



Coaching toolkit

Includes:

Equipment checklist

Team registration

Game-day checklist

Background check info

Referee fee info and reimbursement form

MNSA registration fees and other costs

MNSA contact list

Equipment checklist for season

Bag of practice balls – refer to EPYSA (US Soccer Player Development Initiatives for sizes) available at <https://www.epysa.org/ussoccerdevelopment/>

3 game-day balls

Set of 24 mini-cones/discs

Ball bag for the cones and game balls

Foldable sideline bench

Set of 24 pinnies

Pop-up goals

Goalie gloves – suggested that players purchase their own

Goalie jersey (or different color jersey/pinnie) – suggested that players purchase their own

Set of 4 corner flags – some MNSA fields have corner flags located in a storage box

Air pump and needles

Whistle

Stopwatch

Medical kit, including band-aids, gauze, ice pack, hand sanitizer

Team Registration

1. Teams need to register for the fall season, most of MNSA teams playing in the Central League (www.centralleague.org). Before registering, the desired level of competition needs to be considered since there can be a number of Tiers in each age division starting with Tier 1 being the most competitive, elite teams. Talking with other MNSA coaches is a good way to decide what Tier you want to register your team. When registering, you will need your EPYSA team # that you can get from your MNSA Boys/Girls Commissioner. If you cannot find this number or if your team is U9 and has never received a number yet, you can still register by putting "*****" into the space that asks for EPYSA team number.
2. Once you have registered, you need to send your confirmation email to the MNSA Treasurer at treasurer@mnsaonline.org so that MNSA can pay the registration fee. Your team is now registered for the Fall season which will start the weekend after Labor Day and continue until approximately the middle of November.
3. Uniforms will need to be ordered before the season starts, and this should be done as soon as possible in the summer before the fall season to be sure of uniform delivery before the season starts. The MNSA equipment director can assist in this process (equipment@mnsaonline.org). The equipment director can give you an online link that you can pass on to your parents. Uniform costs are not included in registration, so parents will go online and order their uniforms and pay for them using a secure website from our supplier. Two things to consider are: player numbers and mandatory gear. Regarding player numbers, you can assign numbers or have them give you their preferences. Once the numbers have been rostered to each player, be sure parents have the number for their son/daughter because they will need it when ordering online. Additionally, our supplier will offer the uniform kit as well as supplemental gear. Be sure to let the parents know they must buy the home and away jersey, a uniform short and pair of socks. It is recommended that if the team has dedicated goalkeepers, that they purchase a jersey.
4. MNSA will pay for one league festival during the fall season. The pre-season festival is the most popular choice, and you can register your team and forward the confirmation email to the treasurer@mnsaonline.org for payment. This tournament is usually run the weekend before Labor Day weekend so check with your parents before signing up so that you know you will have enough players.
5. Included in the travel soccer experience for MNSA players is professional training. Each team gets 10, one-hour sessions with a paid trainer that MNSA will schedule for your team. Reach out to your contact person on the board or the Boys/Girls Commissioner and they can help you schedule your trainer.
6. At some point in the summer before the fall season begins, it is very helpful to have a meeting with the parents of all your players. At that time you have the opportunity to share your expectations for the season and give them the opportunity to get to know you and ask any questions. Some discussion points for the meeting could include sportsmanship, fair treatment of game officials, playing time for everyone, valuing player development and positive experience over win percentage, and the health and safety of the players throughout the season.

Game-day checklist

1. Small notebook and pen – This can be used to take notes during play, so you remember to bring up specific points at halftime. Also, you can write down the name of the referee for when filling out your referee reimbursement form, listed at the end of this toolkit. It may be helpful if you play the same team twice to look back at the previous game.
2. Stopwatch – Your watch can be for keeping track of time during the game and it can also help you with substitutions and equity of playing time.
3. EPYSA player and coaches passes
4. EPYSA roster – at least 2 copies, one for referee and one for opposing coach
5. Pinnies, balls and discs for pre-game warm-up
6. Money for referee fees – be sure to have exact change

Home game-day additional needs

- Game balls
- Corner flags

MNSA Background Checks

BACKGROUND

The Commonwealth of Pennsylvania has enacted child protection laws that Marple Newtown Soccer Association (MNSA) has been in compliance with since July 1, 2015. All Eastern Pennsylvania Youth Soccer Association (EPYSA) member organizations (MNSA operates under EPYSA) must comply with these requirements along with annual concussion training and certification. All MNSA volunteers must have clearances and training certificates that include:

1. [PA Child Abuse History](#) clearance (good for 5 years)
2. [PA State Police Criminal Records](#) check (good for 5 years)
3. A [FBI Criminal Background](#) check (if you have **not** been a continuous resident of Pennsylvania for 10 years - good for 5 years)
4. [Heads Up Concussion Training](#) (required annually)

These are the same clearances now required to volunteer in other institutions such as school, church programs, and other youth sports. If you have clearances from previous engagements they can be used for MNSA. Likewise you can use these clearances for other PA volunteer programs.

