



PSA

# New Coach Packet

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## Welcome to Coaching at PSA

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Thank you for volunteering to coach at PSA! Our volunteer coaches are the lifeblood of our organization and we couldn't do it without you. Below you'll find everything you need to get started as a coach.

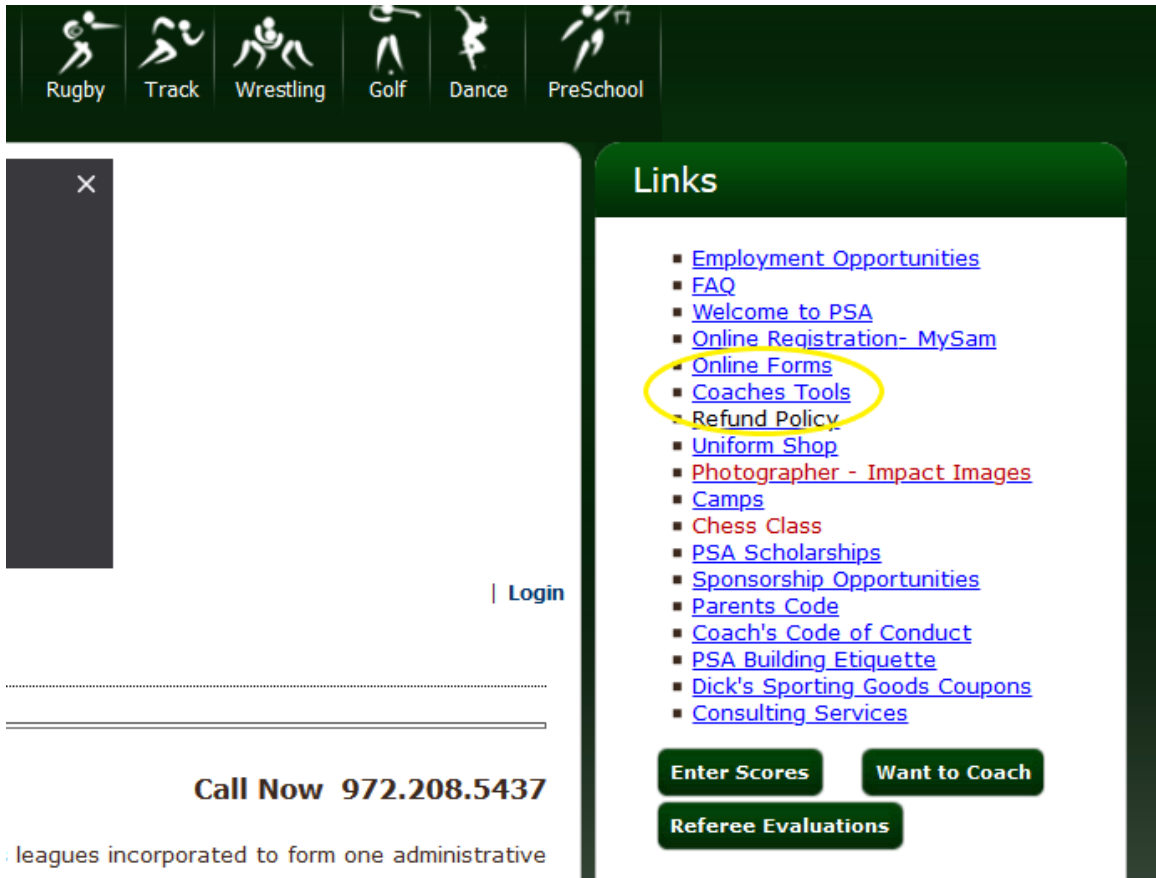
### 1. Getting Organized

#### A) Coaches Application/Background Check

All Coaches are required by PSA to complete a background check/coaches' application. This can be [found on our website](#). After the application has been completed and you're approved, you'll receive an email in 1-2 business days.

