

Seelos Academy Athletic Association

Soccer Coordinator's Handbook

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Soccer Coordinator – Roles and Responsibilities

Soccer Coordinator Roles and Responsibilities

REGISTRATION

SAAA will provide the Soccer Coordinator with a list of everyone registered for fall and spring soccer. The Soccer Coordinator has three main responsibilities during this process:

- Determining the number of teams Seelos Academy will have that season.
- Registering the Seelos Academy teams with the DSL Coordinator.
- Communicating with parents what is going on until the coaches and teams are named.

Determining the Number of Teams

- This needs to be done following registration in June and February.
- The main principles in determining the number of teams is as follows:
 - Maximize playing time – The overarching goal is to maximize playing time for all kids involved (8th grade all the way down to 1st grade).
 - Play at the appropriate skill level - Try to get as many players playing at the appropriate skill level as possible. Section 1 versus Section 3/4 versus Developmental (1st, 2nd, 3rd, 4th grade).
 - Player safety ... you never want to put a player in a position that they are not comfortable or are at risk of injury because they are not ready or cannot handle a given situation.
- Keep in mind that only students in the appropriate grade may be put on the roster of a section 1 team. This means You must be in 5th/6th grade to play section 1 JV and you must be in 7th/8th grade to play section 1 varsity.

- Most times, the principles above will result in “skinny” teams with few subs. This situation requires commitment from the players and parents who sign up to play soccer. There must be a commitment to attend all practices and games.

Register Teams with The DSL Coordinator

Registration forms are due to the DSL Coordinator in late July (fall season) or late February (spring season). The DSL Coordinator will communicate the exact due date to the Soccer Coordinator. The registration form is available on the DSL website. You will need the following information:

- Number of teams to be registered - Varsity, JV, and Developmental
- Developmental only – You will also need to identify the format (8v8, 6v6) and type of team (1st grade only, 2nd grade only, 3rd grade only, 4th grade only, etc.) ... if there is more than one developmental team, specify format and type of team for each team.
- Soccer Coordinator contact information
- Coaches’ names and contact information
- Field name, game days, and game times
- Game times should be 1:15 minutes apart
- Two or three 8v8 developmental games can be played at the same time if needed.
- Scheduling requests – You will need to provide any school / parish activities that will conflict with soccer. The DSL Coordinator will only schedule around school / parish activities. No personal conflicts are considered.

Fall season – DSL Coordinator will not schedule games during the Labor Day weekend. For Seelos Academy Harvest Home Dinner and Cross Country Championships are the typical requests to avoid schedule conflicts.

Spring season - DSL Coordinator will not schedule games during the Memorial Day or Easter weekends. For Seelos Academy, First Holy Communion weekend and Confirmation are the typical requests to avoid schedule conflicts.

Communicating With Parents

- The Soccer Coordinator is responsible for communicating to all the registered parents/players from the time of registration through the tryouts / selection of the teams.
- The Soccer Coordinator needs to ensure all parents understand the process for selecting teams and the current status. Once the teams and coaches are finalized, the coaches will provide communications going forward.

TRYOUTS

The Soccer Coordinator is responsible for coordinating tryouts. SAAA requires two tryouts per team for the fall season and one tryout per team in the spring (two would still be preferable). In the fall, the tryouts are typically the Wednesday and Friday during the first week of school. In the spring, the tryouts can be held at Tri County Indoor Soccer Arena on President's Day or in early March at Marshall Elementary if the weather is nice or Ryan Center gym if the weather is an issue. You will need to do the following:

- Understand SAAA's tryout requirements - There are several tryout requirements as well as a process that must be followed set forth by the SAAA. This information can be found in the Coaches section of the Soccer section on the SAAA website. Please consult that information BEFORE scheduling tryouts. Here are a couple highlighted requirements.
 - SAAA Board Member – At least one SAAA Board Member should attend every tryout.
 - Evaluators – select a MINIMUM of 3 evaluators (in addition to the Head Coach) to evaluate the players trying out. ALL 3 evaluators must be free from any conflict of interest in the selection process (i.e., can't have a child or a relative trying out).
 - Numbered pinnies – SAAA requires the use of numbered pennies for tryouts. This requirement helps the evaluators who do not know all the kids. Numbered pennies can be obtained from the SAAA Equipment Coordinator in advance of tryouts.
 - Evaluation plan and score sheet - Soccer Coordinator should provide an evaluation plan and score sheet including suggested drills for the evaluators. Past evaluation plans and scorecards can be found in the Coach soccer section of the website.
 - Announce the tryouts - Determine the number of tryouts required and communicate to the parents. Announcement email can be found in the Coach soccer section of the website.
 - Conduct the tryouts- The Head Coach has the final decision although should directionally follow the input of the evaluators.

