

Coaches Handbook



Competitive Travel Program

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Club Philosophy and Coaches Responsibilities

Welcome to Sartell Soccer Association:

The purpose of this organization is to promote and grow the game of soccer in Sartell and the surrounding communities. Our goal is to have a community-centered youth soccer organization that meets the unique needs of the Sartell and surrounding communities. The Sartell Soccer Association is dedicated to the idea that character, leadership, and healthy active lifestyles can be promoted through youth sports and the game of soccer in particular. The Association is committed to providing an organized, efficient, affordable, and meaningful soccer experience for the youth of the Sartell and surrounding communities.

Organization and Membership

Sartell Soccer Association is an “open club.” Teams are made up of players of similar age and gender, informed by the observed skill level of players as necessary. These evaluations of player ability are made through player assessment/tryouts. No preference is given to any player based on their city of residence, neighborhood, school affiliation, race, or ethnicity.

The travel soccer program is competitive in nature. Participation requires a significant commitment from players and families.

The travel program emphasizes player development in a competitive environment. Players entering the travel program are expected to have developed the basic soccer skills and understanding of the game that should be reasonably expected of a player at their particular age. Teams are formed from a variety of assessments and will reflect, to the greatest extent possible, the club's goals of creating competitive teams at the appropriate level of play for each group that will allow for the most growth and a positive playing experience for athletes. SSA will do its best to provide opportunities to all interested players at a level of play that is appropriate to their needs and skills.

Club Philosophy

The club will first and foremost seek to create an atmosphere that allows players to develop as people, teammates, and athletes in positive ways. Sartell Soccer Association (SSA) is dedicated to growing the game of soccer and the development of players on and off the field in Sartell and surrounding communities. SSA offers girls and boys ages U9 to U19 competitive team play. We believe that the game of soccer should be fun, used to teach life skills and life lessons and challenge young athletes to grow and develop personally and athletically.

Coach Responsibilities

Coaches are the most important adults in the Sartell Soccer Association. A good coach will do more in providing a positive and memorable playing experience than any other single aspect of a player's participation in the Sartell Soccer Association. SSA Board and staff are here to assist you in being the very best coach possible. Each coach is expected to:

- Instruct and train players to develop and improve their abilities in the game of soccer.
- Create and maintain a positive team environment.
- Promote and model an attitude of respect, sportsmanship, and teamwork.
- Comply with all MYSA requirements for background check, SafeSport, and Concussion training.
- Use the game of soccer to build good character and teach valuable life lessons.

- Reference and utilize the player development matrix to ensure proper player growth.
- Ensure the player and families know the rules of the game and any relevant MYSA and Sartell Soccer Association guidelines
- Emphasize the fun and excitement of competition in an organized sport.
- Organize a team meeting prior to the start of the league season
 - At that meeting:
 - Introduce yourself, your philosophy of coaching, and your goals and objectives for the season.
 - Distribute or demonstrate how to access the team roster, schedule, and relay any other information given by Sartell Soccer Association
 - Determine/communicate practice schedule, tournament dates, and communication expectations
- Maintain and return any equipment provided by Sartell Soccer Association
- Communicate with the Director of Coaching and/or the Travel Coordinator as appropriate any concerns, player or parent issues, tournament championships, team accomplishments, and other relevant and important information regarding your team.
- Complete end-of-season player evaluations for all players on your roster.

Coaches Evaluations

Each family will be asked to evaluate Sartell Soccer Association as an organization, their experience with Board Members, the Director of Coaching, and their team coach. Surveys will be anonymous. Coaches will receive feedback/evaluation from the Director of Coaching within 4 weeks of the conclusion of the MYSA competitive season in which they are coaching.

[Resources, Mentorship, Communication, and Club Contacts](#)

Coaching Resources

1. [The Coaching Manual](#) - Online and app-based resource with session plans, practice ideas, coaching tips, technical and tactical guides, and an easy-to-use content creator. Each coach is provided a unique login and individual premium license. Coaches may also elect to have their players added to their teams so they can share information, resources, and session plans with players prior to training.
2. [US Soccer Education Center](#) - Grassroots licensing and your coaching education portal for US Soccer licensing pathways.
3. [United Soccer Coaches](#) - The largest coaches association in the United States. Membership gives you access to online coaching resources, discounts on licensing/diploma courses, and liability insurance. Also offers a parallel licensing pathway the correlates to the US Soccer pathway.
4. [MYSA League Website](#) - Information about MYSA league play, important dates, rules, and MYSA policies.
5. [US Soccer Connect](#) - Access to official roster, printable rosters, player pass, schedules, and rescheduling, scoring, and team standings if applicable.
6. [Tournament Center](#) - Access to tournament information and registrations

Mentorship

The Director of Coaching may attend games and practice sessions of each team during the course of the season and provide feedback to coaches as appropriate. If a coach needs help with session planning, tactics, managing players, or any other aspect of coaching the Director of Coaching is available for individual or small-group mentoring to help coaches feel comfortable in their roles.

Club Contacts

| Position | Name | Phone Number | Email |
|-------------------------------------|-----------------|--------------|----------------------------------|
| President | Michelle Pooler | 320-291-6889 | michelle.sartellsoccer@gmail.com |
| Registrar | Nicole Rykhuis | 602-499-0046 | travel.sartellsoccer@gmail.com |
| Director of Coaching | Roy Snyder | 760-954-4364 | ssa.player.development@gmail.com |
| Equipment/Facilities and Operations | Missy Gerber | 320-266-2660 | mandggerber@hotmail.com |
| Vice President | Dan Buchholz | 701-212-2444 | dmbuchholz@hotmail.com |
| Treasurer | Darius Thooft | 320-267-8405 | dorion723@hotmail.com |
| Board Member | Rob Dyer | 320-266-7647 | dyer.robert@outlook.com |
| Board Member | Alisa Snyder | 715-379-8292 | snyderaj9@gmail.com |
| Board Member | Tony Bouri | | anthonybouri@charter.net |

Who to call:

Director of Coaching: The Director of Coaching should be your first call for any soccer-related questions, help with training or tactics, or assistance dealing with **players**. Coaching education opportunities. Player evaluation, team placement, and level of play questions/concerns. Any issue related to the travel/competitive programming that is not designated to a Board officer/another position.

