



Soccer Club

First Time Coach Informational Packet

Preseason

Rosters

Receive the roster with player and parent information. Send an email of introduction to the parents. This is a good time to share information about yourself and your goals for the season. Also try to get an assistant coach as soon as possible. If you are lucky, you may also get a manager who does all your paperwork and be a parent contact for you.

GotSport

CASL will sign you up with GotSport.com. You will have to take at least three courses to be certified as a CASL coach. a) Background Check (Risk Management Card), b) CDC Concussion Certification, c) Safesport certification. All coaches and assistant coaches have to take these courses. Make sure to complete these right away. Add all your personal and team information.

Upload player information and register your team. Take head shots of all your players, when practice starts, and upload them to GotSport.com. [LINK](#)

Practice

Haslett Soccer Club will give you an official practice time. If you would like to start before you receive your permanent time slot, contact HSC to see preseason availability. In some cases the practice times can change because we share field space with Eastside Soccer and CASL for both Haslett and Okemos. Most practices are held at Wilshire from 5:00-6:30, or 6:30-8:00 on Monday / Wednesdays or Tuesday / Thursday.

Haslett Soccer Club has a practice curriculum for coaches to use from ages U9 to high school. There are also a lot of resources on Youtube for coaches and players. Feel free to reach out to other coaches or a board member if you need more resources. [LINK](#)

On the first day of practice have the parents fill out the concussion forms and bring everyone together to introduce yourself. [LINK](#) This is a great time to express your goals for the season as well as player and parent expectations. Also talk to parents about ordering jerseys from BSN as soon as possible. Players will have to pick a number for their uniform. To make it easier on

players, I ask them to give me their top three picks and I map out who gets what. Then send an email to the parents letting them know what number to place on their order. If you are a returning team, the players from the previous season have first dibs on numbers. In most cases that player will have a uniform or accessories with that number already on it.

Money

CASL will send you a check for ref fees for the entire season and \$200 for supplies you might need. The first piece of equipment on your list should be a corner flag set. Every home team needs them. Most coaches buy them right off Amazon. The other item on your list should be pinnies to practice scrimmages with. Don't buy a color matching your jersey so the pinnie can be used as a goalie shirt during warmer games. Buy a game ball that also needs to be provided by each home team. You will also need between 10-20 small orange cones for drills. You will also need a bag or net to hold your supplies. I also bought a goalie shirt and gloves. If you have money left over get a soccer whiteboard to draw out plays for the players.

Season Start

Official Practice Schedule

When Eastside soccer has finalized their practice schedule CASL will be placed on the fields. These times and days will be your permanent schedule for the rest of the season. CASL will send out a practice request for coaches. Get your day and times in right away.

Official Game Schedule

CASL will send out the games schedule for the season. When you receive this document make sure you don't have any conflicts. If you do, you will follow the links on the schedule for the other team's personal information. [LINK](#) Find the field availability document and contact the other team's coach to see if their schedule is open to your changes. [LINK](#) Once both parties have agreed on a time, date, and location, fill out the survey provided by David Blanz. [LINK](#) There will be a deadline to complete all game changes by. Once you get the official schedules make sure to email your parents right away.

InstaTeam Game Management System

This is a free app and management system for coaches to keep track of practice and game schedules. It is a little intimidating at first but once you get the hang of it, is really helpful to keep you organized. The great thing about this system is that it invites parents to join and get updates on games just in case of rescheduling, practice, and game cancellations. If you don't do a system like this then make sure to email game reminders to families a few days in advance. [LINK](#)

Game Day Prep.

Have player cards made and laminated. We holepunch the cards and put them on a ring. Print off match sheets in GotSport for every game. Two sheets for a home game and one sheet for an away game. Check the referee site to make sure you have a ref for your game. On GotSport you can find your opponents personal information. Send out a text a few days before the game and make sure they are scheduled to play and let them know what colors you are wearing. Haslett Soccer Club has home teams wear white and away teams are colored. This is what most teams follow with the exception of a few.

Send an email to your parents reminding them of the time, location, and color of jersey to be worn. This is also a perfect time to ask parents to not talk to the referee during the game. That all communication with the ref will come from you, the coach. I also ask parents to let me coach

during the game so the players don't get confused or feel conflicted while playing if they are also being coached by their family on the sidelines. I also warn them that any player who talks back to the coach or the ref during the game will be sat out.

[Printing Match Cards](#)

Games

Make sure to bring corner flags and a game ball if it is a home game. Bring the referee fees, both teams bring half of the fees. For every game, have player cards and game sheets. The winning team enters the scores on the website. [LINK](#)

Tournaments

If you find a tournament for your players, CASL will reimburse you \$500 of the cost. If it costs more than \$500, you will split the remaining expenses between the players' families. If the tournament is more than an hour away, find night arrangements for your families. Most tournament schedules do not come out until a week before the games begin. The more information you share with your families the better. Send your receipt of payment to CASL right away and you will receive a check soon after. Haslett Soccer Club will be working to try to get as many teams to participate in the same tournaments for support and representation.

Troubleshooting

If you need any help with GotSport, just let CASL know and they will send out a helpful link to help you navigate it. I have also used other coaches as guides to help me out.

Having trouble with a player? The best advice I received was to deal with what you can at practices or games. If the child continues to be an issue then ask the parents to come to the practices to watch their child. The most important thing to remember is to wait 24 hours before you talk to the parents so you have time to calm down and think through what you want to say. The same goes for parents, they should provide you with a 24 hour delay before expressing any large emotions. Also feel free to talk to a CASL member for advice.

Most Important

Remember that the most important goal of the season is make sure the kids have fun so they want to come back! Also, that you teach them a little more than they already knew about soccer. Have fun coaching and the kids will have fun learning.

End of Season

Share your experiences with the Haslett board. We would love to hear how your season went and how we can help you in the future. [Survey](#)