#### B) How to Find the Coaches Application/Background Check

Coaches can find the Coaches Application/Background Check location under the "Online Forms" link on the right side of our home page. See below for an example:



### C) Obtaining a Coaches Badge

Once approved for your background check, Coaches will need to go to PSA 1, PSA McKinney or PSA Murphy during business hours to get your coaches badge and picture taken BEFORE your first game. It is best to do this as soon as possible to avoid any confusion or forfeits.

Coaches badges are required to be on the sideline during your team's game(s). Without a valid badged coach on the sideline for your team, the game will be forfeited.

### D) Utilizing DASH/MySam to Manage Your Team

All coaches and parents utilize our organization's software system called DASH/MySam. Coaches will need to [create a DASH profile](#) for themselves. This is where you can manage all aspects of your team including:

- View your players names and contact information
- Invite new players to join your team
- Drop players
- Message all parents/players directly and all at once (send out a "Welcome" email to your team as soon as possible)

- Assign payment amounts
- View game schedule for current season (you and all players will receive game reminders via email and/or text message 2 days prior to game)

If you need to add players, please reach out to PSA Staff and they will add players to your team, if available.

## E) Communicating with Your Team

You can utilize your DASH team page to directly message all players and parents. See the example below:

The screenshot shows a web browser window with the URL `/apps.dashplatform.com/dash/index.php?Action=Home/index&company=psa#`. The page header is 'DASH'. The main content area is for a team named 'Tyler' (with a profile picture). The team details include:
 

- Team: PL-Crusaders-3B-Lloyd (F)
- Season: Soccer-Outdoor-Spring-2020
- Starting: Feb 20th, 2020
- Next Game: Sat, Apr 4 9:15am @ PSA on Schell Park C PL-FC Legends-3B-Montalva (F) vs PL-Crusaders-3B-Lloyd (F)
- Team Owes: \$0.00
- Paid: \$0.00

 At the bottom of the team card, there is a row of buttons: 'RSVP' (highlighted in blue), 'Message', 'Share', 'Invite', 'Team', and 'Manage'. An arrow points from the 'Paid \$0.00' text to the 'Message' button.

## F) How to Get Uniforms

PSA is here to assist you and your team with your uniform needs! PSA has a full service Uniform Shop located at PSA 1 (6500 Preston Meadow Dr, Plano, TX 75024) to make sure that your team is outfitted for the upcoming season.

Please contact The Shop by calling 972-208-3860 or emailing [uniforms@psaplano.org](mailto:uniforms@psaplano.org) or [ttownsend@psaplano.org](mailto:ttownsend@psaplano.org).

As a new coach, your job is to select a team name and select your uniform style, obtain sizes, and create artwork (The Shop will walk through the process and create some options for you). For all other information, please visit [the Shop website here](#).

## G) Submitting Scheduling Conflicts

PSA accepts up to 3 separate scheduling conflicts per team during each season. In order to submit these, please utilize **COACHES TOOLS** (Use your username and password for DASH to access). Here's how to get there and how to do it:

The screenshot shows the top navigation bar of the PSA website with icons and labels for Rugby, Track, Wrestling, Golf, Dance, and PreSchool. Below this is a sidebar menu with a close button (X) and a Login link. The main content area features a 'Links' section with a list of resources. The 'Coaches Tools' link is highlighted with a yellow circle. At the bottom of the links section are three buttons: 'Enter Scores', 'Want to Coach', and 'Referee Evaluations'. Below the links section, there is a call to action: 'Call Now 972.208.5437' and a line of text: 'leagues incorporated to form one administrative'.