Registrar: Call the travel coordinator for any roster information questions, SportsConnect issues, registration questions, affinity/SportsConnect help, or help with scheduling or rescheduling of both tournaments and league play. Player passes and guest players.

President: Contact the club President if you have an issue with a **parent** that needs to be addressed by the club or a team issue and cannot reach the Director of Coaching or the Travel Coordinator; questions about a board decision, policy, or idea you want to be considered by the board; general questions about Sartell Soccer Association, requests to add items to a Board meeting agenda or to attend a Board meeting/seek to join the Board; to report conduct by a parent, spectator, community member, board member, SSA staff, or official that you believe requires Board investigation.

Director of Operations - Equipment/Facilities: Equipment needs or wants, field conditions, access to the storage shed at Pinecone Park, to reserve any indoor field or meeting spaces.

Vice President: General questions about Sartell Soccer Association and any items that should be directed to the President if the President is not available.

Treasurer: Contact the President, Travel Coordinator, or Director of Coaching for questions about reimbursement or stipend payments. Send any receipts or required documentation directly to the treasurer as directed by the President, Travel Coordinator, or DOC.

Secretary: Highlights or photos to post on the association website, questions about the website, dates and times of upcoming meetings.

[MYSA and US Soccer Quick Link References](#)

Use the quick links below to access information about MYSA and US Soccer rules and procedures.

[MYSA Rules Manual](#)

[7v7 and 9v9 US Soccer Small-Sided Player Development Rules/Adaptation](#)

[US Soccer Coaches Toolkit](#)

[MYSA Rules Website](#)

[MYSA Weather Policy](#)

Practices Spaces and Equipment

Equipment:

All teams shall be issued the following equipment at the beginning of each season:

- Ball bag with 5-6 soccer balls for practice (U13+ will also receive 3 game balls)
- Pack of cones
- 10 practice bibs
- 1 set of “pugg” goals as requested
- First aid kit
- Blood jersey
- U11 and under - Goalkeeper jersey and gloves
- Portable goals may be available upon request

*Coaches are expected to take care of equipment and return all items upon completion of the season.

Practice Space:

In an effort to ensure that all teams have reasonable access to practice space we ask coaches/managers to sign up for practice times using a Google Sheet or other electronically available signup process. Please note that as game schedules are made available they will be input into the field reservations. Games will supersede practices. Links to the signup space will be shared with coaches prior to the start of each season.

[+ 2025 Practice Space Reservation Sheet](#)

Training Expectations

Suggested Training Frequency:

U9 and U10 - 1-2 trainings per week and a 1:1 or 2:1 practice to game ratio

U11 and U12 - 2-3 trainings per week and 2:1 or 3:1 practice to game ratio

U13 and U14 - MYSA D2/D3 - 2-3 trainings per week and 2:1 or 3:1 practice to game ratio

U13 and U14 - Academy or Premier - 3-4 trainings per week and a 3:1 practice to game ratio

U15+ MYSA D1-D3 - 3-4 trainings per week a minimum of 3:1 practice to game ratio

Academy or Premier level and U17+ preferred 4-5 trainings per week and a 4:1 practice to game ratio

Training session suggested length:

U9-U10 - 60-75 minutes

U11-U12 - 75-90 minutes

U13-U14 - 90 minutes

U15+ - 90-120 minutes

Training Sessions:

Training sessions will vary by team needs, age, and timing within a season. If you desire assistance with training sessions or planning please contact the Director of Coaching.

Quality training sessions will typically include the following types of activities:

- Warmup, dynamic stretching, strength and balance exercises
 - [FIFA 11+ ACL Injury Prevention Warmup](#)
- Technical skill instruction and skill practice
- “Rondo’s”
- Small Sided Games (SSG’s)
- Conditioned Play
- Tactical instruction
- Free play/scrimmages

Practices should vary activities and offer both skill practice, tactical instruction, and a chance to play the game. Training plans should emphasize skills appropriate for the age group and skills of players on the team.

Coaches should have a practice plan for each training session. The Coaching Manual has an excellent content creator if you want to make your own diagrams, save practices or session plans, or create diagrams to share with other coaches or players. They also have resources for coaches such as practice sessions, individual drills, season plans, and tactical guides.

Avoid any drills or activities where players are standing in lines for a long time, get limited touches on the ball, will be “off” or are not involved for extended periods. These conditions will decrease player enjoyment, cause behavior/discipline issues, and limit the effectiveness of practice. Coaches can increase player involvement in the following ways:

- Create more grids

- Add neutral players
- Adjust the number of players in an activity

Sample Training Session Formats:

1. [US Soccer Grassroots Model - Play-Practice-Play](#)
2. Traditional Format - Warmup/dynamic stretching - Skill Practice - Small Sided/Rondo/Applied Skill game - Gamelike Play
3. Hybrid - Technical Warmup - Applied Skill Practice - Conditioned Game - Play

Game Day Information - Procedures

Pre-Game:

