



PSC Travel Coach / Team Manager Quick Start

This manual is intended for the new Travel Coach, Assistant Coach, and/or Team Manager. Each section is important and contains at least one item (if not every item) that **MUST** be taken care of. Please read the entire manual. All of the normal forms are available on the PSC website www.PiscatawaySoccer.org under the *Forms* section.

What you need from EVERY player NOW:

1. Registration form signed
2. Check made out to "PSC"
3. 2 copies of each player's birth certificate (one for you to keep)
4. *S.A.G.E.* form signed (on the club website, the full 17 page manual is available at www.MNJYSA.org)
5. *NJ Youth Soccer player membership* form signed (on the website)
6. *NJ Youth Soccer medical release* form signed AND NOTARIZED (on the website)
7. *A PSC Model Code of Conduct* form signed (on the website)
8. A picture of the player (for the player pass), a 1 ½ by 1 ½ inch head shot (their school picture is perfect). You are not allowed to use digital pictures, but...
9. Their soccer jersey size! You need to order uniform kits ASAP.
10. Eventually – you will need the player's signature on their player pass

What you need for yourself (and assistant coach):

11. NJ Youth Soccer COACH membership form signed (on the club website)
12. A NJ KidSafe form signed (on the club website)
13. A picture of yourself (for the coach pass), a 1 ½ by 1 ½ inch head shot
14. A copy of your coaching license

What you will get in late July/early August from the PSC Travel VP:

15. Mid-NJ YSA roster form
16. Fourteen or Eighteen player passes
17. Participation awards (for U8, U9 and U10 teams)

You need to turn in your team's packet of information back to the PSC Travel VP. The VP will then hand-deliver it to the Mid-NJ regional director. The Mid-NJ regional director will review EVERY THING, and if the entire team's packet is okay, then he/she will sign and stamp each player pass.

So, here is what you need to hand in to the PSC Travel VP:

18. **Mid-NJ YSA roster form**, filled out in ink, by last name alphabetically, with *NO mistakes* (no white-out, no erasures, no mistakes)
19. **Player passes**, ordered by last name alphabetically, with picture, filled out in ink, with *NO mistakes* (do not laminate them yet.) Note that the name on the roster **MUST** exactly match the name on the pass – Tommy **IS NOT** the same as Thomas. If you do this, you will not get your passes approved.
20. **SAGE forms**, ordered by last name alphabetically
21. **Birth certificate copies**, ordered by last name alphabetically (will NOT be returned)
22. **NJ Youth Soccer Player Membership forms**, ordered by last name alphabetically
23. NJ Youth Soccer **Medical Release** form signed AND NOTARIZED, and ordered by last name alphabetically
24. **Coach pass(es)**, with picture, filled out in ink, with *NO mistakes*
25. **NJ Youth Soccer Coach Membership forms**,
26. A copy of your coaching license (and for any assistant coach)

Keep the following:

27. The other copy of the birth certificate (the Mid-NJ regional district keeps the copy you give him/her).

What you will get BACK from the Mid-NJ regional district, via the PSC Travel VP:

28. **Mid-NJ YSA roster form** – (you get the pink copy stamped) make a couple of copies and **KEEP** this in your binder/bag. You need a copy for each tournament.
29. **Player passes** – laminate each one and **KEEP** these in your binder/bag.
30. **SAGE forms** – **KEEP** these in your binder/bag.
31. NJ Youth Soccer **Medical Release** forms – **KEEP** these in your binder/bag.
32. **Coach pass(es)** – laminate each one and **KEEP** these in your binder/bag.

What you will get at a Travel coaches meeting BEFORE the season begins:

33. Club checks to pay the referees at your 10 games (from the PSC Treasurer).
34. Five game cards (for your 5 home games). Each card will have specific information about a home game that must be given to the referee on game day.

Helpful information:

- **Team roster LABEL**. Fill this out, print it on Avery labels, and stick 2 on each game card (your 5 home games, and each of your 5 away games)
- **Hold a Team Meeting** – get the players and parents together **WAY BEFORE** the season starts. Let the kids play their own scrimmage, while you have a discussion with your parents. Cover your objectives and philosophy for the season. How many practices per week do you want? Do you have everyone's Jersey size, and is the team order in yet? Do you have enough support? (S.A.G.E. representative, coach, assistant, manager, phone tree, webmaster) This is also the time to talk

about additional funds for any “extra” activities you want to do (e.g., tournaments, end of season pizza party, etc.)

