

# **New MTYS coaches to Travel Soccer**

## **Coaching Qualifications:**

- All coaches (both Head and Assistant) must be licensed or certified to receive a US Club Soccer Coach Pass to coach in South Jersey. First step should be to sign into Got Sport, where it guides you on some of the other requirements. Register yourself as the coach on this site.

[Home \(sjsl.org\)](http://sjsl.org) for boys

[Home \(sjgsl.org\)](http://sjgsl.org) for girls

- Coaching Certificate (Level 1 minimum) on either (SJSL.org for boys; or SJGSL.org for girls teams). Go to Coaching Education (under coaching resources in SJGSL), and sign up for the required classes for a Level 1 Coaching Certificate. This requires both on field and classroom training.
- You will also need to get a Megan's Card to coach or assistant coach for Monroe Township. The link to start that process is below. This card can take a few months to process, so please start it ASAP.

[Megan's Law Ordinance | Monroe Township Youth Soccer \(mtys.org\)](http://mtys.org)

- In Gotsport, once you are signed in, the dashboard will show you all the qualifications / actions required in order for you to coach a game.
  - Registration (should be completed if you paid the registration fee)
  - Coaching license – Will be automatically uploaded when you complete your Level 1 certificate requirements.
  - Background screening – Should be started soon after you sign up to allow time to be completed well before the start of the season - Required every two years
  - Disqualification review
  - SafeSport training – Online computer-based training (~2-3 hours) - Required Annually

If all of that is complete, you should show green on all items for the upcoming year (example shown below). If not, click on details to find what remains.

## Requirements

USCLUB	Expiration Date	23/24	24/25	
<b>US Club Soccer Requirements</b>				
SafeSport	07/31/2024	Fulfilled	Expired	<a href="#">Details</a>
Background Check	07/31/2024	Fulfilled	Expired	<a href="#">Details</a>
Adverse Eligibility List Review (Staff)	None	Fulfilled	Fulfilled	<a href="#">Details</a>
Membership Registration Payment Status	N/A	Valid	Not Valid	
<b>South Jersey Girls Soccer League Requirements</b>				
Upload Coaching License Certificate	07/31/2063	Fulfilled	Fulfilled	<a href="#">Details</a>

### Managing the Team:

- You need to select your team based on the try out results. You have until about mid-May to make this selection before parents start pushing on a decision (~3 weeks after tryouts). If you know you are the coach prior to tryouts, make the tryouts and help with the selection. Its always best to encourage additional players to attend the tryouts if you are able.
- Once the team is established, you must notify all try out participants that they made or didn't make the team. For U8 travel, you are allowed 14 maximum players. 11-13 players seem to be ideal, but the try-out results should determine the best number. It is suggested to not have less than 11 players for 7v7 levels.
- The players need to sign up for both GotSport & MTYS registration. The directions to MTYS registration should be sent directly to them. The signup information for GotSport will be provided by the Directors (If they are already in the system, this is typically their email, and then they hit the forgot password button and create a new password). The coaches just need to provide reminders to the parents.
- The players need to order their jerseys (uniforms) as well. It's best to communicate to the team on which numbers everyone is taking to ensure players are not duplicating numbers prior to ordering. Make sure you record the players numbers as you will need to load them into GotSport once all the players are loaded onto your team. Send these Jersey numbers and names to the Travel Director for uploading to Soccer.com. A link will be sent out to the parents by MTYS that

will be used to order these jerseys. The jerseys now come right to your home. If anything comes to Berwick Field, the coach will be notified to pick them up and hand them out to the team players.

- The Director will upload the players into GotSport, where you should eventually be able to see them as the coach.

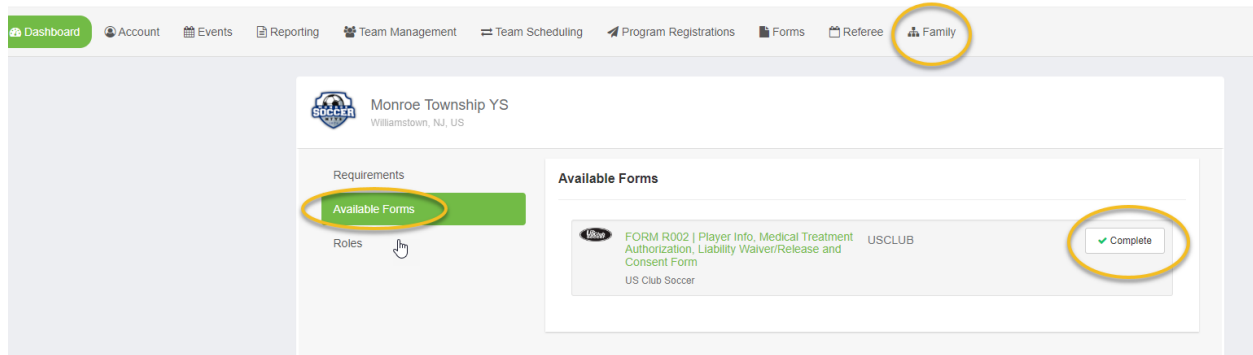
#### [MTYS Directors | Monroe Township Youth Soccer](#)