Once the tryouts are concluded, the Head Coaches should take over the communication process with the parents and players.

UNIFORMS

After the fall registration is finalized in late June, the Soccer Coordinator should work with the Uniform Coordinator to purchase needed t-shirts for the upcoming year. Pro Knitwear (John Young, proknitwear@hotmail.com 412-488-1585) is the historical supplier of Seelos Academy uniforms and developmental t-shirts. The prices are fair and they have the design. See coach's section of the website for quantities to be ordered and other uniform information.

- Uniforms should be handed out AT LEAST one week prior to the first game.
- Developmental players get to keep the t-shirts. Uniforms need returned after each season.
- Home uniform - White shirt and navy shorts
- Away uniform - Navy shirt and navy shorts
- Diocesan rules require two different shirts. White for home and dark for away.

EQUIPMENT

The Soccer Coordinator is responsible for making sure all coaches have the required equipment for the upcoming season. Each coach should be provided with the following equipment:

- Equipment bag
- Soccer balls
- Goalie gloves
- Cones
- Scrimmage Pennies (different from tryout pennies)
- 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.

ROSTERS

Rosters are due to the DSL Coordinator the Friday BEFORE the opening weekend of games in the fall (September) and spring (late March / early April). The DSL Coordinator will communicate the specific date to the Soccer Coordinator. The roster form is available on the DSL website. You will need to do the following:

- Confirm the final roster with each of the coaches.
- Rosters are required for each JV and Varsity team (Developmental rosters are not required, but do them anyway just in case).
- Rosters need to be signed by the principal. Send to the principle via school mail with a note asking for signature.
- Rosters need to include a field monitor for each team. Ask each coached to provide a volunteer for their team (Diocesan requires them to be present for every game and the person must be a parent and cannot be a coach for that specific game).

MARSHALL FIELD

The Soccer Coordinator is responsible for securing Marshall Field for each soccer season. For the fall, this should be done in June (right after the spring season). For the spring, this should be done in December. The process works as follows:

- Contact Jessica Drozd (e-mail address is jdrozdtwp@marshall.pa.us) and Marshall Township may or may not send you a reminder. The Soccer Coordinator needs to initiate the process per the schedule above).
- Field application – Completed by Soccer Coordinator.
- Field schedule - Completed by Soccer Coordinator.
- Release of claims - Completed by Soccer Coordinator.
- Rosters – Provided by Soccer Coordinator (use latest rosters available).
- Certificate of Insurance - Provided by SAAA. Soccer Coordinator needs to request if from the SAAA.
- Check for payment – Provided by SAAA Treasurer. Soccer Coordinator needs to request if from the SAAA.

Marshall will confirm your request and let you know when the field is reserved for Seelos Academy. The Soccer Coordinator should provide the schedule to every coach and the coaches should carry it with them in case there are any issues or questions when they try to use the field.

Playability – Use good judgment in determining if Marshall is playable (if the field is too soft or wet, don't play). It has been a very good resource for many years and we do not want to jeopardize our ability to play on it in the future by damaging it.

Litter – Coaches should always instruct players to pick up garbage after every practice and game.

Lining Marshall Field

- Historically, North Allegheny will line Marshall Field during the fall season. In the spring, Seelos Academy will need to line the field for soccer (it will be lined for lacrosse by North Allegheny in the spring).
- Steve Regan (parishioner; e-mail address is skreg@consolidated.net) works at Sherwin Williams so we typically get the paint from him. He can bill SAAA directly. [Cans need to spray straight down for our machine].
- It takes about 11 cans to line the field from scratch ... a little bit less if it has already been lined.
- With the right tools and experience, it takes about 2-3 hours to line the field the first time. It takes about an hour each time after that. Do not lose the lines!!! Depending on weather and grass cutting, you may need to redo the lines every two weeks (a lot of rain and cutting the grass will shorten the life of the lines).
- North Allegheny has placed stakes in the four corners of the field which makes it easier to line.