- Arrive at least 30 minutes prior to the game
- For home games corner flags are located in the tube hanging from the outside of the soccer shed. They are secured with a combination lock. The code will be distributed each year to coaches and managers at the pre-season coaches meeting or prior to the start of league play.
- Notify the Director of Operations if there are any field issues when you arrive.
- Set a starting lineup
- Ensure players are properly warmed up and ready to play by designing a pre-game warmup that prepares players for competition. Typical pregame warmups may include:
 - Dynamic stretching exercises
 - Rondo style games
 - Shooting/finishing and crossing
 - Small-sided activities/possession play
- Select players to serve as captains for the game (younger teams may rotate captain status, older teams may want to select players to serve as captains for the season)

During the game:

- Be present but not overbearing. Players need to be able to play and learn to make tactical decisions within the game. The best time to correct player mistakes is in practice.
- Be positive. In the words of Tony Diccico, “Catch them being good!”
- Take notes. Things to work on at practices, tactical changes, individual and group strengths and weaknesses.
- Allow players to make mistakes and learn from them. Avoid the temptation to sub a player out immediately after a mistake. Let them play through and figure things out.
- Be respectful of opponents.
- Make substitutions as needed
 - U9/U10 and U11/12 blue - all players should play equal time AND players should not specialize in a position. **All players should be trying all positions regularly, and ideally, all players play all field positions during the season. The team should not have a single designated goalkeeper. All players should try playing goalkeeper at least once and any player who would like to play should be allowed opportunities.**
 - U11/12 black and U13/14 blue - all players should play significant portions, 1/3 or more, of each game. Playing time may vary slightly by position and fitness but time should be relatively equal. Players will begin to specialize but should be playing multiple positions.
 - U13/14 black/League 1 and U15+ all levels - all players should play in all games. The focus remains on player development. Playing time may vary by position, fitness, skill, game situation, practice attendance, etc.
- Manage player fatigue, and monitor players for injury.
- Make note of adjustments to make during the halftime and skills/tactics to train at future training sessions.

During Halftime:

- Give players a chance to relax and hydrate
- Get on their level when coaching younger teams; be sure all players are looking at the coach (no distractions behind the coach – including the sun).
- Get away from the parents/sidelines!
- Be sure that information is positive, emotions are under control and voice is at a controlled level.
 - Sandwich approach of information (+ - +)
 - U-6/U-8 – simple information, if anything at all
 - U-10/U-12 – simple to complex (general to specific) with information, address basic principles rather than specific mistakes
 - U13+ - limit discussion to 2-3 points, keep it simple, make necessary adjustments to tactics
- Communicate with staff prior to speaking with players if you have multiple coaches
- Limit the amount of time speaking to your team (think about age of players and how long they can listen to the information)
- Announce substitutions
- Quick warm-up prior to starting the second half

Post Game

- Shake hands with opponents - model good sportsmanship regardless of the outcome.
- Cool down stretch - check in with players regarding any possible injuries
 - Young players may only require brief stretching, older teams should cool down for 10-15 minutes, easy movements, stretching, rollers/lacrosse balls are nice to have on hand
- Give reminders about the next training session
 - Avoid long talks or specifics about the game - save corrections for next practice.
 - Highlight strong moments or significant player efforts
- If playing at home return corner flags to the shed if you're not keeping a set with you

Behavior of Coaches, Parents, and Players During Matches

The game experience should be focused on player experience. Coaches, parents, and spectators must keep games in perspective, not overvalue winning, or act inappropriately during matches. The coach is ultimately responsible for the behavior of their players and team parents/supporters.

Coaches and parents are expected to teach and model good sportsmanship. Unsporting behavior will not be tolerated. Coaches and parents may be immediately expelled from the game and additional disciplinary actions may be imposed after review of the incident by the Board of Directors. Behavior which may result in disciplinary action includes but is not limited to:

- Threatening actions or words towards players, referees or other parents.
- Excessive, abusive language to players, referees or other parents.
- Aggressive physical or vocal contact with another parent.
- Refusal to leave the playing field after an ejection.
- Constant and excessive verbal harassment of the players.
- Instructing players to play in a deliberately dangerous or unsportsmanlike manner.
- Coaches or parents entering the field with the intent to show dissent to a player or referee.

A coach receiving a red card is expelled from the game. The Sartell Soccer Association Board will determine if any additional action is deemed necessary. Continued improper behavior by a coach will result in removal from a coaching position.

Game decisions by referees may not be questioned. Public or private criticism of referees by coaches, players and parents is not permitted.

It is against the rules of the Sartell Soccer Association and MYSA for a coach, parent or player to harass, threaten or intimidate a referee in any way. This includes before, during and after all games, in sight of or in earshot. Failure to comply will result in immediate expulsion with an additional 1 game suspension.

In keeping with Sartell Soccer Association philosophy, running up the score against an opposing team is strongly discouraged. Coaches of a dominating team should take the opportunity to adjust player and team positions to equal out the competition. This will enrich the player's experience and exhibit consideration toward the opponents without compromising the team's desire to win.

Players not in the game and spectators must remain at least three (3) feet back from the touchlines and within the area from the goal line to the goal line. No one is permitted behind the end lines.

Disciplinary action for players concerning missing practices, games etc. is the responsibility of the coach after consultation with the Director of Coaching. The coach must discuss team rules/expectations and disciplinary actions with the parents and players at the teams' first meeting. Difficult situations shall be referred to the Director of Coaching and the Sartell Soccer Association Board of Directors.

Club Pass and Borrowing Players

Players rostered on any given team may be "Club Passed" in order to play in a league match or MYSA-sanctioned tournament with another team provided that the player is eligible by birth year and club status to participate in that team's assigned league/tournament age group.