- Need to obtain a card profile picture and birth certificate for each player and provide that to your Director.
- You should start out with some communication to the team in late May / early June time frame:
  - Setting expectations
  - Practice dates/times – Practices can start any time (no coaching license is needed for practices) at Mary Duffy field (see more below of practice fields). The sooner the better, but no later than early August.
  - Communication preferences - TeamSnap is heavily preferred.
  - How to sign up your child through MTYS. This link and info should come from the league around early June. Resend to your parents and ensure they sign up by the “late fee” date.
  - Provide dates and links to upcoming soccer camps that the players can join over the summer. Diamond Soccer is one that is common in Monroe players. The Futures Director will have a list of soccer camps in the area and advantages and disadvantages of each.
  - Discuss the MTYS summer league. This league helps greatly to get new teams up to speed by fall.
  - Discuss upcoming tournaments, also a good way to get ready for fall season.
  - Let them know about Volunteer day (Usually a couple weeks prior to the start of the season) and Opening Night (the day before opening day).
- Additional communications that could be useful:
  - Your soccer strategy (ex 7v7 is 2-3-1?). Something they can go over with their children and show the level of structure with travel soccer. An example of this can be provided by the members of the board.
  - Some links to videos like YouTube that show they style of play that you intend to teach.
  - The rules of the game. This can be a link, or wording to describe any changes over last year. The link can be found in at the site:

[Home \(sjsl.org\)](#) for boys

[Home \(sjgsl.org\)](#) for girls

- Each player or parent needs to sign the release form. This requires going to GotSport (the sign-in information should be provided to the coach by the Director). Each parent needs to sign in, go to Family, select their child, go to Available Forms and sign the release form R002. It will then show completed as illustrated below.



- You should preferably set up software to help better communicate with your team. TeamSnap is heavily preferred since its now what MTYS uses and there are some discounts and extras when coaches use that software.
- The coaches are responsible for ensuring all the players are set up correctly and have met all the requirements.
- Once this is complete, they should print and laminate the player and coach cards. They are required to play on the day of the game. You can get to the cards through the Team Management / Teams / “select your team” / rosters / Documents and IDs. Players will not show up unless the waivers are signed. This is important to have before playing your first official game.
- (Fall only) Raffle tickets will be handed out to you at the start of the season to hand out to all of the players/parents. They can either sell these tickets or keep them to try to win the prize themselves. The maximum number of ticket books is 2, so if you have 3 or more children in the program, you will only be charged two and one or more coaches will not receive a booklet for you. The parents can either fill out the form themselves, or sell the tickets and have the people they sell to fill the half out with their information and hand them into the concession stand at Berwick Field. They need to be handed in by the last game of the year.

### **Finances:**

- Setup team bank account – The Treasurer will contact you for actions to setup the team bank account. It will require you to sign at a local bank. The bank will supply checks to you for funding transfers. Debit cards or Venmo accounts are not allowed with team bank accounts. Checks will eventually come in and your Treasurer will let you know when they are available. You can make arrangements to pick them up from the Treasurer and that is the main way you can transfer money out of the account. Two people need to be on the account, and all checks need to be signed by both members.

- Setup a means to get money from the team. This is typically something like Venmo that allows the parents to pay for things like the trainer, tournaments, etc.. U8 will sometimes have some initial funding setup, but it's up to the coaches to ensure funds come into the account.
- Fundraising needs to be set up by the coaches. There are many different types of fundraising, including being paid for site clean ups, coin drops at stores, or raffles.
- MTYS provides the fees for the referees, but the coaches need to hand them the funding. More details on that on the game day requirements section.
- Annual Report of Team Receipts and Disbursements is a form that must be signed at the end of each season. This form will be provided by the Directors.
- Keep track of all finances on a spreadsheet, including funds spent on a trainer, tournaments, gear, etc. and money acquired by the league, funding raising, and parents.
- Show the finances to the team 3 times a season (beginning, middle, and end). An example of information required is shown in the below example.

