



Coaches' Handbook

Thank you for volunteering to be a Coach! As a Coach, you play a vital role for Mukilteo Youth Soccer Club/Mukilteo FC and your team. A good coach will strongly enhance the soccer experience for both players and parents as the person with whom everyone communicates. The job requires time and organization, but primarily requires a positive attitude and a desire to help give our kids a good experience in competitive soccer. You will play a vital role in helping the club carry out our mission.

Mukilteo Youth Soccer Club / Mukilteo FC

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Important Contacts

Director of Coaching	Eric Christensen	doc@mysc.org
VP of Development	Eric Christensen	development@mysc.org
Field Scheduler	Doug Nowak	fields@mysc.org
Equipment Coordinator	Adrian Mays	equipment@mysc.org
Club President	Steven Bullock	president@mysc.org
Club Treasurer	Melissa Peterson	melissa@mysc.org

Coaches' Education and Clinics

Coaching Education is incredibly important to our Club. We want to ensure that our volunteer coaches have the tools necessary to succeed on the field. We will schedule coaches' clinics for all volunteer coaches to attend.

Compliance

Concussion Online Course

As you may or may not know concussion is a real concern in youth sports. Therefore we require all coaches to complete the concussion awareness course outlined in GotSport Requirements.

Sudden Cardiac Arrest Online Course

All coaches are required to complete the sudden cardiac arrest course outlined in GotSport Requirements.

SafeSport Online Course

All coaches are required to complete the SafeSport course outlined in GotSport Requirements.

Background Check

All coaches are required to complete the background check outlined in GotSport Requirements.

Role Responsibilities

As the team head coach you are responsible for assigning a team manager. The team manager duties are posted on our website.

- Read and be familiar with the Mukilteo FC Program, and encourage these ideals through positive reinforcement with players.
- Attend in-house coaching education sessions and look to further their formal coaching education through US Soccer (reimbursed by the club upon successful completion).
- Manage sideline behavior in accordance with all governing bodies and MYSC Code of Conduct standards.
- Coach the players in a fair, sportsmanlike, and conscientious manner.
- Respect the referees and their authority.
- Notify MYSC, in writing, of the names of all Assistant Coaches, Team Contacts, Trainers, or anyone who will spend consistent time with the players relative to MYSC soccer activities. They must complete all required paperwork.
- Head Coaches will attend all coaches' meetings or ensure that a team representative attends.
- Maintain a current MYSC team roster to include all coaches, team contact, and players. Keep this team roster with the team at all times. MYSC officials are authorized to request roster verification at any time.

Engaging Others in Volunteering: Suggestions for Delegation

We strongly encourage team managers to engage other parents in helping run their teams by delegating administrative responsibilities. As a manager, it's up to you which responsibilities you wish to delegate. The following are commonly delegated tasks:

- **Social Media Liaison/Photographer** - Submit team content for Mukilteo FC media outlets
- **Social Coordinator** - Coordinates team social events and get-togethers
- **Team App Coordinator** - Keeps Team App up to date
- **Team Canopy** - Brings team canopy to all games
- **Team Bench** - Brings team bench to all games
- **Muk Cup/Turkey Shoot Tournament Liaison** - coordinate field marshals as directed by club
- **Hotel Coordinator** - Coordinates hotel room blocks, transportation, etc. for out of town tournaments
- **First Aid Kit** - Brings first aid kit to all games

Player Cards/Administrator Cards

All players are required to have a league sanctioned player card unless otherwise communicated by the league. Player cards should be kept on a ring with the team binder and must be brought to every game.

- The head coach, assistant coaches, and team manager are required to have a card on the ring.
- Cards must be laminated and include a recent photo
- Player Cards for the new season are typically available after August 1
- Last year's player card will suffice until that time

** Always remember to get your player cards from the ref after each game. Your team will NOT be able to play without them.

League Play

All Mukilteo FC teams play in one of the following leagues for the regular season:

- WPL DEV League
- WPL Copa League
- WPL Classic League
- WPL Super League
- WPL 15U Trapped League
- WPL HS Boys Winter League
- WPL HS Girls Winter League

The Club covers all registration fees and ref fees associated with these leagues.

Game Day Procedures:

Game Day procedures, requirements and paperwork vary by league.

Each respective league will communicate game day procedures as we approach the start of the season.

General Game Day Checklist will include:

1. Laminated player cards, administrator cards and coaching cards
2. Team Binder including signed medical release forms and code of conduct for each player
3. Printed roster/game cards

Game Rules

WPL League Rules will be followed. They can be found on the [WPL website](#).

Practice Fields

Every attempt will be made to accommodate a coach's schedule and field preferences.

Practices will be a minimum of twice per week for a minimum of 1 hour. Each coach will have the opportunity of signing up for a desired day/time/location based on the field availability.

Coaches MUST practice on their assigned day, time and location unless otherwise cleared with the field scheduler.

Equipment

Mukilteo FC teams have the option to pick-up a team canopy, team bench, team balls, an equipment bag with cones, clipboard, whistle, first aid kit and scrimmage vests.

Uniforms

The club changes uniform kits every year. All players are required to have a full uniform kit and are responsible for ordering it during the open window.

