

Pre-Season Readiness

Team Leadership

Decide upon team leadership. Make sure head coach, assistant coach and team manager are in place. It is a good idea to get other parents involved as well. As the coach, your first priority is to coach. If you can offload administrative activities to the team manager or other volunteers, you will be able to focus more efforts on developing your team. Don't try to handle all of the team leadership yourself. Spread the work around!

Team Meeting

The first team meeting should occur sometime before Thanksgiving of each year. Rosters are published in August and kids and parents can lose interest if you wait too long to hold the initial meeting. (The girls and boys directors field a lot of calls from coaches who are late in organizing their first meeting.) If you absolutely cannot pull together a team meeting by Thanksgiving, please at least contact all of the players so they know they are part of the team.

Use the first team meeting to make sure team leadership is in place, talk about winter training or indoor league expectations, begin talk of tournaments to be selected, and set up expectations regarding team behavior. You also will want to talk about parent behavior expectations. Use this meeting to get player and parent code of conduct forms signed and discussed.

Talk about the team budget and maybe bring a proposed budget to start the discussions. Make sure the budget includes tournament fees, extra uniform items, team party, and any other items specific to and agreed upon by the team. Make sure all the parents understand what money is needed, where it will be spent, and how any unused money will be refunded or used. The team manager is responsible for the team budget and should report details to the team parents.

You can also begin collecting MYSA liability forms and pictures for player passes. (Some tournaments require notarized liability forms; others just require that you have emergency contact information and consent to give medical treatment information with you). The typeable medical release form is available at <http://mnyouthsoccer.org/publications/forms.cfm>. Code of conduct forms for players and parents are available at <http://www.vusc.org> (Documents – VUSC).

You will never have 100% agreement on team issues. A good guideline to use would be a majority of about 75%. (If 75% or more want to go to USACup, the team is going...)

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Tournaments

Decide upon tournaments and send in your applications early. January is not too early to do this; popular tournaments fill up early. Each tourney will have its own rules for application. The MYSA website has a database of all Minnesota tournaments.

The link is here -> <http://mnyouthsoccer.org/tourneys/sanctioned.cfm>

Out of state tournaments have additional requirements. MYSA must issue you a travel permit before your out of state application can be accepted. Copies of the form and instructions are available at

<http://mnyouthsoccer.org/publications/forms.cfm>.

Adult Consent Forms

These are required for every adult who will be interacting with our players. This used to be a paper form which was notarized. As of 2008 this will be handled online. Instructions will be provided at the club annual meeting. Further information can be found at

<http://mnyouthsoccer.org/programs/backgroundcheck.cfm>.

Rosters

VUSC players are registered with MYSA in the fall after rosters are announced. In January at the annual coaches meeting, those rosters are available for you to review for accuracy. This is the same information that will eventually be displayed on the official MYSA team roster and on the player passes. Review this information early so that you are not surprised when you get your player passes.

Equipment

Each team is allotted equipment – first aid kit, balls, flags cones and other coaching essentials. The Uniforms and Equipment director will schedule a time for you to come and collect your stuff. Watch your email. These items are the property of VUSC and will need to be returned when the season ends (except for the used first aid supplies).

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Indoor Practices

Each spring VUSC secures 4-5 hour-long sessions of indoor practice time per team at the Rosemount Irish Dome or the Hayes Hockey Arena. The field area is divided among scheduled teams per time slot. The scheduled times will be provided at the annual coaches meeting in January or February.

In addition, VUSC purchases time at the Rosemount Irish Dome in January-February. This time may be repurchased by each team at a discounted rate. Please contact the Field Director in the fall to schedule winter time.

Outdoor Practices

Generally, the city of Apple Valley allows us to use the fields on or about the middle of April. They will be in contact with the VUSC field director, who will then immediately inform all of you.

Please do not contact the field director repeatedly; you will receive information as soon as it is available. Please do not use outdoor fields before they have been opened by the city.