**Example:**

		Trainer				Team Account				
Who	How	Date	Paid	Owe	Balance	What	Date	Income	Costs	Balance
		7/26/2022		\$ 75.00	\$ (75.00)	Starting				\$ -
		8/16/2022		\$ 75.00	\$ (150.00)	Initial \$80		\$ 1,120.00		\$ 1,120.00
MD	Cash	8/16/2022	\$325.00		\$ 175.00	Trainer (July & Aug)	8/16/2022		\$ 325.00	\$ 795.00
		8/23/2022		\$ 75.00	\$ 100.00	Trainer (Sept)	9/9/2022		\$ 225.00	\$ 570.00
		8/30/2022		\$100.00	\$ -					\$ 570.00
		9/6/2022		\$ -	\$ -					\$ 570.00
MD	Venmo	9/9/2022	\$225.00		\$ 225.00					\$ 570.00
		9/13/2022		\$ 75.00	\$ 150.00					\$ 570.00
		9/20/2022		\$ 75.00	\$ 75.00					\$ 570.00
		9/27/2022		\$ 75.00	\$ -					\$ 570.00
					\$ -					\$ 570.00
					\$ -					\$ 570.00
					\$ -					\$ 570.00
					\$ -					\$ 570.00
					\$ -					\$ 570.00

**Trainer:**

- Obtaining a trainer – If you don't have any in mind, your director can help direct you to a trainer or a company that supplies trainers. Trainers typically cost about \$75-150/session (given an hour and a half training session).
- Getting trainer tax info to MTYS Treasurer ([MTYS Directors | Monroe Township Youth Soccer](#))

### **Meetings to attend:**

Outside of the classes required for the coaching license, the following meetings are required:

- Flight assignment meeting – This will be emailed to you. Its important to make if you care about what flight you are in. You can be moved to different flights if you don't make the call. Typically, U8 Girls (SJGSL) starts off more around regional differences as the quality of players are not yet known. U8 Boys (SJSJL) like to try to find a balance between competition and geography at the U8 level by guessing the quality of players from past experiences, program sizes, number of children who played travel previously, etc..
- Jersey Mandatory coaches meeting (Zoom) – Dates and times will be emailed to you.
- MTYS mandatory coaches meeting (in person)
- MTYS new coaches meeting (Zoom)

Information about MTYS important dates will be provided on MTYS.org.

### **Practice fields:**

The practice field schedule at Mary Duffy Park will come out towards the middle of August. Until then, it's more of a first come, first get assignment. Once the assignments are made by a MTYS Director, they should be followed by everyone. If someone is on your field, kindly show them the schedule and they should look for another opening. A coaching license is not required to start practices, only coaching in games. You typically will start running practices before all of those qualifications are completed.

Berwick Field is also available to coaches for about 1 day a month depending on conditions and timing. Reach out to your Director to make any field requests.

### **Game Day Requirements:**

#### The Week prior:

- Email the opposing coach or use GotSport chat to discuss uniform colors, game location and any location requirements. The coaching information can be obtained off the South Jersey Soccer League site, under schedules, pick your flight, and then click on contacts.
- Player Cards should be printed and laminated since they will be used all season.

Team Team Members **Rosters** Team Registrations Messages Program Registrations

Select Event Roster

South Jersey Girls Soccer League - 2023-24 US Club Soccer Registra

**Application Information**

**Event** South Jersey Girls Soccer League - 2023-24 US Club Soccer Registration/Passcards & Rosters

**Group**

**Club Name** Monroe Township YS

**Team Name** United 2015

**Team Association**

**Roster Source Event** South Jersey Girls Soccer League - 2023-24 US Club Soccer Registration/Passcards & Rosters

Players Coaches Managers **Documents and IDs**

Affiliation

USCLUB

- Download the GAME DAY ROSTER (GDR) from GotSport . Ensure all players are on your GDR, all players have a Jersey number, and US Club pass number. Ensure all coaches are on there as well.
  - To print the GDR, you will need to obtain a team login and password from your director. Then sign in with the team account on GotSport to print the GDR. You can also see a lot of team information in this login, including your past scores.

### Printing the GDR:

- Team Management / Matches / Select the team under My Teams, and the Event (SJGSL 2023 or SJSL 2023 for regular games)

Dashboard Account Events **Team Management** Team Scheduling Program Registrations Forms Referee Family

Teams Registrations **Matches** Submitted Forms







My Teams United 2015 - Female U9 Event South Jersey Girls Soccer

**Matches**

Select a team or event from above to filter for matches

- Go to the 3 dots, and select Day Roster.