The current full uniform kit includes: Navy Jersey, Navy Shorts, Navy Socks, Lime Jersey, Lime Socks, Blue Training Jersey

Required additional items: Warm up Pants, Warm up Jacket, Backpack

What to wear when:

Training: Blue Training Jersey

Home Games: Lime Jersey, Navy Shorts, Lime Socks (pack Navy jersey if change is required)

Away Games: Navy Jersey, Navy Shorts, Navy Socks (pack Lime jersey if change is required)

Goalkeepers are required to have an official Mukilteo FC keeper jersey, but are not required to order field player jerseys if they do not play on the field. If you are unsure if your keeper needs to order a full kit, please ask your coach.

Uniforms for Late Roster Additions

If you add a new player to your roster later in the season contact mysc@mysc.org for uniform order instructions.

Extra Gear Orders:

Extra training gear, backpacks, warm-ups etc. can be ordered year round by contacting mysc@mysc.org.

Registering for Tournaments

The Club will work with your coach to determine which tournaments are the best fit for your team. Each team is allotted three (3) tournaments paid by the Club (This includes WPL's WA Cup Tournament). After the tournament schedule has been finalized and communicated by the coach, the manager should take the following steps:

1. Check the tournament website immediately for the registration deadline
2. Ask your coach which bracket/level the team should be entered in (i.e. bronze, silver, gold)
3. When registering tournaments, enter your team name using the following format:

Mukilteo FC, B or G for Team Gender, Birth Year, Team Name-Coach

a. Example: Mukilteo FC G14 Fierce Panthers - Nowak

4. Check for details regarding roster/player card requirements, check-in procedures, rules

5. If the tournament is out of town, confirm if it is a “stay and play” requiring you to book hotels through the tournament hotel coordinator.

Tournament Check-In:

Most tournaments require you to check in at the field one hour before your first game. Read each tournament’s rules to confirm when and where to check in, and what kind of documentation they require.

Guesting with other teams:

Guest play must always be approved by your coach. Before releasing player cards to families on your team, first confirm that the coach has approved for the player to be loaned out.

Club Fundraiser

As a 501c3 the club relies heavily on a couple of fundraisers and volunteer support to keep our program running and keep registration fees down, and to boost our financial aid fund to ensure that finances are not a barrier to participation in the program. We ask our members to support this fundraising event:

1. Muk Cup/Turkey Shoot Tournaments: All teams participating in these tournaments are required to complete one (4) four hour field marshal shift.

Team Fundraisers

Teams are encouraged to plan and participate in team fundraising events throughout the year to help offset additional tournament fees not already covered by the Club. Teams are welcome to coordinate their own creative ideas such as garage sales, car washes, etc. as long as the following guidelines are met:

Promotion:

- Team specific fundraisers are not club sponsored events, therefore the club cannot send emails or any other correspondence about the fundraiser to members on the team’s behalf
- If requested, a one time announcement of the team fundraiser can be posted on the club social media channels
- **THE CLUB CANNOT LEGALLY PROVIDE RECEIPTS FOR TAX WRITE OFFS TO BUSINESSES AND INDIVIDUALS WHO DONATE TO TEAM FUNDRAISERS.**

Branding:

- Use of the Mukilteo FC logo/branding on promotional materials such as flyers and emails must be approved by the Board of Directors (board@mysc.org)
- All promotional materials must make it clear that the fundraiser benefits an individual team, not the Club

- The Mukilteo FC logo/branding cannot be used on any merchandise or items which are to be sold, auctioned, raffled off, etc. as part of the team fundraiser

General Guidelines for Dividing Funds Raised

Some fundraisers are done on an individual basis in which case funds raised go directly towards the individual who raised them.

For TEAM fundraisers such as Garage Sales, Dine Out Nights, Car Washes, etc. funds are generally split evenly among all families who PARTICIPATED in the fundraiser unless otherwise agreed on by the team.

Mukilteo FC Social Media

Please designate a social media liaison to serve as the point person to promote your team on our social media platforms - Instagram, Facebook, and Twitter (X).

The quickest and easiest way to get media promoted is to post it on your Instagram “story” and tag “mukilteoyouthsoccerclub”, #MUKFCsoccer. We will then share your media on the official Mukilteo Youth Soccer Club story feed.

If teams choose to create their own pages for teams please notify media with Instagram Handle.

Images/Videos of team bonding events, pre/postgame team pics, “buddy”/teammate poses, goal/game highlights, skills, and tricks should be posted to Instagram. Please ensure that these are appropriate photographs.

Images/Videos of more notable moments such as community engagement, tournament championships, etc. should be sent to media@mysc.org - with a blurb or description.

Please select a "Player of the Match", with the player's name and number, if possible send a photograph of this player to be posted.

Please send tournament accomplishments within 24 hours of completion of the tournament. Championships are preferred, but “Finalists” can receive promotion if it’s a notable achievement for a particular team.

Larger files can be uploaded to our Google Drive. Please contact Steven at steven@mysc.org for access.

Notes for Instagram posts/shares:

Player name and Year (example: ‘Jessica G12 #, position) is most beneficial in terms of individual player promotion.

Team Name and Year (example: 'G14 Fierce Panthers') are most beneficial in terms of team promotion.

Any questions, please contact Mukilteo FC's social media coordinator at media@mysc.org.