The city seems to open the fields without giving us much notice. We are often not contacted until the night before the fields are open. Please be patient; we are all anxious to get outside in the spring!

The field director will assign practice times and fields for each team. These are only valid until the first league games start in mid-May. After that point, games come first and your practice field may not be available to you when you'd like it. Generally, you can go to the Eastview grounds and find an open field to use.

MYSA Parameter Meetings

MYSA conducts parameter meetings in March or early April. Attend these meetings. This is your chance to give input on your eventual schedule. Coaches of all the teams in your league get together and decide upon number of games, blackout nights, etc. (i.e. You might agree to only play 1 game per week until school is out, skip a particular night when all your players are in a school concert, etc.).

This meeting is intended to help reduce the number of rescheduled games requested. Please think ahead and use the meeting to plan for known conflicts that will impact your league games. It is much easier to change the games at this meeting than once the schedule is published.

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MYSA Mandatory Coaches Meeting

This meeting is held no later than the first Saturday in May (or is sometimes combined with the Parameters meeting). It is mandatory that you or someone representing your team attend this meeting. This is where you will be introduced to any new rules regarding league operations and where you will receive your game schedule.

Contact your girls or boys traveling director if someone from your team absolutely cannot attend this meeting.

Player & Adult Passes

Passes are made available to us a week or so before the season begins. If you are playing in an early tournament and have a need to get your passes early, please contact our registrar. She can make an exception and request passes early when necessary. Please do not make the request if it is not absolutely necessary for you to have early passes; each early request costs our club additional fees.

Passes need to be reviewed for accuracy. Please make sure that full names are used and that the names on the player passes match the names on the players' birth certificates. This is especially important for teams who plan to participate in the state cup tournament. Fix it early while you have time instead of leaving this item until it's too late.

Once you receive and review the passes, they need to be signed by each player. A small 1" sized picture needs to be secured to the pass. The pass needs to be laminated.

Our club has laminators and we will schedule a laminating session to be held at the VAA field house. If you cannot make the session, you can also get your passes laminated at Kinko's. Laminated passes are required and you will not be able to play any league games without them. Watch your email for information on laminating times.

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Referee Money & Payment Verification Form

You will receive a check from the club to be used to pay your referee fees. The club pays the referee fees. These fees are not the responsibility of each individual team and they do not need to be part of the team budget. We will have your check ready when you come to laminate your passes. Referees must be paid in cash on game day and you will want to obtain the necessary denominations ahead of time. We'll help by telling you how much of each denomination you'll need.

You pay for referees at home games only. Do not share referee expense with the opposing team, whether you are home or away.

We keep track of referee payments by requiring that each referee sign a Referee Payment Verification Form. Bring these forms to every home game and have the officials sign them. You will then be asked to return these to the club at the end of the season.

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Game Rescheduling Procedures

If necessary, you will be allowed to reschedule any of your within 2 weeks of receiving your schedule. You may be asked by other teams to reschedule games. Generally, any rescheduling request must be granted if requested within the two week window of time. If a request is received after that two week period, you do not need to honor it.

Be fair in considering the need for rescheduling your games. If many of your players find they cannot make a scheduled game, it's a good idea to try to reschedule. If your one "star" player cannot make a game, it is not a valid reason to request a reschedule. Poll your players and parents ahead of time and reschedule if necessary. Remember you can always get up to 3 guest players within our club to help if you need it.

Contact your girls or boys traveling director to help if you have any rescheduling issues with other teams that you cannot resolve.

If you need to reschedule a home game:

- Contact the opposing team immediately and request the reschedule.
- Get from them a list of available play dates; get your available play dates.
- Contact the field director to schedule a field.
- Agree on a date.
- Fill out the game rescheduling form and submit to MYSA.
- The field director will ensure referees are assigned to your game.

If you need to reschedule an away game:

- Contact the opposing team immediately and request the reschedule.
- Give them a list of your available play dates.
- When the details have been worked out by the home team, fill out the game rescheduling form and submit to MYSA.