Example situations:

- A U14 boy may be club passed to play for a U15 boy's team.
- A team of U13's playing in a U13/14 MYSA bracket may club pass a player from a U15/16 team IF that player would be eligible by birth year to play as a U14
- A U16 player by birth year **may not** be club passed to play with a team playing in a U15 bracket

[MYSA Weather Guidelines](#)

Coaches are expected to know and follow MYSA weather guidelines for all practice sessions. Game cancellation decisions are made by officials unless fields are deemed unplayable and closed by field managers or the Operations Director.

In the event of weather cancellation please follow the guidelines for rescheduling.

[Developing and Evaluating Players: Expectations of Coaches](#)

Coaches should work to develop players athletically and in their understanding of the game of soccer throughout the season. Player growth should be the primary emphasis and measure of a successful season. More important than how many games a team wins is how much the players on a team grow and develop as teammates, players, and athletes. The Player Development Matrix gives a quick reference to coaches regarding what skills should be emphasized at each age and stage of development.

Player Development Matrix for Coaches

Coaches are asked to complete an end of season evaluation for each player. Evaluations will not be shared with players or parents.

Coaches are encouraged to provide each player with specific feedback on player strengths and areas of potential growth.

The Director of Coaching will provide each coach with evaluation criteria at least 2 weeks prior to the end of the competitive season. Evaluation Criteria are included in Appendix C.

Club Pass Procedures

In order to club pass a player coaches will be expected to follow these procedures IN ORDER:

1. Send an email request to the coach and manager of the team you will be requesting players from.
2. Indicate in the email the date, time, and location of the match/tournament you are requesting, the number of players being requested, and, if requesting specific player(s), player name(s), and position(s).
 - *There should be no contact with the player regarding being club-passed prior to notification of that player's coach and manager.**
 - *Copy the Director of Coaching on the club pass request email.**
3. WAIT for a response. Understand that there are many reasons why a coach may decline a request to borrow players, including managing playing time and training loads, injuries, and their teams' schedules.
4. AFTER the coach has given permission you may reach out to the player or work with the coach to identify players that may be interested and fit your team's needs.
5. Submit a Club Pass request on Sports Connect after the player confirms their availability/interest.

Considerations pertaining to Club Pass requests:

- Teams should only be requesting to club-pass players because of significant roster issues caused by unanticipated injury, illness, or absence.
- A club pass should not be used to stack a roster in anticipation of a difficult match or tournament.
- Player training and matches with their rostered team take precedence over Club Pass requests. Teams should use the rescheduling period to avoid conflict.

Teams with small rosters may establish a regular Club Pass schedule with another team that has age-group-eligible players. In such circumstances coaches do not need to go through the entire Club Pass process for each game/tournament however, coaches should try to establish a game and practice schedule that is compatible with the team they will be Club Passing from and the Director of Coaching must approve any such agreement. Approval and scheduling should take place prior to the start of the season.

Tryouts, Player Assessment, and Team Formation

Competitive Program Philosophy

Sartell Soccer Association seeks to offer competitive teams in such quantity as to provide players of all ages and skill levels appropriate opportunities to advance their soccer skills and knowledge and grow their love of the game. Sartell Soccer Association will seek to provide players with year-round opportunities to train, play, and develop both within our organization and outside Sartell Soccer as appropriate.

- It will be the primary goal of Sartell Soccer Association to field MYSA Black or League One teams in as many age groups as possible.
- When multiple teams may be formed within an age group (U11 and older) Sartell Soccer Association will seek to create a Black or League One team with the other team participating in the Blue or Black league depending on the overall skill of the players available in the group. In the event that an age group may support more than one team but no team that is capable of competing in the Black league or higher the teams will be divided evenly in skill and age.
- Teams playing at the U9 or U10 level will be split evenly, to the best knowledge of the Director of Coaching, based on observed abilities of players, evaluations from previous coaches, and date of birth of participants. All teams will play at the same level.

Player Evaluation for Team Placement

Player roster placement will be completed by the Director of Coaching in consultation with coaches, assessors, and others with direct knowledge of player ability. The final decision on roster placements rests with the Director of Coaching. The Director of Coaching will utilize the following components in placing players:

- Coach evaluations from previous seasons
- Assessed skill based on player performance at tryout/clinic/jamboree events
- Winter training performance in the event that roster formation is still in progress
- Observed level of play during practice or game sessions observed by the Director of Coaching

Specific Guidelines

- Tryout is not required for players at the U9/U10 level. Players will be placed on rosters in manner that best meets the developmental needs of players. When team rosters are full, remaining players will be placed on a waiting list until such time as enough players exist to form additional teams.
- No player may be placed on a League One, Division 1, or Academy/Premier team roster without an assessment. Players not attending tryouts may be assessed through coach evaluation. The Director of Coaching may require players who miss tryouts for League One to participate in an alternative evaluation. Cost for conducting alternative assessments will be the responsibility of the player. Alternative assessments may not always be available in all circumstances
- Players seeking placement on a D2+ League roster in an age group in which more than one team exists must be evaluated. D2+ league tryouts may take place during the summer League One/Black tryout or the fall Black/Blue Skills Clinic. In extraordinary circumstances, at the discretion of the Director of Coaching, a player may also be evaluated during the first two weeks of winter training. Any player who is not assessed and whose placement cannot be clearly ascertained from coaching evaluations from the prior seasons will be placed on the lowest level team in the age group.

- Roster placement on competitive teams (League 1/Black) are not guaranteed. Players who do not attend team or age group trainings regularly (except as a result of injury) may, at the discretion of the Director of Coaching in consultation with team coaches, move that player to another level of play for the remainder of the season/next competitive season.

Winter Training

Age group or team based winter training sessions will be held at indoor facilities as available.

Times, training space, and schedule are arranged by the Director of Coaching and Sartell Soccer Association Board.

Training is organized and run by the Director of Coaching, team coaches, or other qualified trainers as available.

