

Coaches Checklist

- The club registrar will email a spreadsheet containing contact information and confidential medical information for each of your players shortly after you receive your roster.
- Team binders will be provided to you by a board member, this should be in your coaches bag and with you at all team events. Roster and medical releases should be in your coaches binder along with your coaches handbook, practice plans and a signed copy of our zero tolerance policy.
- Send an email or call everyone on the list and introduce yourself. We use Sports Engine team APP and all roster members will receive an invite to join the team. Please encourage everyone to download the app and use the RSVP tools and publish events to their phone calendar. The app has messaging and photo sharing features as well. Coaches and team admins can add practice and games times and locations into the app. Let them know the dates for 6 league games and if you plan to have 2 (1 for U13/14) practice sessions per week.
- Game times are typically not published on the soccer maine website until the week prior. Locations ARE published at the beginning of the season but let parents know these can change and you or the team admin will pass along information as it becomes available. The club encourages teams to play up to 4 friendly games per season (see section on friendlies). It is a good idea to mention friendlies to your team early so they can expect these additional games.
- PSC plays in 2 tournaments during the fall season. Just for Fun on Saturday and Sunday of labor day weekend played in Cumberland. Teams may play 3 of 4, 30 minute games on Saturday and or Sunday. Crossroads Challenge is PSC's own tournament held at the GNGMS/HS complex over Columbus Day weekend, U9-U11 teams typically play 4 games on either Saturday or Sunday and U12-U14 play 3 games over 2 days with the possibility to advance to playoff rounds on Sunday. Parents are asked to volunteer at least 1 hour over the weekend, this is our club's major fundraiser and a huge community event.
- Each team will have a Team Administrator. Admins coordinate communication between coaches and parents, are asked to help fill in volunteer slots for Crossroads and collect paperwork as needed.
- The field assignor will send an email to all head coaches asking for your requested practice day, time and location. All practices are held at the NG fairgrounds. Younger teams should have a parent on premises during practices.
- The Club equipment manager will be in touch to provide or update coaches bags. This should contain 2 game balls and a number of practice balls, pinnies, medical kit, ice

packs and cones. If you are missing or need more items, please contact the equipment manager.

1 week prior to a Game day :

- If you are the home team coach, contact the visiting coach to confirm game time and field location. If you are the visiting team and have not heard from the home team, send them an email confirming game time and location. Coaches contacts are located in the got sport schedule
- Remind your Admin to send an update through Sports Engine to your parents with field information, tell them what time to arrive on the field, usually 30-45 minutes prior to kick off.
- If you or the assistant coach cannot make a game and would like a second set of hands on the bench, send an email out to the BOD and they can arrange for another PSC approved coach to help you out.

Game Day:

- Prepare your starting line up and arrange your sub rotation as much as possible before the game starts. Write it down and use a timer ! Many assistant coaches take the role of sub coordinator allowing the head coach to focus on the game. It is best to have 1 coach voice coming from the sideline during games. Keep comments positive and basic during and after games. Choose 1 or 2 topics to go over at halftime and during the post game talk. Keep it simple.
- Inspect the field and ensure goals are secured down or spiked. No holes in nets. No game will begin if the goals are not secured. Unsafe nets and goals can stop the game. Make sure you have 4 corner flags, found in the PSC shed (see section on corner flags).
- Home teams are responsible for the game ball, this can be given to the center ref.
- Arrive ahead of your team so they can find you on the field. Find some grass and begin warm ups, stretching etc.
- Conduct uniform check prior to game. No jewelry – earrings cannot be taped and must be removed for all games. Nothing but cloth headwear may be worn. Uniform shirt, shorts and shin guards are required with soccer socks worn on the outside of shin guards. Make sure shirts are tucked in.
- When you see the other teams coach, walk over and introduce yourself. If you are the home coach, collect ref money from the visiting coach. All ref money gets handed to the center ref, walk over when they arrive and introduce yourself. If you are the visiting team, give the money to the home coach.
- Refs will call for Captains about 5 minutes prior to KO, coaches usually rotate players, 2 at a time so everyone gets an opportunity.
- If you have questions for a ref, please start and end your question with “sir/miss” or wait until half or end of game for clarification. Most refs are kids and they are learning just like your players.

After the Game :

- Players and coaches line up and shake hands with the opposing team and then thank the refs.
- Gather the team before leaving the field. Say a few positive things about the match and if needed mention what you plan to focus on at the next practice session. Tell them when the next event is, at tournaments it's helpful to designate a meeting space prior to your next game.
- U-12 and up home team must call in or email scores for games to Soccer Maine. See Soccer Maine website or Fall Handbook for person to report to.
- If a problem occurs during a game with an official, coach or parents, please contact the Board.
- Only presidents of clubs should directly communicate with Soccer Maine. Please refer all questions to the Club President and she will communicate with the appropriate Soccer Maine official.