

Important information for all MLSA Coaches

Email contact information:

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Girls' Commissioner: Jamie Linkowski jlinkowski@primesolutionsadvisors.com

Travel Commissioner: Rob West west.tech@verizon.net

MLSA administrator: KAREN WELSH: ktwelsh@verizon.net

Prior to season:

- 1) After receiving your team roster contact all team members by phone to introduce yourself. Confirm all family names and contact information.
- 2) Recruit at least one assistant coach and a separate "team manager." The team manager will help distribute information such as uniform info, practice and game information to each team member. Most importantly, the manager should be able to manage sending and receiving team emails.
- 3) Coaches (assistants) and team manager must register through the Kidsafe program prior to official rostering and season start. Information on Kidsafe can be found at the MLSA website at [Coaching Forms](#) or at www.pawest-soccer.org.
- 4) Attendance at the PA West scheduling meeting in August at California University is mandatory. This year the meeting is scheduled for August 21st at 9:30 am. Bring preprinted adhesive labels to this meeting. These labels should include your team name, age group, colors (H/A) and your contact information. Please bring at least 15 labels to the meeting.
- 5) **New Travel Coaches**
 - a. Must sign a coach's card (at Karen's house).
 - b. Email to Karen a 1 x1 picture (e-mail attachment preferred). Can be any photo. Karen can crop out heads from holiday/birthday pictures. A hard copy picture will suffice.
- 6) After California meeting send all your scheduled home dates to your commissioners (Jamie, John & Rob) for field and referee scheduling.

- 7) Familiarize yourself with the Pa West(www.pawest-soccer.org) and Pa West South (<http://www.pawest-south.org>) websites. There are many useful resources in the Pa West web site such as electronic master copies of the line up cards, articles on coaching, directions to or locations of other associations' fields, everything about the Edinboro tournament , etc.

Parent Meeting / Parent Management:

- 1) Uniforms—This is a good duty for your team manager. MLSA Travel uniforms are ordered through Soccer Source (412-283-1411) in the South Park Shops. Every player must have a number and you cannot have duplicate numbers on a team. Check returning players' numbers to learn if they wish to reuse them. Assign uniform numbers for each team member, and instruct parents how and where to order their uniforms. It is easiest to just assign the other numbers rather than asking each child what number they want. Be aware that it takes Soccer Source *at least a week* to process jersey requests at the beginning of the season.
- 2) Schedule a team meeting to introduce yourself, assistants and managers to the team and the parents. Before or after the first practice is a good opportunity for this. This is your opportunity to present your practice and coaching philosophy, and also what you expect from players and parents.
- 3) Please advise parents of the philosophy of MLSA:
 - a. Travel soccer is for player development first and foremost. Winning games may sometimes occur as a result.
 - b. Each player should participate in at least **50%** of the game. This is especially important for U10, U11 and U12 age groups.
 - c. Referees and opposing teams' players and coaches should be treated with respect at all times, no matter what.
 - d. Parents may not "coach" from their sideline.
 - e. Advise parents that there are no standings or playoffs as a result of the games in which their children play.
 - f. Children will play in many positions, especially at the younger ages. Do not relegate one or two children to full time goalkeepers.
4. Direct the parents to the Pa West website, there is good information for them there as well.

Game Management

- 1) You will receive a blue coach's binder with player/coach's cards and your stickered roster. Also included will be a copy of the Pa West rules. This information must accompany you to the field at game time. Prior to the game you will need to present to the referee duplicate line up cards (last name first in alphabetical order). Both copies go to the referee, along with stamped roster and player cards. Your players will be asked to line up and will be inspected by the referee to ensure that they have the correct equipment (cleats, shin guards under socks) uniforms, no jewelry (ear rings, bracelets). Then, each coach should receive an unsigned copy (to keep) of the opposing lineup before kickoff, and the referee will retain the second lineup and rosters/ID's for the duration of the match. After the match, the referee will add the score, then sign and have the coaches sign the second lineup. The signed copies will then be mailed to the Age Group Commissioner by the winning team (home team in the case of a tie).
- 2) For Home games be sure that opposing coaches have all of your team's pertinent game information by the Tuesday prior to the scheduled game. This includes game time, location, directions and the color uniform you intend to wear. Please note: For Home games be sure that every player brings both uniform shirts to the game. It is the Home team's responsibility to change uniform colors if necessary.
- 3) Coaches should ensure that each player participates in at least **50%** of each game. This is especially important for U10, U11 and U12 age groups.
- 4) Positive reinforcement is stressed as the proper style of sideline coaching. Instruction and corrections should be made one on one on the sidelines and/or during practice. Screaming across the field is not the best way to reach a child or to make corrections.
- 5) The only people authorized on the team sideline during the match are players from your team (with cards) and 3 carded coaches. All other people must remain on the opposite side of the field from the team during the entire match.

- 6) Very important: referees are instructed to make sure that everyone on the team is in their proper team uniform. This includes matching socks, shorts and jersey.
- 7) You must supply the game balls for home games. Also, bring an extra pair of shinguards. Referees are also instructed “no pass-no play”. Do not attempt to add unrostered or uncarded players to you game. If you must utilize “guest” players you must have the player’s original player card at the game and a copy of the stickered roster that the guest player is on.

Other Considerations

- 1) Kidsafe certification can be found at www.pawest-soccer.org. Under Coaches tab click on Risk management and follow the instructions. You may also access the Kidsafe certification on the MLSA website at [Coaching forms](#). Certification must be completed by all coaches and team managers prior to the season start. You are responsible for the nominal cost of this requirement.
- 2) www.pawest-south.org to find specific league information, schedules and coach contact information. You can also use this site to download PA West game line up cards. You can save these completed line up cards on your computer in .word format.
- 3) The home page of Mt. Lebanon soccer can be found at www.mlsa.org.
- 4) Do not hesitate to utilize other coaches and travel commissioners for advice, questions or to request assistance.
- 5) 5) MLSA continues to strive to improve not only player development but also coaching development. Throughout the season your team may be given opportunities to work with specialized training and/or High School staffed coaches. Take advantage of these opportunities. In addition, coaching clinics will be scheduled and you are encouraged to attend. MLSA will also make you aware of certification programs that also should be examined.
- 6) Each Spring MLSA will hold tryouts for placement one next year Travel teams. Each coach is required to help with this process for at least two sessions.