SSA Rec Coach Admin Handbook

U10 – U19 Recreational Program

Dear Coach

Congratulations! It seems that you have volunteered, or perhaps been asked, convinced, or maybe even coerced into coaching soccer. Based on that, let us first say thank you for volunteering your time and energy to coach a youth soccer team. Without your help we would not be able to run our recreational program. So thank you for allowing the kids a chance to play soccer!

We hope that you enjoy coaching your team almost as much as your players will enjoy playing for you. The more our players love playing, the more they will want to get out and play. The more they get out and play soccer, the more time they spend time with the ball, and the better they will become.

Have fun, smile, laugh, and enjoy coaching the greatest game in the world.

Thanks for all you do,

Southern Soccer Academy

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Accessing Schedules

Schedules are available on your SSA location's website and/or registration portal.

Once on the Southern Soccer Academy schedule website, you can select the age group and division that your team is playing in and view information concerning the date, time, venue, field, and opposition.

Once a division is selected you can…
   a) Click on a team to show that team's coach contact information
   b) Click on a venue to show directions and address to that field

Game Day Paperwork

For every game, teams are required to bring the following paperwork to the fields in order for the game to be played as scheduled.

Game Roster

- Go to the Southern Soccer Academy schedule website within 2-3 days of the upcoming game
- Coach can login using their username and password
- Coach is able to print off team roster specific to upcoming game
- Coach must print two (2) copies and bring both to the game (turn both copies into referee before game and get one copy back at end of game)

Player Passes

- Unless otherwise notified by the league administrator, each player on your team must have a player pass to participate in games
- The player pass must have a recent picture affixed to it in the appropriate place
- Once complete, the player pass need to be laminated and is good for the season
- The player pass MUST be brought to every game if required, otherwise it is at the referee's discretion as to whether the player may play or not

Medical Release Forms

- Medical release forms are available on your SSA location's website.
- Forms need to be printed and completed by the parent/guardian of the player, as directed by your SSA location
- Coach should have a completed medical release form for each player
- Coach should keep hold of these and bring to practice and games

Printing Game Day Roster

To print the roster you must have a Head Coach, Assistant Coach, or Team Manager account on the SSA Schedule Website (GYSA ADG system)

1) Setting up an account

- In order to print the roster, you must have a Head Coach, Assistant Coach, or Team Manager account established on the SSA Schedule Website (GYSA ADG system)
- If you **do not** have an account **please contact your League Registrar to set up an account**
- Once your account is established, you can login on the SSA Schedule Website (or the main Georgia Soccer ADG website)

2) Adding/updating roster jersey numbers

- To ADD / UPDATE the JERSEY NUMBERS for your team in the system, go to the MY ACCOUNT button
- Under the TEAMS section, click on the EDIT tab next to the team name. The Team Roster page will come up
- At the bottom of the Team Roster page, click on the "EDIT PLAYER/TEAM INFO" button. The site will open a page that allows you to electronically add the jersey number of each player
- Click the SAVE CHANGES button
- When you print your roster, the jersey numbers will appear on the line-up sheet

3) Printing the roster

- *Go to* SSA Schedule Website (ADG website)
- Log in by using the username / password fields on the left hand side. You may also click "Schedule & Results" to view the program of play for your team. Click the gender tab to switch between Boys or Girls divisions
- Once logged in, *Click* on the *My Account* button on the left hand side just

above your name. This will bring up a page showing all information available for you, based on your roles, in the ADG system
- In the ***Tournament Applications/ Game Scoring*** section, which is located about half the way down the page, you will find your respective team(s)
- On the right hand side ***Click*** the ***Schedules/Game Scoring*** link
- The schedule will appear for the respective team
- The Game Roster Print button will only appear 3 calendar days prior to the game
- ***Click*** on the ***Print Roster button***
- The system will display a window with the Game Roster
- ***Do NOT use your browser's Print function to print the roster!*** Instead, within the window, ***Click*** on the Print icon at the top left hand side of the window
- This will open up a PDF window from which you may print the Game Roster forms. You may also export the file to Word format if required, by clicking on the Export icon.
- **Print 2 copies of the game roster** – Each team should provide the referee with both copies of their game rosters before the game. Referees complete during the game and provide one copy of the game rosters to each coach at the end of the game to retain for their records.