- Check out the club web site www.PiscatawaySoccer.org for information, forms that you need, links to coach’s tips and training, etc.
- DVD Soccer Training Library – on the club web site, Teams-Travel page
- Coach Ethics – Teams-Travel page on the club web site, READ IT!
- Never use any of the 3L’s (lines, lectures, or laps)
- Get every player to bring their own ball to practice, then make them use it. Drills that involve EVERYONE using a ball at the same time are sooooo much better than one ball and a line of players waiting around.
- Take another coaching class (the club will reimburse you). You need to plan your drills out before you walk onto the field. The E, D, ... coaching classes will help.
- Look at the links under Training, and Soccer (weekly) Newsletters. Give your players “homework” and have them read the weekly newsletters.
- Consider setting up a website for your team – talk to the club webmaster.

Go to a Tournament:

- Piscataway Fall Classic – the first Sat & Sun in September after Labor Day. This is run by the club, and your team is expected to participate.
- North Brunswick’s Spook-A-Rama – fun 1-day tournament (Saturday) in October
- SocceRama – run by the Mid-NJ Youth Soccer Association (free registration for travel teams, held typically in June. Check the www.MNJYSA.org website)
- Other tournaments are listed on the www.NJYouthSoccer.com website. Depending on what you are looking for, ask other coaches for advice. Some tournaments are located in one location, others are spread out requiring driving between games.
- **Take Club Patches** with you. It is fun for teams to trade patches after the game as they line up and exchange “good game” to each other. Talk to the one of the club VPs to get enough patches.

The Team Budget:

- As the manager, you can deal with your parents as either “*pay up front*” or “*pay as you go*”. It helps if you decide how YOU want to handle early on.
- Each player must pay the PSC registration fee. This covers:
 - The Team’s registration into the MNJYSA league
 - Insurance for each player that has a player pass
 - Professional training once a week for 10 weeks (e.g., at Soccer Centers)
 - PSC expenses (field maintenance, goals, nets, paint, administrative costs for mailings, website, game balls, etc.)
- Each player must purchase a PSC uniform kit \$90 (2 jerseys, shorts, socks). **The MINIMUM order time is 6 WEEKS!** Please determine ALL of your player sizes and get your order form to the PSC Exec-VP ASAP (as soon as possible).
- Optional – back pack for \$40
- Optional – warm-up suit for \$90
- Are you planning to go to a tournament(s)? Is there a registration cost?

- Are you going to practice/play soccer in the winter? In a Soccer Centers league?
- Are you going to have an end-of-season team party?
- Are you going to ask for additional professional training?

Game Day! Your team is ready, but are you prepared?

- Are you the 1st game on the field? If so, put out the corner flags, and set up the goals. Be sure to give yourself enough time to do this. Get there an extra 10 earlier than you normally would. Do you have a key to open the shed to even get to the flags? If not, seek out a club VP and ask for a key and the combination to the goal locks.
- Give the referee:
 - Game card (given to you by the Travel VP)
 - Roster stickers
 - Referee fees (given to you by the club Treasurer)
 - Player passes (when the referee asks for them)
- The referee will ask you to line up your team so he/she can inspect player equipment, give instructions, and check player passes with the game card's roster. A good suggestion is to list your roster in an easy way for your players to line up in the same order (e.g., done by Jersey Number). This way it is easy for the referee and your team.
- IF you are going to allow snacks, consider doing it AFTER the game. Half time is for water/Gatoraid and the coach's comments about the 1st half, and what needs to be done in the 2nd half.
- Be sure to get your player passes back at the end of the game.
- Thank the referee and shake his/her hand (even if you don't want to ☺).
- Are you the last game on the field? If so, put away the corner flags, and lock the goals together (if necessary).
- Email the following information to the PSC Travel VP within 24 hours:
 - your team name & your goals,
 - your opponent's team name & their goals,
 - the number of referees,
 - the number of yellow and red cards given (hopefully none)

Away games – Getting your team there

- Whether it is a tournament or a league away game, be sure to help your parents by giving them CORRECT travel directions. If possible, go to the away-location before game day. It is sometimes useful to realize that there is little/no parking, landmarks have changed, there is a construction detour, etc. You don't want ½ of your team not getting there on time.
- The PSC has directions, and a field layout map, for each of its locations. This is all located on the club website www.PiscatawaySoccer.org under the *Directions/Fields* link.
- Home games – be sure to also give your opponent directions to your home field. Again, point them to the club web site.