REFEREES

The Soccer Coordinator needs to understand how refs work and are paid.

JV and Varsity

- DSL Referee Scheduling will provide refs for all JV and Varsity games (NOT Developmental games). There are two refs per game.
- If a game is canceled or rescheduled, the Soccer Coordinator needs to notify the DSL Referee Scheduling. Failure to do so will result in Seelos Academy being responsible for paying the refs for one game (i.e., if a ref shows up to the field because we did not tell him/her the game was canceled or rescheduled, we owe the refs one game check).
- If a game is canceled or rescheduled, the Soccer Coordinator will need to let the DSL Referee Scheduling know when the game has been rescheduled so refs will be rescheduled to work the game.

Developmental

- Soccer Coordinator is responsible for finding refs for the developmental games (typically Seelos Academy alumni) ... one ref per game for 6v6 and 8v8 and two refs per game for 11v11.
- Typically, there are enough volunteers to ref developmental games, that they will find you. If not, send a message to alumni or varsity parents for volunteers.
- Once you have volunteers, develop a schedule that minimizes travel time for the parents (schedule older siblings to ref younger sibling's games or schedule refs for back-to-back games if appropriate).
- Yost fields with Allegheny County Parks at North park can be used for practices and possibly games if needed. The contact is Rose Marie Thiel. Her contact info is rosemarie.thiel@alleghenycounty.us and phone number is 412-961-0556.
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Fees

- JV and Varsity ref fees are paid \$40 per game per ref.
- Developmental ref fees are paid \$20 per game per ref.
- All refs are paid in cash at the end of the game.
- The SAAA Treasurer will send a check to each coach for ref fees before the start of the season.

IN-SEASON MANAGEMENT

The Soccer Coordinator is responsible for ensuring a smooth and successful season, letting the coaches coach and the players play. If you are lucky, no one will know who you are. A couple things to note:

- Schedules – The DSL Coordinator will provide schedules for all the teams (including Developmental). The Soccer Coordinator is responsible for making sure all coaches and parents know the schedule. If changes are required (only due to weather – not due to coach or player conflicts), each coach should work with the opposing coach & let the Soccer Coordinator know the new schedule. The Soccer Coordinator will notify the DSL Coordinator, DSL Referee Scheduling, and DSL Webmaster of the new schedule. The DSL website will be updated (website has been very well maintained the last couple years in terms of schedules and results).
- Practice times- Soccer Coordinator is responsible for setting up a practice schedule for all teams based on coaches' schedules and field availability.
- Typically have the field Wed, Thur, and Fri for practice (5:30 PM – 8:00 PM); Sunday for games (12:00 PM – 7:00 PM).
- Typically have early an early practice (5:30 PM – 6:45 PM) and a late practice (6:45 PM – 8:00 PM) ... need to be cognizant of sunset and daylight savings time early in the Spring and late in the Fall – going to 8:00 PM may not be practical.

Make sure the coaches know what is expected from them. A manual has been created for their benefit which is available on the SAAA website in the soccer section called Coaches Meeting. While called out in the Coaches Meeting section, confirm explicitly that each coach has to conduct a parent meeting. The parent meeting agenda can be found on the website in the Coaches Meeting section and should be followed.

Game Cards – Make sure the JV and Varsity coaches know they need two game cards (NOT rosters) for each game. One for the opposing coach and one for the ref [game cards are not needed for Developmental.] Game card forms are available on the DSL website.

Confirmation of Games – The rule of thumb is that HOME teams should confirm all games with the opposing coach. We suggest confirming EVERY game with the opposing coach.

The winner (or home team in case of a tie) will receive both game cards from the refs. Remind coaches to send game cards to DSL Coordinator and send e-mail to DSL Webmaster so he can update the website.

Accident Reports – Accident Reports should be completed if a player has to go to the hospital as a result of an injury received during a game. Accident Report form is available on the DSL website.