4) Game Roster Instructions

- Check to make sure that all of the players are on the line-up sheet / game day roster
- If you did not add the jersey numbers electronically into the system as described above, write in the jersey numbers after you print out the line-up sheet
- Turn both copies into Referee at check-in
- After the game, **have the referee fill in all of the game information on your copy and sign all the copies** (1 Home team copy, 1 Away team copy, and 2 Referee copies)
- Make any adjustments or initial any changes to the game rosters
- **Keep your copy** in case of any disputes and to enter the score and cards information in the online □system

Posting Game Scores

The following are the instructions for placing game scores into the SSA Schedule Website (ADG Scheduling).

To report scores you must have a Head Coach, Assistant Coach, or Team Manager account for the SSA Schedule Website (Affinity Sports System).

1) Access your account

- Go the SSA Schedule website (ADG System), and log in using your *username and password*
- **If you do not have an account please contact your League Registrar to set up a username and password for you**

2) Viewing and editing information

- Once you have logged into your account the system will display various information…
    - o *My info:* This is where you can change/updated your personal information and reset your username and password
    - o *Family Members:* This is where the system provides information about any other members of your family in the system
    - o *Registration Applications:* Displays application information about any family members in the system that have certain roles
    - o *Teams:* This displays any team where you may be an administrator and/or parent on the Team
    - o *Tournament Applications/ Gaming Scoring:* This displays all of the Team applications to a gaming League and/or Tournament within the GYSA System
    - o *Event Registration:* This provides any Event registration applications in the system. An Event could be Camps, License classes etc.
- In the *Tournament Applications/ Gaming Scoring* area for your respective team(s) on the left hand side, *Click* the *Schedules/Game Scoring* link

- This displays the Bracket with all of the participating teams at the top of the page
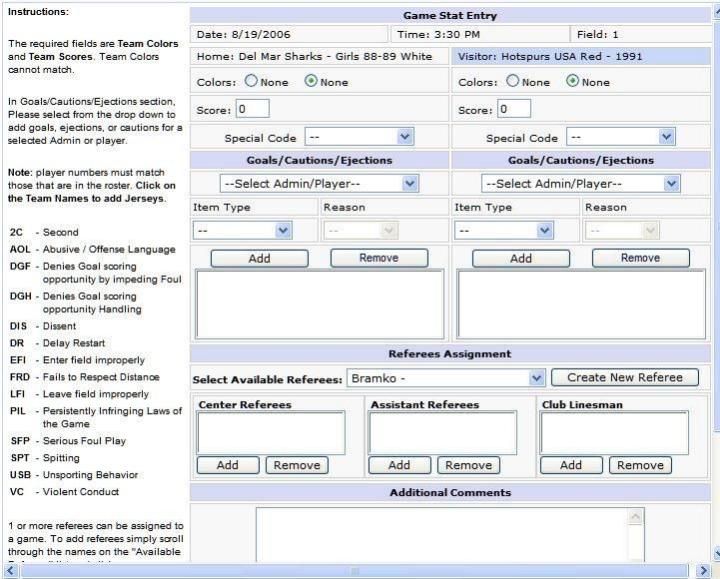

- If you scroll down the page the system shows the schedule for the respective Team

- The schedule will appear for the respective Team
- For each of the games displayed you may:
  - o *Click* on the Venue and receive the information about the Venue Location
  - o *Click* on the Team Name and receive information about the administrator on the Team, so that you may contact those individuals if required

3) Entering game scores

- Find the game to be scored
- **Click** on the box under the Score label for your team and the following Game Stat Entry window will appear:

