a little less. This will be based on the specific position your child is playing in (goalie versus defense versus offense) as well as the natural opportunity to sub based on a stoppage of the game.
- While my commitment is to have generally even playing time; this assumes the following:
 - Attending practices and being on-time.

- Working hard during practice with a good attitude/team player
 - Sportsmanship
- I may reduce playtime for other reasons like player behavior or attendance. I will make you aware of this issue before I reduce playing time.
- End of Season Tournament (Playoffs)
 - Playing time for SEASON ENDING tournaments (playoffs) will not necessary be allocated evenly, however everyone will play in a meaningful way.
- Developmental
 - Playtime will be as even as possible in every game.
 - I will switch-up starters from game to game.
 - While my commitment is to have generally even playing time; this assumes the following:
 - Attending practices and being on-time.
 - Working hard during practice with a good attitude/team player
 - Sportsmanship
 - I may reduce playtime for other reasons like player behavior or attendance. I will make you aware of this issue before I reduce playing time.
 - End of Season Tournament (playoffs)
 - Playing time for SEASON ENDING tournaments (playoffs) will not necessary be allocated evenly, however everyone will play in a meaningful way.
 - Large teams may be split into two teams at the end of the season to allow for adequate playtime during the playoffs. This is especially the case if the game will be played 6V6.
 - If the team is split into two, it will be split evenly so that the skills of each team are as closely balanced as possible.
- **Parent Responsibilities**
 - During each home game one parent will be assigned the responsibilities for being the Field Monitor (peacekeeper). I will assign the position.
 - For all home games, ALL Parents must ensure ALL trash is picked up prior to leaving the field.
- **Miscellaneous**
 - If for any reason your child will miss a game please notify me at least 24 hours prior to the game. Understand that I have a plan for every game based on who will be attending.
 - Please have your child on-time for every practice and game. Additionally, please make sure that they are picked up on-time as well.
 - Parents are always welcome and encouraged to attend practice.
 - Concussion Awareness. Impact and pre-concussion testing.
 - Siblings of players must be supervised by a parent during practice.
 - Team pictures (fall and spring) will be taken TBD.
- **Communication**
 - Again, please let me know at least 24 hours in advance if your child can't make a practice or a game.
 - You can always contact me as follows:
 - Coaches Name
 - Coaches phone number
 - Coaches email address
 - Please feel free to contact me with any questions, concerns or suggestions at any time.
 - Should you have any specific concerns, I ask that you give me an opportunity to address and resolve it prior to taking the issue to the Board or Mr. Reese. My goal is to support every player and family in the best possible way. If you feel that I am not doing that, please give me the opportunity to resolve it.
 - Lastly, please be reminded about the 24-hour rule following a game. This rule is in place to allow for a “cooling” period should there be an issue during a game that you are concerned about. Once the 24 hours is over, please reach out accordingly.

I look forward to working with your child this year and hope it will be a positive experience for everyone.

Expectations for Parents of Student Athletes

- * Accepts his or her role as a Christian parent who is watching and enjoying a sport.
- * Enrolls the child into the sport, with the realization that being part of a team is a commitment to both practices and games by both the child and parent(s).
- * Insists that the child enter into the sport with enthusiasm even if the child is not a gifted player.
- * Sees to their child being prompt for all practices and scheduled games, and is prompt when picking up a child at the end of practice.
- * Does not permit a child who was absent from school to attend practice or a game within that same day.
- * Understands that children must perform in their academics to be eligible to play. Poor report card grades equal removal from practice and games even if these practices or games are in preparation for a tournament.
- * Understand that excessive detentions may lead to removal from practice and games even in preparation for a tournament.
- * Grades can and should be monitored by parents via School Tools.
- * Does not encourage a child who wishes to miss a practice to use the excuse of illness. Understands that s/he is NOT the coach and must be supportive of the coach.
- * Controls his/her emotions both during and after games.
- * Speaks with the coach privately regarding any topic of concern, (i.e. equal playing time, a biased call, etc.) in regards to their own child ONLY.
- * Never shouts at the coach or steps out of the bleachers to approach a coach while the game is in session or immediately following the game. Abides by using a 'cooling' off period before contacting the coach. (i.e. 24-hour rule)
- * Realizes that sports at Seelos Academy are meant to be instructional, developmental and preparatory, but are only a part of the elementary school program.
- * Realizes that the best gift s/he can give a child is the good example s/he sets as a parent.
- * Helps his/her son or daughter to see an injustice, accept a missed call, work through hurt feelings and deal with all facets appropriately.
- * Agrees that sports are one facet of a child's life and not a life threatening or life altering event.
- * Never ridicules the Home Team, the Guest Team or the coaches in public.
- * Let the officials call the game despite their disagreement with a call.
- * Being disrespectful or physical in any way to players, visitors, coaches, or referees at either home or away venues is cause for dismissal from the Ryan Center.
- * Knows that every child of every sport is an integral part of a team which represents Blessed Francis Seelos Academy. No one who contributes to defamation of the school's name in any way may continue to belong to the sports' program.

Printed Name

Parent(s)

Signature

SAAA Representative



Concussion Evaluation Tool

On-field Cognitive Testing

Orientation

Ask the athlete the following questions.
 What stadium is this? What month is it?
 What city is this? What day is it?
 Who is the opposing team?

Anterograde amnesia

Ask the athlete to repeat the following words.
 Girl, dog, green

Retrograde amnesia

Ask the athlete the following questions.
 What happened in the prior quarter/period?
 What do you remember just prior to the hit?
 What was the score of the game prior to the hit?
 Do you remember the hit?

Concentration

Ask the athlete to do the following.
 Repeat the days of the week backward (starting with today).
 Repeat these numbers backward:
 63 (36 is correct) 419 (914 is correct)

Word list memory

Ask the athlete to repeat the three words from earlier.
 (Girl, dog, green)

*Any failure should be considered abnormal.
 Consult a physician following a suspected concussion.*

The Best Approach To Concussion Management

Concussion Signs and Symptoms Evaluation

Signs observed by staff

- appears to be dazed or stunned
- is confused about assignment
- forgets plays
- is unsure of game, score, or opponent
- moves clumsily
- answers questions slowly
- loses consciousness (even temporarily)
- shows behavior or personality change
- forgets events prior to hit (retrograde)
- forgets events after hit (anterograde)

Symptoms reported by athlete

- headache
- nausea
- balance problems or dizziness
- double or fuzzy vision
- sensitivity to light or noise
- feeling sluggish
- feeling "foggy"
- change in sleep pattern
- concentration or memory problems

Symptoms may worsen with exertion
 Athlete should not return to play until symptom-free

www.impacttest.com

Seelos 8th Grade Recognition

Parents Name:

How long playing soccer at Seelos?

Other favorite activities:

Favorite Seelos memory:

High School attending:

Last thoughts:

Diocesan Pre-Game Prayer

Before all games the teams and coaches should come together in the middle field and recite the following prayer:

Dear Lord,

You have blessed us with many gifts and talents.

We thank you especially for the ability to participate in sports today.

Help us to play in a Christ like manner.

Help us to play in a way that will foster teamwork.

Help us to play to the best of our ability.

Win or lose, we hope to have fun, make friends and celebrate life.

Amen.