



PSA

New Coach Packet

Table of Contents

Welcome to Coaching at PSA

1.	Getting Organized.....	- 1 -
2.	Preparing for the Season	Error! Bookmark not defined.
3.	Game Schedule	Error! Bookmark not defined.
4.	How to Obtain Additional Info and Communicate with PSA.....	Error! Bookmark not defined.
5.	Gameday Checklist.....	Error! Bookmark not defined.
6.	After the Game	Error! Bookmark not defined.
7.	End of the Season	Error! Bookmark not defined.

Welcome to Coaching at PSA

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.

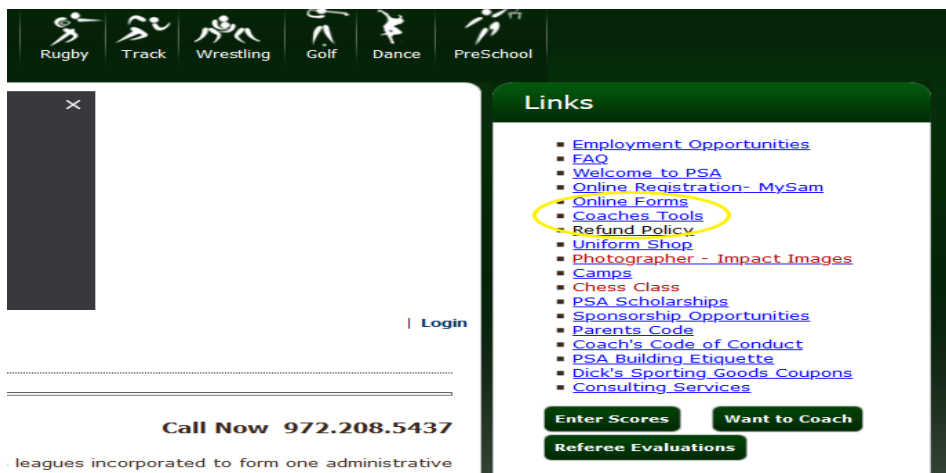
1. Getting Organized

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 worn (being displayed-not inside of pockets or bags) 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

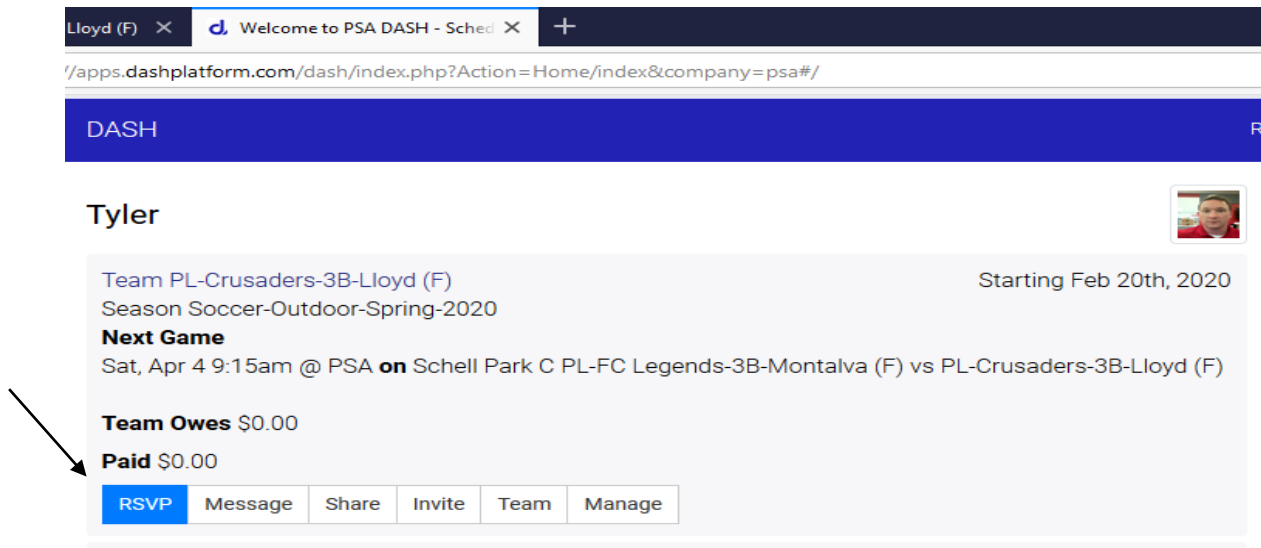
All coaches and parents utilize our organization's software system called DASH/MySam. Coaches will need to [create a DASH profile](#) for themselves. This is where you can manage all aspects of your team including:

- 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 the PSA staff, the Volleyball Director or League Coordinator 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:



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 or 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](#). You also can request to other parents to be in charge of the uniform, they can act as Team managers, or Assistant Coaches.

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:

Rugby
Track
Wrestling
Golf
Dance
PreSchool

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

OFFERING QUALITY YOUTH SPORTS SINCE 1970

Enter Game Score and Officials Evaluation
Div and Practice (Basketball Only)
Conflicts and Setup - All Sports
Gene Roffman Library

Enter your Conflict Requests

A team conflict is when you do not have the minimum number of players that can start a game. Please indicate the game dates with a clear reason why your team is unable to play and otherwise would need to forfeit. Although conflict requests are not guaranteed, every effort is made to honor reasonable requests.

Season: << Select a Season >> ▾

League: ▾

Team: ▾

Next

Conflict Request Summary

Conflict Requests

No Conflict Requests

Delete

To remove a conflict, click to select it then press the delete button.

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:

[Core Rules](#)

[Competitive Rules](#)

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 at least a day prior 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 number of 5 players to play a game. Game swap procedure can be found [here](#).

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) Warm up balls

Bring your team's balls to warm up, clipboard, and your gameday roster (line ups sheet). PSA will just provide the ball games.

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 a player shows up late or has to leave early for any reason.

D) Additional Game Play Info

Prepare your gameday lineup prior to the game time. Contact your team at least a day before the game to inform the games' location, date, and time and confirm players' presence. Please be aware that games start on time.

Core Line up form is [found here](#) and Competitive Line up form is [found here](#).

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 (*)

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

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