

Mason SAY Soccer

Coaches Checklist

- Attend Coaches Meeting
 - Check accuracy of roster against registration forms
 - Transfer email addresses, phone numbers and medical conditions to roster
 - Complete and turn in Volunteer Form
- Call players
 - Determine best days/times for practices
 - Verify email addresses
 - Verify/ask about Assistant Coach
 - Ask about Team Parent
 - Puts together snack schedule
 - Gets names put on uniforms
 - Keeps you aware of parental issues
 - Have Assistant Coach, Team Parent and one or two other parents download and send in Volunteer Form
<http://www.masonsoccer.org/DocumentLibrary/Mason%20volunteerapp.pdf>
- Go on-line to pick Practice days/times
 - (www.masonsoccer.org >> Coaches >> Team Page)
 - Complete Team Form
 - Pick Practice days/times
- Email players with practice days/times
 - Have them reply to confirm email address
 - Have parents download two (2) Medical Release Forms
<http://www.masonsoccer.org/DocumentLibrary/medform.pdf>
 - Bring to first practice (one for head coach, one for assistant)
 - Tell parents/players what to bring to Practice
 - Ball
 - Shin guards
 - Water
- You should begin receiving emails from Mason SAY within a day or two of completing Team Page
 - If you're not, verify your email address on the Team Form, then send an email to the District Representative/Coaches Coordinator arearep@masonsoccer.org . Emails typically inform you of:
 - Equipment Pickup
 - Field Day
 - Uniform Pickup
 - First Draft of game schedule
 - Final game schedule
 - Picture Day
- Check Mason SAY Calendar for upcoming events

Mason SAY Soccer

Coaches Checklist

- Read the Coaches Handbook
<http://www.masonsoccer.org/DocumentLibrary/Handbook.pdf>
- Read the Code of Conduct
<http://www.masonsoccer.org/DocumentLibrary/Mason%20Code%20of%20Conduct.pdf>
- Read the SAY Rulebook <http://saysoccer.us/modules/icontent/index.php?page=67>

- First Practice
 - Before Players arrive
 - Layout cones for drills
 - With Parents/Players
 - Introduce yourself and tell about soccer experience
 - Collect Medical Release form
 - Are there any issues?
 - Food allergies
 - Asthma
 - Other
 - Pass out player list
 - Is the info accurate
 - Get alternate phone numbers
 - Go over expectations
 - Being on time
 - End of practice
 - Let me know if you are going to miss practice/game
 - Tentative dates
 - First game
 - Game days
 - Pictures
 - With Players on field
 - Go over names
 - Check balls for pressure
 - Begin Practice
 - Have Fun