Coaches are welcome and encouraged to attend. Coaches wishing to train their age group/team are also welcome to do so. Coaches may plan their own sessions or use sessions created by the Director of Coaching at their discretion.

Coaches are welcome to arrange team practices at any time during the winter. Contact the Director of Coaching for assistance in scheduling indoor training spaces. Additional costs will be incurred at the team's expense.

Winter training is provided for all players in order to foster skill development and give opportunities for off-season play. Winter training is optional for players, however, players participating in an age group with more than one level of play (ie, League One and Black) and placed on the higher level team may be moved to the lower level roster if they regularly miss team/age-group training.

Expectations of Players and Families

Coaches are expected to perform a wide variety of tasks during a season and are a focal point of the youth soccer experience. However, it is important for coaches to have clear and well-communicated expectations of players and families as well.

Player Expectations:

- Be a good teammate, treat others well, encourage and celebrate the success of other players individually and the team as a whole
- Work hard in practice and games
- Be coachable (give effort to applying the feedback you receive from coaches)
- Be present. Attend games and practices and while there be focused on getting better and giving your best effort.
- Communicate with coaches and teammates.
- Be prepared to play and properly equipped.
- Be on time.

Family Expectations:

- Be supportive of their player, the team as a whole, and coaches by being positive on the sidelines at all times even when games are not going how they would like
- Communicate player availability and absences as far in advance as possible
- Discuss any concerns about playing time, positions, or team dynamics with the coach directly.

Expectations of Team Managers

Team Manager Roles

- The team manager is the primary contact person for the team and is responsible for maintaining team records and for communication and organization of the team. Responsibilities of the team manager include:
 - Attend the manager's meeting with Travel Coordinator/Registrar
 - Call/email team members and parents after the team roster has been completed
 - Inform parents of the first practice time and any team meetings
 - Keep the practice and game schedule accurate and up-to-date in SportsEngine
 - Discuss parent and player responsibilities
 - Ask for volunteers or appoint an organized team representative to assist in any team needs

Resources for the Team Manager may be found in the Team Manager "Binder" linked on the Sartell Soccer Association website. Contact the Travel Coordinator for more information.

Coaching Placements

Coaching Placement:

Prospective coaches will be placed with teams based on the following criteria:

- Coaches with players in the program will be placed with their child's team
- All other coaches will be placed at the discretion of the Director of Coaching based on:
 - The coaching needs of the club
 - Age group and gender best suited to the individual coach
 - Experience of the coach and level of teams available
 - Developmental needs of teams
 - Best fit of the coach and the players on a team
 - Expressed interest of the coach in level, gender, and age of team they prefer to coach

Sartell Soccer Association values parent coaches and will work to provide the tools and training necessary to develop teams and players to their full potential.

Sartell Soccer Association is committed to identifying, recruiting, and training talented staff coaches. It is our goal to build a quality coaching staff that can provide consistently high-caliber training to players at all age groups and levels of play. It is important that coaches be willing and able to take on teams of a variety of ages and abilities. Sartell Soccer Association will work hard to provide each team with the best coach available.

Tournaments

Sartell Soccer Association supports its teams that wish to participate in tournament play in the following ways.

Tournament Center - Access to tournaments registrations

Spring/Summer Travel Season

All teams will be registered to participate in one common tournament selected by the Sartell Soccer Association Board of Directors. This provides our families and players a common experience, a guaranteed common date/location for our multiplayer families, and an opportunity to grow club-wide camaraderie and watch other teams from across the club. The common tournament for each year will be announced to coaches and families at the annual coach/manager meeting. The Board will not select tournaments that conflict with national holidays or the state tournament and will select a tournament that is accessible for all our families.

Each team will also be allowed to choose one additional tournament with registration fees covered by Sartell Soccer Association not to exceed \$1000 (U13+) or \$800. If the tournament selected has a “per player” fee in addition to the registration fee then that may not be covered by Sartell Soccer Association. Contact the travel coordinator for registration and fee details (the most common example is the USA Cup Player Fee).

All teams participating in First Division or Premier Divisions will be allotted an additional tournament. These teams are encouraged to participate in a college showcase or regional tournament.

All teams eligible to participate in the MYSA state tournament or MYSA end-of-season jamboree, as applicable, may do so. Teams are responsible for contacting the Travel Coordinator to request registration. Registration fees will be paid by Sartell Soccer Association.

Fall Travel Season

Teams may choose to participate in tournaments with registration fees to be paid by the team.

If MYSA hosts a fall state tournament or fall jamboree teams that wish to participate must request registration by contacting the Travel Coordinator. Registration fees for these events will be paid by Sartell Soccer Association.

Compensation

Coaches will be paid a stipend for their service based on the following compensation schedule. Payments will be made at the conclusion of each competitive season. In order to receive stipends coaches must satisfactorily complete the duties described in the handbook, finish the season in good standing, complete player evaluations, and turn in all equipment to the operations director.

Coaching Compensation Matrix for Fall 2025

Base Compensation - Head Coach

| Competitive seasons coached | Parent Coach and No license | Non-parent coach and no license | Grassroots and Level of Play | USS 'D' OR USC National | USS 'C' OR USC Advanced National or Higher |
|-----------------------------|-----------------------------|---------------------------------|------------------------------|-------------------------|--------------------------------------------|
| 0-4 | Registration Fee | \$250 | \$500 | \$550 | \$600 |
| 5-8 | Registration Fee +\$60 | \$275 | \$550 | \$600 | \$750 |
| 9+ | Registration Fee +\$90 | \$300 | \$600 | \$650 | \$900 |