Rugby Track Wrestling Golf Dance PreSchool

×

Login

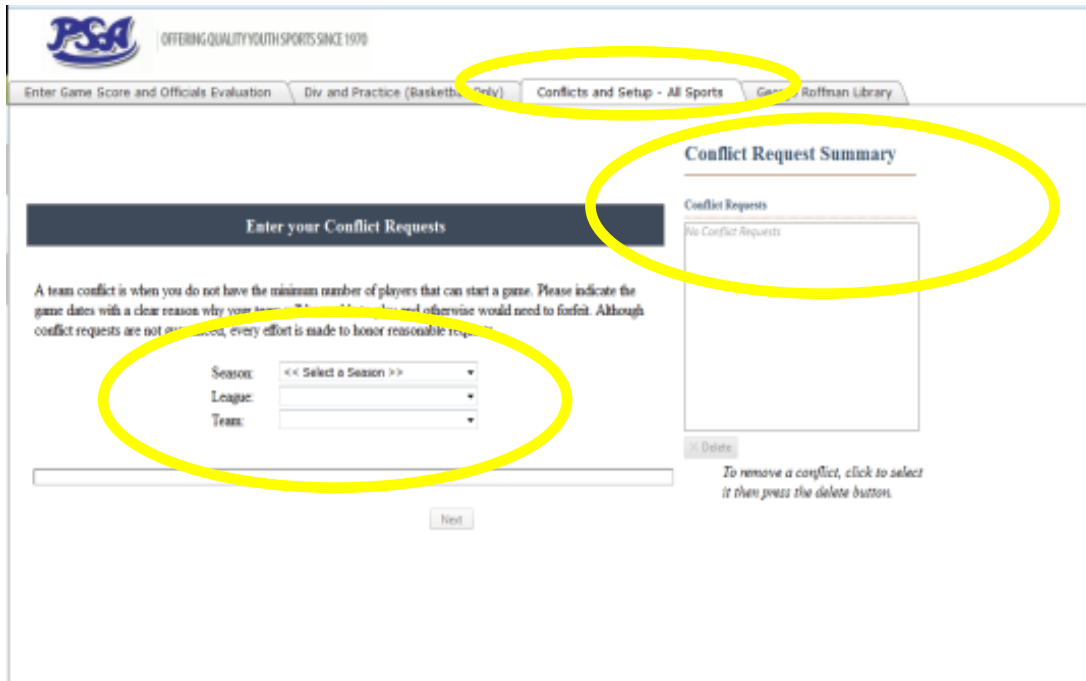
### Links

- [Employment Opportunities](#)
- [FAQ](#)
- [Welcome to PSA](#)
- [Online Registration- MySam](#)
- [Online Forms](#)
- [Coaches Tools](#)
- [Refund Policy](#)
- [Uniform Shop](#)
- [Photographer - Impact Images](#)
- [Camps](#)
- [Chess Class](#)
- [PSA Scholarships](#)
- [Sponsorship Opportunities](#)
- [Parents Code](#)
- [Coach's Code of Conduct](#)
- [PSA Building Etiquette](#)
- [Dick's Sporting Goods Coupons](#)
- [Consulting Services](#)

Enter Scores Want to Coach Referee Evaluations

**Call Now 972.208.5437**

leagues incorporated to form one administrative



## 2. Preparing for the Season

### A) Holding Practices

PSA, as an organization, does not provide practice space or book fields on behalf of our teams. It is the responsibility of the coach to find practice space at a local park or by booking fields through their respective city's parks and recreation department. Periodically, we run current coaches specials on rentals at our indoor facilities, as well

We recommend that coaches set up their team's first practice ASAP to be able to meet everyone and get acclimated with your teams.

### B) Review of the Rules

<b>Sport</b>
<a href="#">Soccer - Outdoor and Indoor</a>
<a href="#">Basketball</a>
<a href="#">Volleyball – Core</a>
<a href="#">Volleyball - Competitive</a>
<a href="#">Baseball</a>
<a href="#">Softball</a>
<a href="#">Flag and Tackle Football</a>

### C) PSA Coaches Code of Conduct

All Coaches volunteering are required to abide by our [Coaches Code of Conduct](#).

