

## **New Team Setup v2011**

### Team Management

Hold team meeting within 7 to 14 days of signups to complete paperwork and collect \$\$\$.  
Coordinate this with club's meeting to size uniforms.

Distribute coaches' contact info to parents.

Create parent email and phone list and distribute to team, especially cell phones in case of emergency or directing lost parents to field locations.

Collect playing and uniform fee plus some amount of \$\$\$ to purchase team equipment and supplies.  
Write one check payable to Cold Spring Soccer for team's playing and uniform fee.

Submit paperwork to club administrator ASAP, including playing fee, signed coaches passes (including thumb-sized photos), signed player passes for U11+ teams, signed PVJSL roster, MYSA membership form and signed Zero Tolerance Policies (positive role models for all players, coaches and parents).

### Calendar

Establish calendar early in the season, with dates and times for games, practices, etc.

Print calendars or post calendar on a web site, such as teamzonesports.com or shutterfly.com.

### Practices

Practices cannot begin on fields until the Rec Department permit's effective date.

Any winter indoor practices in the schools should be coordinated through the club administrator.

### Equipment & Supplies

One ball per player, game ball, pump, corner flags, discs, cones, keeper gloves, pinnies (at least 10 as a primary color plus two secondary colors), ball bag, whistle, timer and 1<sup>st</sup> Aid kit including ice packs, CPR mask and band-aids.

Nice but not necessary equipment to acquire over several seasons: Pugg goals, volleyball for heading, keeper jersey, better keeper gloves, coach's dry erase board and markers.

### Uniforms

The club orders through Soccer City. Coordinate to insure proper sizing.

### Continuing Education

Attend coach licensing course for your age group, mayouthsoccer.org, as well as club-wide coaching events.

### Medical

Keep medical release forms for all players in a bag that goes to both games and practices.

### Games

Prior to the start of the season, each team will receive online passwords and referee fees.

Only the field conditions page on PVJSL.com or the ref have the power to cancel a scheduled game.

The home team must record score on PVJSL.com within 48 hours of the game. Only the league can enter forfeits.

### Other

Winter leagues and/or practices at Soccer City or Allsport.

Team trips to attend high school, Western Mass Pioneers, New England Mutiny or UMASS games.