Base Compensation - Assistant Coach/manager

| Competitive seasons coached/ manager | Parent Coach and No license ----- Manager | Non-parent coach and no license | Grassroots and Level of Play | USS D OR USC National | USS C OR USC Advanced National or Higher |
|-----------------------------------------|-------------------------------------------------|---------------------------------|------------------------------|-----------------------|------------------------------------------|
| 0-4 | 1/2 Reg Fee | \$60 | \$120 | \$180 | \$240 |
| 5-8 | 1/2 Reg Fee | \$90 | \$180 | \$240 | \$300 |
| 9+ | Registration Fee | \$120 | \$240 | \$300 | \$360 |

Coaching compensation matrix for Spring 2025:

Spring Season

U9/10 Base

| Competitive seasons coached | Parent Coach and No license | Non-parent coach and no license | Grassroots and Level of Play | USS 'D' OR USC National | USS 'C' OR USC Advanced National or Higher |
|-----------------------------|-----------------------------|---------------------------------|------------------------------|-------------------------|--------------------------------------------|
| 0-4 | Registration Fee | \$350 | \$600 | \$800 | \$1000 |
| 5-8 | Registration Fee +\$100 | \$400 | \$700 | \$900 | \$1200 |
| 9+ | Registration Fee +\$150 | \$450 | \$800 | \$1000 | \$1500 |

No level of play differentiation

U11/12 Base

| Competitive seasons coached | Parent Coach and No license | Non-parent coach and no license | Grassroots and Level of Play | USS 'D' OR USC National | USS 'C' OR USC Advanced National or Higher |
|-----------------------------|-----------------------------|---------------------------------|------------------------------|-------------------------|--------------------------------------------|
| 0-4 | Registration Fee | \$400 | \$700 | \$900 | \$1200 |
| 5-8 | Registration Fee +\$100 | \$425 | \$800 | \$1000 | \$1400 |
| 9+ | Registration Fee +\$150 | \$450 | \$900 | \$1200 | \$1600 |

Level of Player Bonus - Licensed Coaches Only:

Division 2/3 - 0

MN Academy - 25%

U13+ Base Compensation - Head Coach

| Competitive seasons coached | Parent Coach and No license | Non-parent coach and no license | Grassroots and Level of Play | USS 'D' OR USC National | USS 'C' OR USC Advanced National or Higher |
|-----------------------------|-----------------------------|---------------------------------|------------------------------|-------------------------|--------------------------------------------|
| 0-4 | Registration Fee | \$450 | \$800 | \$1000 | \$1400 |
| 5-8 | Registration Fee +\$100 | \$500 | \$850 | \$1200 | \$1600 |
| 9+ | Registration Fee +\$150 | \$500 | \$900 | \$1400 | \$1800 |

Level of Player Bonus - Licensed Coaches Only:

Division 2/3 - Base rate

Division 1 or MN Academy +50%

Premier 1/ECNL/Regional/TCSL - 100%

Base Compensation - Assistant Coach/Team Manager

| Competitive seasons coached/ managed | Parent Coach and No license ----- Manager | Non-parent coach and no license | Grassroots and Level of Play | USS D OR USC National | USS C OR USC Advanced National or Higher |
|--------------------------------------|-------------------------------------------------|---------------------------------|------------------------------|-----------------------|------------------------------------------|
| 0-4 | 1/2 Reg Fee | \$100 | \$200 | \$300 | \$400 |
| 5-8 | 1/2 Reg Fee | \$150 | \$300 | \$400 | \$500 |
| 9+ | Registration Fee | \$200 | \$400 | \$500 | \$600 |

**** Notice ****

Changes/additions and deletions to this manual may be made without prior notice to the Membership. Changes will be posted on the Sartell Soccer Association Website (www.sartellsoccer.org)

[Appendix A: Coaching Evaluation Form](#)

The Director of Coaching will review parent feedback on all coaches at the conclusion of each competitive season.

Coaching Evaluation

Name of coach being evaluated:

Role of Coach: Head Coach | Co-Head Coach | Assistant

Please rate your level of agreement with the following statements about your child's coach: (1 being STRONGLY DISAGREE and 5 BEING STRONGLY AGREE)

The coach was organized and prepared for practices.

1 2 3 4 5

The practice sessions started and ended on time, had the appropriate amount of intensity, and had an element of fun.

1 2 3 4 5

The coach had open lines of communication.

1 2 3 4 5

The coach was unbiased and treated everyone on the team fairly.

1 2 3 4 5

The amount of discipline the coach used was appropriate for the situation.

1 2 3 4 5

The coach was well-prepared for each match.

1 2 3 4 5

The coach fostered and demonstrated a spirit of sportsmanship, ethics, and integrity toward opponents, officials, and parents at all times.

1 2 3 4 5

The coach demonstrated a thorough knowledge of soccer techniques and tactics and was able to teach these skills to the players.

1 2 3 4 5

The coach balanced the desire to win, with the ability to keep sports in perspective; using the game of soccer to teach positive character traits and life lessons to young athletes.

1 2 3 4 5

My child's enjoyment of soccer has been enhanced by this coach.

1 2 3 4 5

Please include any comments to qualify further your evaluation of this coach

[Appendix B: End of Season Family Survey](#)

This short survey is designed to evaluate your experience with the Sartell Soccer Association competitive travel program. We are committed to offering exceptional soccer experiences. Your feedback is vital to our success. Thank you for your participation this season, we look forward to seeing you at the field again soon!