Home Games

- Weather
 - Soccer Coordinator is responsible for determining the playability of the field. Use good judgment as we don't want injuries or field damage.
 - The decision to play or not play should be made by 10:00 AM on the day of a game (noon start). You need to allow sufficient time so people don't start driving to the game.
 - If a game needs canceled or rescheduled:
 - Soccer Coordinator needs to notify Seelos Academy coaches. Coaches will inform parents and the opposing coaches.
 - Soccer Coordinator needs to notify the DSL Referee Scheduling. Failure to do so will result in St. Alphonsus being responsible for paying the refs for one game (i.e., if a ref shows up to the field because we did not tell him/her the game was canceled or rescheduled, we owe the ref one game check). You will need to let the DSL Referee Scheduling know when the game has been rescheduled so refs will be rescheduled to work the game (JV and Varsity only).
 - Soccer Coordinator needs to notify DSL Coordinator and DSL Webmaster. You also need to let them know when the game has been rescheduled so they can update the schedule and website (JV and Varsity only. Developmental is left to the coaches to work out).
- Game Balls - Soccer Coordinator is responsible for having game balls for each home game. Size 4 for Developmental and JV; size 5 for Varsity.
- Ref fees – Remind coaches to bring ref fees to each home game
- Field set up
 - 6v6 or 8v8 Developmental - Soccer Coordinator should help Developmental coaches understand the field set up for 8v8 and 11V11 games.
 - Head coaches should make sure the goals are properly set up by doing the following:
 - Repair nets if necessary. If the nets are in disrepair, work with Marshall Township to remediate the situation.
 - **CRITICAL – CRITICAL – CRITICAL** –Coaches should make sure there are **AT LEAST** two heavy sandbags on each side of the net. Nets have fallen on kids and have caused serious injury. The nets at Marshall were blown over in the spring of 2011. Luckily, it blew over onto the fence and not on the goalie.
 - Soccer Coordinator should remind the coaches to be sure the corner flags are set up.
 - Soccer Coordinator should remind the coaches to be sure benches are on the players' side of the field.

S.C.O.R.E. Game

Soccer Coordinator will coordinate St. Alphonsus' registration for the SCORE game. At the end of each season (or at the discretion of the DSL Coordinator), 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:

- Best soccer skills
- Most improved player (commitment to developing skills)
- Most dedicated player (attending practice and being on-time)
- Best attitude (working hard during practice / being a team player)
- Good sportsmanship

Each JV and Varsity coach will be asked to nominate 2 girls and 2 boys from their team to represent St. Alphonsus in the SCORE game. The players will take part in a SCORE game that is held after the championship games each season. The players will receive a t-shirt that they can keep.

INDOOR SOCCER

If willing, we ask the Soccer Coordinator to coordinate indoor soccer at Tri-County Soccer. While this is not an "SAAA-sanctioned" league, it is a way for Seelos Academy soccer players to continue to work on their skills in the winter months. It is an "off-season" sport and should not take precedence over "in-season" sports like basketball. In mid-September, the Soccer Coordinator should contact Tri-County (contact is Mark Perry; e-mail address is TriCountyIndoor@aol.com) to express interest in fielding teams for the upcoming session. There are two 12-week sessions (late October to early January and mid-January to early April). The indoor season typically overlaps the fall outdoor season by two weeks and overlaps the spring outdoor season by two weeks.

Here is the process for indoor soccer.

- In September, gauge interest from the outdoor soccer families for fielding indoor teams.
- A lot of times, we will sign up for three teams without really knowing how many are interested. One U-10 (3rd / 4th grade), one U-12 (5th / 6th grade), and one U-14 (7th / 8th grade).
- There is a team fee that will be divided evenly by the number of players signed up.

OPEN FIELDS

The Soccer Coordinator or Head coaches are responsible for coordinating open fields in the summer. Open Fields are optional. Historically, there have been Open Fields at Marshall Field throughout the summer, once a week usually on Wednesdays. The time is 6:30-7:30 PM. Players in grades 3-9 can come and play. The intent is not to have practice but rather to allow the kids to play WITH COACH SUPERVISION. Thus parents can feel free to drop off their child at Marshall and they will be cared for that hour. The open field is from 6:30-7:30 so families can have time for dinner. Open Fields are limited to an hour due to the hot temperatures and anything longer is not productive. Players should bring their soccer ball, shin guards, and water. Cancellations (due to weather or coaches being unavailable) should be made via e-mail by 4:00 PM on the day of the open field.

