

Coach's Checklist

Before leaving team assignment meeting:

_____ Decide on a team name. The deadline for approved name changes is the Friday after the team assignment meeting.

_____ Pink Correction to Roster form: Fill out the heading completely. Do not leave anything blank. List any season schedule requests. Turn this in before leaving today. The deadline for schedule requests is 2pm on the Wednesday after the team assignment meeting.

_____ GotSoccer background check: No one is allowed to help with the team or be on the team's sideline during the games unless they have an approved GotSoccer background check and are on the roster. **This is for the safety of the players.**

_____ Yellow Zero Tolerance Policy form: Print the name of the parent that signed each Zero Tolerance Policy form on the player's registration forms. Get any unsigned forms signed by the parent at your first practice/team meeting. Turn in before leaving today if all are signed or turn in to the GLSA office before the first game if you have any that need to be signed.

_____ Medical Release Acknowledgement form: Sign and turn in when you have all players' medical release forms signed by the parent. Players who registered online must have a parent complete a Medical Release form and return to you. Keep all signed medical release forms with you at every practice and game in case of emergencies or injuries. Medical Release Acknowledgement form must be turned in before first game.

_____ Your roster is not valid if you need a team name or if the head coach is not listed on the roster due to no background check. Sign your name at the bottom right of the roster.

_____ Get your laminated coach's ID card. This must be worn at every scheduled game. **This is for the safety of the players.**

_____ Sign up for the coaching clinic that will be held after the team assignment meeting. Please check our website for other coaching clinic opportunities.

_____ **CALL ALL OF YOUR PLAYERS AS SOON AS YOU GET HOME!!!**

Before your first team meeting/practice:

_____ Look for uniforms. Do not select yellow or gold, as it conflict with the referees. Select one to three examples for the team to choose from, unless you are reusing uniforms, and get the pricing for each. If you are ordering from an out-of-town/Internet vendor, then please do so as soon as possible so that your team will have their uniforms before the first game. Goalkeepers must have a different colored jersey from the rest of the team. **NO PLAYER'S NAMES ON THE JERSEY AT 5U-10U. This is for the safety of the players.**

At your first team meeting/practice:

_____ Get any unsigned Zero Tolerance Policy forms and medical release forms signed by the parents. Add the parent's name to the Yellow Zero Tolerance Policy form that you received at the coach's meeting. Return to the GLSA office before your first scheduled game.

_____ If you are still deciding on a team name, please submit the team name to the GLSA office by noon on the Friday after the team assignment meeting.

_____ Ask parents if anyone wants to or knows of any one who wants to sponsor the team. Verify the jersey/short sizes that were indicated on the players' registration forms. Show the uniform choices and discuss the pricing necessary for each. A sponsor may help with all or some of the uniform costs. Parents would be responsible for any remaining balance. Order uniforms as soon as possible.

_____ Ask for someone to help as an assistant coach and/or assistant coach 2. This person MUST complete a background check and receive an approval. Ask him/her to complete the Intent to Coach form on the GLSA website. A coach's ID card will be available at the referee room at the first game once the individual is approved and you will receive an updated roster by email. Sign your roster as soon as you get it and shred the outdated one. **This is for the safety of the players.**

_____ Ask for someone to help as a team parent. A background check is not required for this. This person will be responsible for setting up a snack/drink schedule, scheduling team pictures, helping the coach with phone calls or emails to the team, setting up any team party at the end of the season, etc.

_____ Tell your team about the GLSA Facebook page, Instagram, and smartphone app. They may join us on Facebook and Instagram by going to the homepage of the GLSA website at www.longviewsoccer.com. This is the best way to get current information. Android smartphone users must search for us in Google Play as "GLSA", quotes included.

_____ Inform your team (7U – 19U only) about the season tournament. Information is in your coach's packet. Register as soon as possible because spots fill up quickly. Do not wait until the deadline!

_____ Set up a practice schedule. Ask what evenings/times are manageable for the majority of your parents. Discuss carpooling. Try to find something as central to your players as possible. GLSA recommends a park, school, or church for your practice site. We also have practice fields located at 415 S. Molton Street in Longview that can be rented for the season. Field lottery will be at the GLSA office at 6pm on Wednesday after the team assignment meeting.

_____ Stress to your parents and players that dogs and other animals, skateboards, and scooters are not allowed at the Lear Sports Complex or GLSA practice fields.

_____ Give your parents a copy of your age division's Modified Playing Rules.

_____ 9U-19U teams only: Take head/shoulder pictures of every rostered player to be used for the player ID cards. The cards are in your team packet. Write each player's jersey number under the team name, print each player's 1' x 1" color picture, and laminate. You may laminate them at the GLSA office or on your own.

During the season:

PLAY YOUR PLAYERS 50% OF EVERY GAME.

5U-8U coaches, the game referee will drop the score sheet at the referee room after every game. 9U-19U coaches, you drop off your score sheet in the lock boxes by the concession stands after every game.

Call your commissioner if any problems arise or if you have a need for additional players due to injuries, dropping out, moving, etc.

No changes may be made to rosters after September 30 in the Fall season and not after March 30 in the Spring season.

The rescheduling of any league game due to soccer tournaments must be done at least two weeks in advance. Call the GLSA office.

All 5U-8U teams will receive participation trophies and 9U-19U teams will be awarded place trophies based on the number of teams in each age division. Go to the Standings tab on the GLSA website for the complete breakdown.

GLSA contact information:

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