1. Please rate your satisfaction with Sartell Soccer Association as an organization in each area: (1 being not at all satisfied, 3 being neutral or having no opinion, and 5 being highly satisfied)

| | | | | | |
|-------------------------------------------------|---|---|---|---|---|
| Approachability of Board Members | 1 | 2 | 3 | 4 | 5 |
| Communication from the Club | 1 | 2 | 3 | 4 | 5 |
| Customer Service & Responsiveness | 1 | 2 | 3 | 4 | 5 |
| Knowledge of procedure/policy and rules | 1 | 2 | 3 | 4 | 5 |
| Professionalism of Board Members and Club Staff | 1 | 2 | 3 | 4 | 5 |

2. Please rate your satisfaction with the Sartell Soccer Experience on the following (1 being the lowest/least satisfied, 3 being neutral, and 5 being the highest/most satisfied):

| | | | | | |
|-----------------------------------------------|---|---|---|---|---|
| Met Expectations (positive player experience) | 1 | 2 | 3 | 4 | 5 |
| Provided Opportunities for Growth | 1 | 2 | 3 | 4 | 5 |
| Ease of registration | 1 | 2 | 3 | 4 | 5 |
| Winter training experience | 1 | 2 | 3 | 4 | 5 |
| Playing facilities | 1 | 2 | 3 | 4 | 5 |
| Practice time | 1 | 2 | 3 | 4 | 5 |
| SSA Website | 1 | 2 | 3 | 4 | 5 |
| Sports Engine | 1 | 2 | 3 | 4 | 5 |
| Program fees | 1 | 2 | 3 | 4 | 5 |
| Overall satisfaction | 1 | 2 | 3 | 4 | 5 |

5. How likely is it that your child would participate in this travel soccer for the fall 2023 Season (U13 and under ONLY)?

Will Play Fall Very likely Likely Not likely Will NOT play Fall

6. How likely is it that your child would participate in this travel soccer for the Spring 2024 Season?

Very likely Likely Not likely Will NOT play in Spring 2024

7. Please list any highlights you may have experienced during the season:

8. Please list any changes or additions you would recommend for future Sartell Soccer Association seasons

Parents, To help us evaluate and improve the program please take a moment to complete this evaluation form regarding your and your child's experience with their coaches this season. You may complete a separate evaluation for each coach if your child's team had more than one coach.

[Appendix C: End-of-Season Player Evaluation Criteria](#)

All coaches will complete evaluation forms for each player on their team at the end of each season. A sample of the type of evaluation form used by Sartell Soccer Association can be found below. This form will be available electronically for coaches and may be revised and presented in alternate formats for ease of use by coaches. **Evaluations submitted to the club will be kept confidential.** Coaches are encouraged to provide each player with feedback that will be useful in their future development.

U9-U12 Player Evaluation Criteria

THIS PLAYER EVALUATION FORM IS DESIGNED WITH CARE TO ENSURE YOUNG PLAYERS RECEIVE USEFUL FEEDBACK AND UNDERSTAND OPPORTUNITIES FOR IMPROVEMENT IN THEIR SOCCER SKILLS.

PLAYERS ARE EVALUATED IN FOUR MAIN CATEGORIES:

1. TECHNICAL

Evaluates the individual's technique and ball mastery.

2. TACTICAL

Evaluates the player's understanding of the principles of the game both individually and within the team.

3. PHYSICAL

Evaluates the player's physical abilities that impact his or her soccer performance.

4. PSYCHOLOGICAL (SOCIAL/EMOTIONAL)

Evaluates the player's mental and emotional capacities as it pertains to successful growth and performance.

- **Players will be given an overall score of 0-50**
 - **0-9 - score range for players best suited for recreational soccer**
 - **10-19 - score range for players best suited for MYSA Division 3 (blue)**
 - **11-29 - score range for players best suited for MYSA Division 2 (black)**
 - **30-39 - score range for players best suited for MYSA Division 1**
 - **40-50 - score range for players best suited for Premier Level play**
- **This score will serve as the overall player evaluation score AND their recommended level of play for the next competitive season. The range allows coaches to show differences between players even within the same level of play recommendation. For example a player you believe is just barely in the Division 2 level ability group may be given a score of 21 while a player that is nearly a Division 1 capable player but needs to make a few more improvements may be scored as a 29. Both scores indicate a recommendation of Division 2 level of play but with a distinction between the players.**

COACH INSTRUCTIONS

Evaluate the player on each skill in a category using the following 1 to 3 scale relative to his or her teammates:

1. BELOW TEAM STANDARD

2. AT TEAM STANDARD

3. ABOVE TEAM STANDARD

TECHNICAL

- **DRIBBLING (ABILITY TO RUN WITH THE BALL)**
- **PASSING (ABILITY TO KICK THE BALL TO A TEAMMATE)**
- **BALL CONTROL (ABILITY TO KEEP POSSESSION OF THE BALL)**
- **SHOOTING (ABILITY TO KICK THE BALL ON A GOAL ATTEMPT)**
- **RECEIVING FIRST TOUCH (ABILITY TO MAINTAIN CONTROL OF BALL AT INITIAL CONTACT)**

TACTICAL

- **ATTACKING (ABILITY TO KEEP POSSESSION OF BALL MOVING DOWN FIELD TO CREATE SCORING CHANCES)**
- **DEFENDING (ABILITY TO PREVENT OTHER TEAM FROM SCORING)**

PHYSICAL

- **SPEED (ABILITY TO MOVE QUICKLY IN ALL ASPECTS OF GAME)**
- **STRENGTH (DEGREE OF POWER IN BODY MOVEMENTS)**
- **AGILITY (ABILITY TO MAKE SUDDEN MOVEMENTS)**

PSYCHOLOGICAL (SOCIAL/EMOTIONAL)

- **CONCENTRATION (ABILITY TO REMAIN FOCUSED AND AVOID DISTRACTIONS EVEN AFTER MAKING A MISTAKE)**
- **DECISION MAKING (ABILITY TO MAKE THE BEST DECISION QUICKLY DURING GAME ACTION)**
- **ATTITUDE (POSITIVE APPROACH TO PRACTICES AND GAMES; COACHABLE)**
- **TEAMWORK (PLAYS WELL WITH TEAMMATES)**
- **LEADERSHIP (SETS A GOOD EXAMPLE FOR OTHERS)**

ADDITIONAL COMMENTS

U13+ Player Evaluation Criteria

THIS PLAYER EVALUATION Criteria IS DESIGNED TO PROVIDE FEEDBACK ON A PLAYER'S PERFORMANCE AND TO IDENTIFY OPPORTUNITIES FOR GROWTH THAT WILL HELP FURTHER THEIR SOCCER PROGRESSION.