TEAM PICTURES

- The Soccer Coordinator should provide dates to the SAAA (who will coordinate the picture) that will provide the least amount of disruption to teams and parents (i.e., pick the day of the week that has the most teams practicing at Marshall anyway, usually Friday).
- Current photographer is LA Photos- Contact is Paul Kulwik (e-mail address is laphotos@comcast.net).
- Soccer Coordinator will create a schedule for each team to have their picture taken and notify each Coach. Coaches will notify parents.
- Soccer Coordinator should reserve one of the St. Alphonsus gyms for the scheduled day in case of inclement weather. Soccer Coordinator will make the call whether or not to move the pictures indoors (Marshall is the first choice; small gym is the second choice – to avoid cleats on the big gym floor. Does not matter how many times you tell folks not to wear cleats to indoor pictures. It will happen and kids take pictures without shoes).
- When notifying parents be sure to tell them which color jersey to be worn (typically navy shirts and navy shorts), the scheduled time, and stress the importance of arriving 15 minutes early.
- Soccer Coordinator will need to provide the photographer with rosters for each team (helps with spelling names and ensuring all kids are accounted for).
- Soccer Coordinator should ensure that order forms are given to the coaches to hand out at practice prior to the photo date.
- Soccer Coordinator should attend the picture day to ensure things run smoothly.

8th GRADE RECOGNITION

- At the last home game the 8th graders should be recognized from both teams.
- 8th Grade Varsity Coaches should ask each 8th grader about 3 weeks ahead of time to complete a questionnaire which can be found online in the soccer coaches section. The coaches should also ask the opposing head coach for the names of their 8th graders. Be sure to invite 8th graders that played in the fall but are not playing in the spring.
- You will need two things (in addition to the completed responses):
 - Megaphone – Ask one of the recess Moms to bring it to Marshall on the day of 8th grade recognition (or get it beforehand).
 - Flowers - Provide each player with a flower for their parents (SAAA will reimburse cost of flowers for Seelos Academy players).

Basically, the format is to bring the players to the parent side of the field. Welcome everyone to 8th grade recognition. Introduce each player individually (opposing team first) by reading the highlights in their questionnaire. Give the player the flower for their parents and give them a second or two to take pictures.

Soccer coordinator should alert the refs that we will be having 8th grade recognition and ask for their patience in between games. It is also a good idea to tell the opposing coach that warm ups should be completed on the side of the field. The 15 minutes between games will be used for 8th grade recognition. Captains will be called immediately after the 8th grade recognition.

Miscellaneous

- If you purchase anything for St. Alphonsus, please use the tax exempt certificate to avoid paying sales tax. This can be found on the website
- Alumni Game – Depending on the size of the class that just graduated, you may need to supplement with 10th graders or other alumni. The intent is to provide a relaxing, fun practice at the end of the year before the playoffs. Parents provide food (SAAA does not reimburse for this event).
- Dick's Sporting Goods Kits – Dick's has historically provided free soccer kits for DSL coaches. The kits need to be picked up in August at the Robinson store. The contents of the kits have changed over time, but in 2011, the kits included bags and balls.

GLOSSARY AND CONTACT INFORMATION

- DSL - Diocese of Pittsburgh Soccer League
(<http://www.leaguelineup.com/welcome.asp?url=dsl>)
- DSL Coordinator - Coordinates the DSL. Includes scheduling games, receipt of game cards, determining playoff location / format, and other things necessary to ensure smooth operation of the league
- DSL Referee Scheduling – Coordinates all the refs for JV and Varsity games (home teams are responsible for developmental refs during the regular season)
- DSL Webmaster - Coordinates the DSL website which includes loading the schedule, updating rescheduled games, and recording game results. Website can be accessed by clicking [HERE](#).
- SAAA Soccer handbook can be found at stalsaa.org Saint Alphonsus Athletic
- Here is a list of SAAA contacts can be found at stalsaa.org.