### 3. Game Schedule

#### A) Communicating the Schedule

The DASH/MySam software will notify you and each player/parent of upcoming games. However, it is best practice to send out a message to your team after each game

#### B) Game Swap Procedure

PSA gives coaches the tools to be able to swap game times and/or dates should their team not have the minimum amount of players to play a game. Click this [link for an example of a game swap](#).

### 4. How to Obtain Info and Communicate with PSA

#### A) League Coordinators

These are peer coaches who *volunteer* their time and each grade has one. They are responsible for communicating with coaches in their respective grade with all questions, clarifications, and concerns that may arise prior to or during the current season. If the league coordinator is unable to provide clarification, a PSA Staff member will be consulted.

#### B) PSA Sports Managers

Sports Managers are responsible to work directly with League Coordinators. They help build teams, create schedules, and assist customers.

#### C) Volunteer Sports Board

These are volunteers that are made up of league coordinators and other coaches. They are responsible to handle come up with solutions to make PSA's sports programs better, assist PSA staff with sports-related items, and handle disciplinary issues, should they arise.

#### D) PSA Website

The PSA website has all of the information a coach needs including season dates, coaches tools, etc. You can [use this link](#) to be taken directly to the PSA website.

### 5. Gameday Checklist

#### A) Game Ball

Bring a properly inflated game ball, whistle, clipboard, and most importantly, your gameday roster. See the [link to the Gameday Roster here](#).

#### B) Cancellations

Please be sure to save the [cancellation page](#) as a bookmark on your cell phone to get updates from PSA. Games can be cancelled as soon as 1 hour prior to game time.

### C) Minimum Playing Time Rule (50%)

PSA has a minimum playing time rule. All players must play at least 50%, unless if a player shows up late or has to leave early for any reason.

### D) Additional Game Play Info

Prepare your gameday lineup prior to game time. Lastly, please be aware that games start on time so please have your team ready to go prior to game time.

## 6. After the Game

### A) Entering Scores

Each coach is responsible to enter in the score after each game is completed via Coaches Tools.

### B) Submitting Referee Evaluations

ALL coaches should submit a referee evaluation after each game is completed via Coaches Tools. A new pop up window will remind you after you submit your score. See below for an example of what the referee evaluation looks like:

**Please tell us about your experience.**

Game Date: 06/25/15 7:45:00 PM  
Between: Eagles - Harrod - MU - Murphy Magic-Conner (\*)

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Please evaluate the game officials.

	Excellent	Good	Satisfactory	Needs Improvement
Game Control	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Knowledge of Rules	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clarity of Signals	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall Performance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Additional Comments**

## 7. End of the Season

### A) The Season is Over, Now What?

Congratulations on your first season as a coach at PSA!



Now, let's get the team registered for the next season. You can reach out to a PSA Staff member or you can utilize the DASH/MySam software OR coaches can "export" or "rollover" their roster to the new season. Here's how to do it:

**Program**

None

**Season**

All Seasons

**Level**

All Levels

**Sport Type**

Any

Camp

Class

Team

Tournaments

[Search](#)

If you're a team manager looking to create a new team or export from prior season [click here](#)

<a href="#">Register</a>	Martial Arts Intro Class - Martial Arts @ PSA
<a href="#">Register</a>	Martial Arts Intro Class - Martial Arts @ PSA
<a href="#">Register</a>	2020 February Belt Testi Martial Arts @ PSA
<a href="#">Register</a>	4th Grade- Individual Reg XXOpen RegistrationXX, Baset
<a href="#">Register</a>	5th Grade- Individual Reg XXOpen RegistrationXX, Baset
<a href="#">Register</a>	6th Grade- Individual Reg XXOpen RegistrationXX, Baset
<a href="#">Register</a>	7th/8th Grade- Individual XXOpen RegistrationXX, Baset
<a href="#">Register</a>	Sign up Here for your Pra Practice Package- 5-90 minute Baseball Leagues @ PSA
<a href="#">Register</a>	2020 April Belt Testing Martial Arts @ PSA