PLAYERS ARE EVALUATED IN FOUR MAIN CATEGORIES:

1. TECHNICAL

Evaluates the individual's technique and ball mastery.

2. TACTICAL

Evaluates the player's understanding of the principles of the game both individually and within the team.

3. PHYSICAL

Evaluates the player's physical abilities that impact his or her soccer performance.

4. PSYCHOLOGICAL (SOCIAL/EMOTIONAL)

Evaluates the player's mental and emotional capacities as it pertains to successful growth and performance.

COACH INSTRUCTIONS

Evaluate the player on each skill in a category relative to his or her peers using the following 1 to 5 scale. Please provide as much detail as possible in the open-ended feedback portion of each section.

1. DOES NOT MEET EXPECTATIONS

2. BELOW EXPECTATIONS

3. MEETS EXPECTATIONS

4. ABOVE EXPECTATIONS

5. EXCEPTIONAL

Team Based Assessment

Overall Team Rank (the top player on a team would be ranked 1):

Primary Position: CENTER BACK | OUTSIDE BACK | CENTRAL MF | WING/FLANK MF | STRIKER | GK

Position Rank (ie, if the team has 5 defenders and the player is the 2nd best defender; their rank would be 2/5):

TECHNICAL

- **DRIBBLING (ABILITY TO RUN WITH THE BALL WHILE PASSING DEFENDERS)**
- **BALL CONTROL (ABILITY TO KEEP POSSESSION OF THE BALL)**
- **SHOOTING (ABILITY TO KICK THE BALL ON A GOAL ATTEMPT)**
- **COMBINATION PLAY (ABILITY TO COMBINE AND QUICKLY PLAY SHORT PASSES)**
- **PASSING (ACCURACY AND PACE OF THE BALL WHEN PASSING THE BALL)**
- **HEADING (ABILITY TO USE THE HEAD TO DIRECT THE BALL)**
- **RECEIVING FIRST TOUCH (ABILITY TO MAINTAIN CONTROL OF BALL AT INITIAL CONTACT)**
- **BALL STRIKING (ABILITY TO ACCURATELY KICK THE BALL USING THE TOP OF THE FOOT/LACES)**
- **TIGHT SPACE CONTROL (ABILITY TO DRIBBLE UNDER PRESSURE)**
- **TACKLING (ABILITY TO ENGAGE OPPONENT AND TAKE THE BALL AWAY)**
- **SHIELDING (ABILITY TO USE THE BODY TO MAINTAIN POSSESSION OF THE**

BALL)

TACTICAL

- **MOVEMENT OFF THE BALL (GAME CONTRIBUTION WHEN NOT IN POSSESSION OF BALL)**
- **MARKING (PREVENTING THE OPPOSING TEAM FROM TAKING CONTROL OF BALL)**
- **ATTACKING (MAINTAINING POSSESSION OF BALL MOVING DOWN FIELD TO CREATE SCORING CHANCES)**
- **TRANSITIONING (ABILITY TO SWITCH FROM OFFENSE TO DEFENSE AND BACK AGAIN)**
- **POSITIONING (ANTICIPATING WHERE TO BE ON THE PITCH BASED ON POSITION PLAYED)**
- **SWITCHING POINT OF ATTACK (SWITCHING QUICKLY TO OPPOSITE SIDE WHEN ONE SIDE IS BLOCKED DOWN THE PITCH)**
- **TURNING (CONTROLLING THE BALL WHILE TURNING DIRECTION)**
- **CROSSING (PICKING OUT A PLAYER IN THE GOAL BOX FOR A SCORING CHANCE)**
- **DECISION MAKING (ABILITY TO MAKE THE BEST DECISION QUICKLY DURING GAME ACTION)**
- **GAME MANAGEMENT (ABILITY TO CHANGE TACTICS DURING GAME)**

PHYSICAL

- **SPEED (ABILITY TO MOVE QUICKLY IN ALL ASPECTS OF GAME)**
- **AGILITY (ABILITY TO MAKE SUDDEN MOVEMENTS)**
- **ENDURANCE (STAMINA)**
- **FLAIR (ABILITY TO MAKE MORE STYLIZED MOVEMENTS)**

PSYCHOLOGICAL (SOCIAL/EMOTIONAL)

- **CONCENTRATION (ABILITY TO REMAIN FOCUSED AND AVOID DISTRACTIONS EVEN AFTER MAKING A MISTAKE)**
- **ATTITUDE & COACHABILITY (POSITIVE APPROACH TO FEEDBACK AND LEARNING)**
- **TEAMWORK (PLAYS WELL WITH AND ENCOURAGES TEAMMATES)**
- **LEADERSHIP (SETS A POSITIVE EXAMPLE FOR OTHERS)**
- **COMPOSURE (ABILITY TO MATURELY HANDLE ADVERSITY AS WELL AS SUCCESS)**
- **COMMITMENT (WORKS TOWARD SET GOALS)**

[Appendix D: Sample Practice Plan](#)

[Play-Practice-Play Sample - US Soccer](#)

[☰ U10+ Session Plan - Play - Practice - Play Format - 60-75 minutes](#)

[☰ Pressing - Session Plan Example U13+ 90+ minutes](#)