

Guide for new coaches at TBAA Soccer.

General Information:

Congratulations you have been chosen as the new travel coach at TBAA. Below is a list of information that may help you. It may seem like a lot but it becomes second nature once you do it.

Pick your team by the suggested date. Notify the parents and explain the commitment. Small sided teams U8-U10 / 14 players are the max you can take. Full sided teams U11-U12 / 18 player max and U13-U19 / 22 player max.

1. Have your parents register their child at www.tbaa.net. If they register late, they may incur a late fee applied by the club. If a player is not registered and paid by the first game of the season. That player is not allowed to play per club rules. Late fees will be applied accordingly.
2. You and your Assistant coaches must have an F License to coach the team. Information on the class is at www.njys.com . The F license is required by the state. You pay for the course and TBAA will reimburse you once the course is complete. The cost is approx. \$35 and consists of a Friday night and Saturday day class. You cannot get carded unless you have the F license.
 - a. Photo copy your license and keep it with you
 - b. Photo copy your concussion awareness certificate and keep it with you
3. Our practice fields are located behind Glen Landing/ Loring Fleming Schools. In the off season you can have a practice for your new team after 6pm during the week or anytime on the weekends. We usually use one ½ of the fields so we can let other teams use the fields.

During the season the Fields Commissioner will send out a mass email for field request during the season. (Please have two nights for the requests) Wednesday nights are usually a popular night.

If you want to practice an additional night with your team, you need to request the field a week in advance. You need to email the Field Commissioner requesting the field and the night that you want to practice.

Remember to clean up when you leave any field, do not leave bottles or other trash on the field. If there is an empty bottle there, pick it up. These are our fields and we want to keep them clean.
4. Prior to using a field with a goal, please check the goal to make sure it is secure. If it is not secure, please secure it and notify our field commissioner via email. If you move a goal, move it back to its original place on the field. Remember, we share these fields with the schools. If there are field hockey nets or something else on your field. We need to leave the field as we found it.

5. Once you have your teams picked we will need to order uniforms for each of the players. They will also be able to pick out their own number. Please let the person in charge of the uniforms know you are the coach and they will make arrangements to have sample sizes for your kids to try them on for size.
Every Player will get a TBAA Uniform Shirt, Shorts and Socks. The uniforms that are issued are going to last a few years (Usually 2-3 years). The kids will get new socks every season (fall and spring). By all means if a player needs a new uniform we will get them a new one (Size, its torn) we do not want any kids to wear a uniform that is ripped, torn or doesn't fit right.

If you want to order orange socks for the team, there is a cost incurred for this. Please speak to the uniform manager and he/she will inform you of the cost.

Remember, if you are going to buy your own uniforms, our approved colors are Orange, Black, White or Grey. There are no exceptions to this. If you order uniforms and they are not the approved colors, you will not be allowed to wear them at any time. Again, there are no exceptions to this club rule.

6. Most teams will play in The South Jersey Girls Soccer League or South Jersey Soccer League (Boys). The games are played on Saturday (Girls) and Sunday (Boys) afternoons usually from 11:00am to 3:30pm.
7. My suggestion for new teams is to practice once a week during the season, Pick a day that is most convenient for you, the coach. I would also take advantage of a trainer. TBAA offers training for all teams through the club and pays half the fee. If you choose to use your own trainer they must be approved by the club. The club will also give you half of that training fee up to what the club trainer receive.
8. Make sure every player has Shin Guards, Cleats and their own ball. Each player should also bring a drink to practice and games.
9. Select a team manager to manage the team schedules, tournament registration and any team money. It is recommended that you ask a parent on the team to perform this function.

Snack Bar

Every team is required to work the snack bar during each season. The boys work Saturday and the girls work Sunday usually a 2-3 hour time slot. The scheduled will be emailed to you and posted on the web site.

Once you have the snack bar schedule, it is your responsibility to ensure that your parents assist in managing the snack stand. Assign times to your parents and ask that they work the snack stand at the appointed time. If they are unable to work a specific time, please have them switch with another parent.

Your team will work the snack stand in the spring and fall seasons.

Field Day

This is the day that we line the fields before the tournament and the spring season. You will want to have a few parents assist you during field days. We string out each field to ensure that lines are even and the fields are lined properly.