- The window displays the game date, time, field and team information
- **Input** the Score fields the game score for both teams
- **Forfeits or reschedules can only be posted by an Age Group Coordinator**
- Provide the Cautions and Ejections for both Teams by selecting
   o First the players and/or coach from the drop down fields
   o Then selecting the Type and reason for the caution or ejection
   o Then **Click** on the **Add Button** to add the item to the list
   o If more then one item, repeat until all have been inputted
   o Repeat for both Teams
- FOR A DOUBLE YELLOW CARD EJECTION, PLEASE SELECT EJECTION AS ITEM □TYPE AND 2C (2 CAUTIONS) FOR REASON
- You may also add comments about the game at the bottom of the screen

Please note the following abbreviations for Cautions and Ejections:

Caution Codes

C1 = USB   Unsporting Behavior
C2 = DIS   Dissent
C3 = PIL   Persistent Infringement
C4 = DR   Delaying Restart of Play
C5 = FRD   Failing to Respect Distance
C6 = EFI   Entering Without Permission
C7 = LFI   Leaving Without Permission

Send-Off Codes

S1 = SFP   Serious Foul Play
S2 = VC   Violent Conduct
S3 = SPT   Spitting at a Person
S4 = DGF   Denying Obvious Goal Scoring Opportunity
S5 = DGH   Denying Obvious Goal Scoring Opportunity by Handling the Ball
S6 = AOL   Offensive, Insulting or Abusive Language
S7 = 2C   Receiving a Second Caution

Website Key

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2C   - Second
AOL  - Abusive / Offense Language
DGF  - Denies Goal scoring
        opportunity by impeding Foul
DGH  - Denies Goal scoring
        opportunity Handling
DIS  - Dissent
DR   - Delay Restart
EFI  - Enter field improperly
FRD  - Fails to Respect Distance
LFI  - Leave field improperly
PIL  - Persistently Infringing Laws of
        the Game
SFP  - Serious Foul Play
SPT  - Spitting
USB  - Unsporting Behavior
VC   - Violent Conduct
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4) Saving and editing scores

- Remember to **Click** the *Save Stats* at the bottom of the screen once you have finished entering the results

- If you need to edit the information you can make the changes and *Save Stats* again
- If you need to clear the information then use the *Clear Stats* Button at the bottom of the screen
- Once one of the Head Coaches, Assistant Coaches, or Team Managers enters the scores and the cards, the system will show the information on the results page of the public view website
- If the other team enters different information then the system will display *Scores and/or the cards (cautions or ejections) are Contested*
- The Contested item will be displayed with a *red (S) for contested Score* and a *red (C) for contested Card*
- If this is the case you must contact your Age Group Coordinator for resolution

Rescheduling Games

Given the impact that the weather can have on game schedules, SSA administration may proactively reschedule rained-out games as a means to ensure that teams end up playing a reasonable number of games over the course of a season. If the rescheduled date is not convenient for you, or you need to reschedule an existing game for any other reason, please follow the process below.

1. The HOME coach should contact their league scheduler to determine the minimum days advance notice required to reschedule the game AND provide the game number
2. Both home and away coaches need to communicate with each other and agree upon 2 or 3 dates and times the game could be played
3. The HOME coach must then contact their SSA location's scheduler to determine what is available
4. Only when the day and time for the rescheduled game is agreed upon will the game be confirmed
5. At this time, schedules will be updated to reflect the change and the game will be played

Please Note: Advance notice is required to reschedule games in order to book fields and assign referees. Typical advance notice required is one week but coaches should contact their SSA location to confirm.

Location	Contact	Email	Phone
SSA Cobb	Sharon Gaughan	sharongaughan@ssaelite.com	678-594-5041
SSA Coweta	Larry McGeehan	Larry@ssaelite.com	678-426-2792
SSA Douglasville	Larry McGeehan	Larry@ssaelite.com	678-426-2792
SSA Kennesaw	Carrie Crawford	Carrie@ssaelite.com	404-630-8805
SSA Paulding	Tess Kaye	Tess@ssaelite.com	770-712-7698