DIRECTIONS

1. The Pennsylvania Child Abuse History Clearance

This form can be submitted and paid for online through the Child Welfare Information Solutions (CWIS) self-service portal:

<https://www.compass.state.pa.us/cwis/public/home>

- Clearance form for the PA child welfare takes approximately 15 minutes
- You need to have ALL addresses you lived at since 1975
- You need name of everyone whom you lived with since 1975

When you go to the website

- i. Click on Create Individual Account
- ii. Create Keystone ID profile and password.
- iii. Any questions they have a technical support hotline open until 11 PM (877-343-0494)
- iv. View and print your results online.

2. The Pennsylvania State Police Background Check

This form can be submitted and paid for online by going to:

<https://epatch.state.pa.us/>

When you go to the website

- i. Click on New Record Check (Volunteers Only)
- ii. Accept the terms and fill out the form online.
- iii. View and print your results online.

3. Federal Bureau of Investigation (FBI) Criminal Background Check Instructions

This is required for PA residents who have lived in PA for LESS than 10 years

The Pennsylvania Department of Human Servicing is utilizing Cogent Systems to process fingerprint based FBI criminal background checks. For more information and to begin the registration process, go to:

<https://www.keepkidssafe.pa.gov/resources/clearances/fbifinger/index.htm>

- i. On the website you can register online, pay online, and then go to a site to be fingerprinted

ii. The website will also give you locations where you can make an appointment and go get fingerprints.

4. Heads Up Concussion Training

MNSA requires every coach and volunteer to perform concussion training on an annual basis. The training takes approximately 15-20 minutes and can be done online at the following address:

<https://www.cdc.gov/headsup/youthsports/training/index.html>

Once the training is complete you can print out your certificate and email it in. There is no cost associated with this training.

SUBMITTAL

Please refer to the directions above for completing your clearances and training. In order to be reimbursed for any paid clearances, you must submit, electronically, proof of obtaining your clearance to MNSA Treasurer and board member whose email you can find on the website, mnsaonline.org.

Referee fees and reimbursement

MNSA will reimburse coaches for all referee fees during the fall season. Referee fees are different for the various age groups and can change each year. The referee fee for each game is shared between the two competing teams. Please note that referees also will not have change with them, so bring the exact amount to each game. For current referee fees as set by EPYSA, refer to the following website:

<https://www.epysa.org/referee-fees/>

<http://www.epsarc.org/library/policies/>

For reimbursement by MNSA, complete the form on the following page.

League/Age Division: _____

Boys Girls
(Circle one)

Team name: _____

Marple Newtown Soccer Assoc, Inc

Travel League Referee Fee Reimbursement Request

1. _____ Print name of referee	____/____/____ Date of game	\$_____ Referee Fee
2. _____ Print name of referee	____/____/____ Date of game	\$_____ Referee Fee
3. _____ Print name of referee	____/____/____ Date of game	\$_____ Referee Fee
4. _____ Print name of referee	____/____/____ Date of game	\$_____ Referee Fee
5. _____ Print name of referee	____/____/____ Date of game	\$_____ Referee Fee

Total reimbursement requested \$_____

*** I certify that I have paid these fees and request reimbursement from MNSA*

Signature of Coach: _____

Print Name & Mailing address of Coach:

Email to TREASURER@mnsaonline.org

MNSA Registration Fees Covers

EPYSA fees and insurance

Fall Season registration fee

One soccer festival tournament

Equipment

Fall Referee Fees (these are paid by the coach and then MNSA reimburses the coach)

Trainer for 10, 1 hour sessions

Parents/Team Costs

Uniforms

Additional tournaments like Columbus Day or post fall season tournaments

Winter Season

Spring Season

Ref fees for spring season

Additional training, if desired

MNSA Game Fields

Drexel Lodge Park – 7v7 fields

Culbertson Elementary School 9v9 field

Marple Newtown High School – 9v9 field

Krassas Field – 11v11 field

Marple Newtown Soccer Association

Contact list

Chip Stracciolini – President

president@mnsaonline.org

Alan Gries – VP

vp@mnsaonline.org

Michele Kerrigan – Girls' Travel Soccer Commissioner

girlstravel@mnsaonline.org

Tom Kreuzberger - Boys' Travel Commissioner

boysttravel@mnsaonline.org

Stella Stefanidis – Treasurer

treasurer@mnsaonline.org

Ron Klos – MNSA Contact for Central League, Travel Field assignor, Micro soccer commissioner

micro@mnsaonline.org

Dan Schultz - Director of Coaching

coaching@mnsaonline.org

John Schlater - Player Development Director

playerdev@mnsaonline.org

Susie Camarote – Registrar

registrar@mnsaonline.org