

**River Falls Wildcat Soccer Association
Team Organization and Administration
Coaches' Checklist**

A. Preparing for the season

- Attend coaches' meeting.
- Obtain or renew Coaching Card
- Complete/update Coaches information on RFWS website: www.rfwildcatsoccer.org
- Prepare a preliminary season schedule (playing nights, practice sessions, River Falls tournament, other possible tournaments, District play-offs).
- Notify players of team formation and schedule a parent meeting.

B. Parent meeting

- Share **team roster** (players and parents contact information).
- Lay down your season plans and expectations.
- Identify a **Team Manager** to be the coordinator with parents (players forms, cards, directions to games/tournaments, keep track of volunteer hours, team updates, etc.)
- Determine **foul weather** policy (when and how practices/games cancelled).
- Determine **practice location**. Early spring practice at elementary & middle schools.
- Organize volunteers**. If you do not have an assistant coach, a team manager, tournament volunteer(s) and a fundraising volunteer - recruit or designate them at this time. Do you want to have snacks after games? Do you want help with sideline management? Also, it is the policy of RFWS - **two** adults are present at all practices.
- Review **Parent & Player Code of Conduct** and get them signed. RFWS has a video available "Attitudes Are Contagious" at the RF library. **Zero tolerance policy with referee abuse**. Discuss the expectation that parents may **cheer** for players, but try to **avoid sideline "coaching"**. Coaching should be left to the coach.
- Arrange to collect: **medical release forms**, 1" x 1" **head photo** for player passes.
- Discuss standard **player equipment** (practices and games): shin guards, water bottle, ball and tieback for long hair and soccer cleats - no jewelry/earrings. Cleats **must** be soccer cleats. Baseball or other types of cleats are not allowed. Discuss proper uniform rules for games (Wildcat uniform, all white socks and sleeves worn down). All players should have a white tee-shirt for practices.
- Summarize above and communicate to parents who missed the meeting.
- Fundraising for the year!

C. During the season

- Get the player passes completed and laminated.
- Organize traveling paperwork. For every game, you will need: coaches' pass, player passes, medical release forms, game roster, other paper work as needed.
- Once game schedules are organized, ensure parents know about home and away games and that they have directions to away games.
- Send players and parent reminders on tournament dates and playoff dates as needed.
- Report game score on a timely basis.
- Keep medical kit stocked.
- Contact a Board Member immediately if there are any player/parent issues.
- Always thank your referees.
- Provide feedback and goals to players at the beginning, middle and end of season.
- Keep in mind you will need to complete **player evaluations** at the beginning and toward the end of the season. Please complete these in a timely fashion.