## Matches

Number	Event	Date	Time	Venue	Home Team	Away Team	Division	Status
266	South Jersey Girls Soccer League - Fall 2023	Sat 09/16/2023	12:30pm EDT	VSA-Echelon Complex - Echelon Complex 1A	 Voorhees Monarchs 2015	 MTYS United 2015	GU09 Flight 2	 ...
262	South Jersey Girls Soccer League - Fall	Thu 09/28/2023	06:00pm EDT	Monroe Twp-Berwick Soccer Complex - Field 4-S7	 MTYS United 2015	 Haddon Twp Girls Red 2015	GU09 Flight 2	 Print Match Card Match Stats Away Bulk Match Stats Away Match Day Roster

- Hit the bulk add button to add all players.

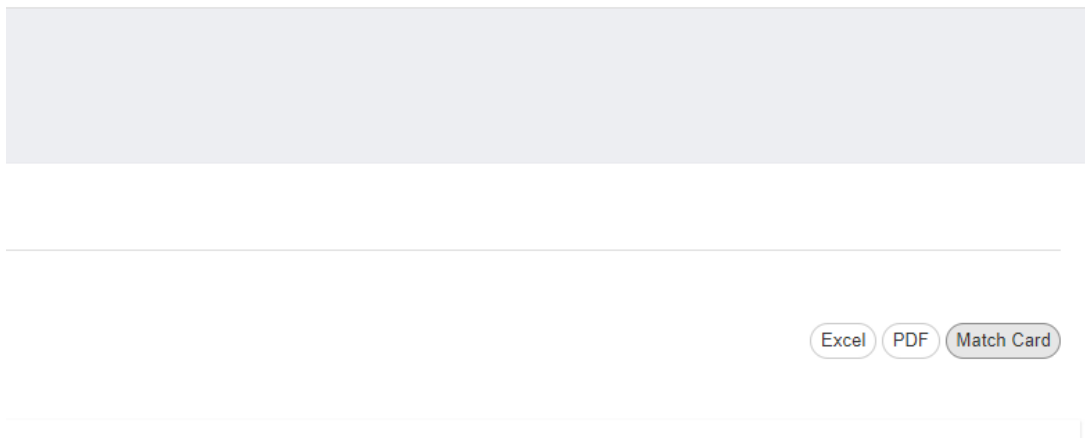
## Event Roster

Bulk Actions (13)

Name

- Then the match card button should appear.

ory [+ Purchase](#) [★ Add Ons](#)



- The card should look like this:





### Things needed after Game:

- 1) The referee reports the score to South Jersey. You can record the score yourself in TeamSnap.
- 2) Both teams are able to do a referee evaluation.

### If a game needs to be rescheduled:

- 1) Work with the other coaches via text, phone or gotsport online messenger to choose another day and time to play.
- 2) Check with your director to see if the field is available (when playing at home).
- 3) Once the date is set, you need to make it official. With Boys, you can go to SJSJL.org and on the home page is a reschedule link. For girls, you email the SJGSL team email address (as of now, that is Mike Veneziani).
- 4) You should get confirmation on the reschedule and then you just let your director know its official.

### **Tournaments:**

The tournaments that are available are a great way to increase game time exposure and can be a lot of fun. There are many tournaments that are advertised through multiple avenues, but many can be found on SJGSL and SJSJL websites. You can also ask your Director or other travel coaches. The first ones available in the fall are Labor Day weekend, Columbus Day weekend, and Halloween tournaments.

### Things needed prior to the tournament :

- 1) Sign up for the tournament on their website
- 2) Follow the directions of the tournament to make the payment
- 3) Follow the directions on the tournament website on how the rosters need to be uploaded. Verify you are good to go with all the processes the week prior.
- 4) Establish a snack schedule with the parents. Orange wedges or something similar is always well received between games or at half time.
- 5) Schedules for games sometimes don't come out until the weekend prior. Ensure you send the link to parents as soon as it comes out.
- 6) Game day rosters are not needed for most tournaments unless otherwise stated. You should bring player cards to be safe.
- 7) Nice to have portable seating for the kids, healthy and energetic snacks, and a tent for "home base" is always good to help with blocking sun and rain.
- 8) Bring a bench if you have one since many tournaments don't supply player side seating.
- 9) Schedules typically come out the weekend before the tournament, so make the parents aware of that.
- 10) Patches for patch trades can be found at the concession stand.

### **Other Nice to Haves:**

- Setup friendlies, this can be done a few different ways. Discuss with your Director on the best way to go about this.
- Coordinate a team name. At this time, the official team name is set, but it is sometimes nice to have a team nickname.
- Purchase MTYS soccer patches from the concession stand for trading with other teams during tournaments.
- A form that organizes substitutions during a game and automatically calculates the players approximate playing time can be provided to the coach upon request. Until players start to specialize, it's best to have them play all field positions for learning purposes. Tracking the movement and play time for 13 players can be difficult during a game.

Updated 10/6/23 - MJD