Field Lining

You will be given a field lining schedule for the fall and the spring season. The fields need to be lined the day before your game or the morning of your game. It is important to line your field when it's your turn because we do not want to restring the fields during the season. You may want to assign some parents to assist you in the lining the fields so you can get the field lined quicker.

You have to line the entire field (white paint) and the spectator area and the players area (orange paint).

Use one can of paint at a time. Make sure it is empty before throwing it away. As the weather gets colder, you will need to really shake up the paint cans to ensure the paint is flowing freely from the can.

Take your time when lining the field. It is not a race to get done. We want the lines to be somewhat straight and be presentable.

TBAA Tournament

TBAA Tournament is held on the last weekend of August every year it is a major fundraiser for our club and it takes a lot of work to make this a success. Each team is required to work 6 hours throughout the weekend. We have over 120 teams participate.

Your parents will be asked to volunteer their time working the tournament. There is field day where we prepare the fields/complex for the tournament. And parents will be asked to volunteer to work during the tournament. Your parents will not miss their child playing a game.

Your team must be able to play that weekend if we are able to find an appropriate bracket for your team's level of play. This means that you should become friendly with the coaches you play against. The more teams you bring to the tournament in your age group, the better the opportunity for you to play. TBAA does not charge its own teams to play in our tournament. -While you are playing other tournaments, you will also want to market our tournament.

TBAA Meetings:

Meetings are held once a month at the TBAA Clubhouse or the Township Municipal building in the winter. The meetings are the 3rd Wednesday of every month. It is a

requirement that you or a representative of your team attend. This is how you will meet the people involved in TBAA and you will learn what is going on within the Club.

NJYS Requirements

Every payer on your team must be carded every year August 1 through July 31. In order to get the kids carded you will need the following information from them.

Laminate your cards and put them on ring. Keep them in a binder with your roster, copy of your F license and concussion awareness certificate.

If you lose your cards, you need to reprint your cards and have the DC stamp the new cards. If you or the opposing coach does not have a player's card, that player cannot play. No card, no play, no exceptions.

Pass Packet

You are given a pass packet at the beginning of the fall season and this will contain your blank passes and game cards. Make sure when printing your passes, you print your cards on plain paper first to make sure everything lines up with your passes. Once it does or is close, you must then print the passes from gotsoccer on your blank pass sheets. Save any blank passes from NJYS as you may need them in the future.

Game cards need to be completed for each game. You can find the game card template here: http://www.sjsl.org/images/SJSL_Blank_Game_Card_Label.xls. This is on the www.sjsl.org website. Enter the information for each player on the game card and the sheet is populated for you. Print them and attach them to your game cards with staples or tape. You must have a game card for each game. If you know a player is not playing in a particular game, cross them off once you have completed the game card for the day.

Submitting Game Results

After each game, you have until the following Monday at 12:30 to submit your game score. You can submit your game score by going to <http://usingyourhead.com/> and logging in and entering the referee's name and the score of your game. Failure to submit a game score on time results in a fine for the club and the club may ask the team to pay for the fine if the fines continue throughout the season. These fines escalate each time you are late or fail to submit one at all.

Players Need

Copy of their Birth Certificate – make a copy and save it to your computer

Small Photo – So it can be glued to the card for identification purposes. Scan this photo and save it to your computer.

NJYS Medical Release Form and the form notarized. This can be downloaded from the NJYS site here: <http://www.njyouthsoccer.com/clubsite/?p=4774>

NJYS Membership form. This can be downloaded from the NJYS site here: <http://www.njyouthsoccer.com/clubsite/?p=4774>

Coaches need

NJYS Coaches Membership form

Small picture

Copy of their F license

Concision Awareness Certificate

The forms can be found at www.tbaa.net

Kid Safe form must be turned in each fall and each coach must fill one out

Team Funds

Each team is responsible for managing its own money. If you are doing any type of fund raising, make sure your parents understand how you are going to use the money. TBAA does not interfere with how a team decides to manage their money. Make sure that ALL of your parents understand how you are using the money and when.

Ad Book

For the tournament, we have an ad book and each player can sell ads to help lower their team fees. Each child that sells an ad receives 60% of the cost of the ad. The other 40% goes to TBAA. This is a great way to reduce the cost of playing tournaments for some players. (Please verify the percentages I listed here.)