



NEW COACH WELCOME PACKET

1. Welcome to the Coaching Team

Thank you for volunteering to coach with our club. You're joining a community committed to player development, sportsmanship, and a positive soccer experience for every family. This packet gives you everything you need to start strong - expectations, resources, certification requirements, and season logistics.

2. Club Mission & Coaching Philosophy

Our Vision

To use soccer as a platform to develop skilled players, intelligent leaders, and compassionate individuals - building character, strengthening our community, and inspiring a lifelong love of the game.

Our Mission

To inspire and develop youth soccer players by fostering character, intelligence, and community. Through a focus on skill development, teamwork, and sportsmanship, we create an environment where every player—regardless of ability—can grow, compete, and enjoy the beautiful game.

Core Values

Character

We believe in developing players who demonstrate integrity, respect, and sportsmanship. By facing challenges and working together, our players learn how to overcome adversity and support their teammates.

Intelligence

Soccer is a game that requires quick thinking, focused decision-making, and tactical awareness. We focus our development to enable players to make decisions to help them become more confident and capable both on and off the field.

Community

We are committed to strengthening our local community by bringing families together and fostering a sense of belonging for all players and their families.

Athletic Profile

We believe in the benefits of multi-sport participation to build strength, agility, and resilience. By embracing diverse athletic experiences, we empower athletes to achieve their maximum potential.

Fun

Soccer should be enjoyable. We create an atmosphere where players are excited to learn, compete, and share their passion for the game.

Coaching Philosophy

- Prioritize **player development** over winning
- Create a **positive, safe, and inclusive** environment
- Teach **sportsmanship, teamwork, and respect**
- Encourage creativity, effort, and a growth mindset
- Model professionalism and integrity at all times

3. SLYSA Coaching Requirements & Certifications

All coaches must meet **St. Louis Youth Soccer Association (SLYSA)** standards for coaching education and compliance.

Required Certifications

- **SLYSA Coaching Registration** (annual)
- **Background Check** (through SLYSA-approved provider in Gotsoccer)

- **SafeSport Certification** (federal requirement)
- **Concussion Training** (Missouri Youth Sports requirement)
- **Age-Appropriate Coaching Course**
 - SLYSA recognizes U.S. Soccer Grassroots courses (4v4, 7v7, 9v9, 11v11)

KUSC Note: Please note that you will get an invitation to complete most of these courses and the registration. You will not be listed as a coach on the roster until you have completed the required courses.

Recommended Certifications

- U.S. Soccer **Grassroots In-Person Courses**
- U.S. Soccer **D License** for competitive teams
- CPR/First Aid training

Where to Complete Certifications

All coaching requirements are listed when you log into your gotsport/gotsoccer login under your dashboard. An example is shown below. Before being able to coach, all requirements must be met.



Kirkwood United SC
St Louis, MO, US

Requirements				
Available Forms				
Roles				
Requirements				
USYS	Expiration Date	25/26	26/27	
Missouri Youth Soccer Association Requirements				
MYSA Background Check	07/01/2026	Fulfilled	Expired	View/Submit
SafeSport Certification	07/15/2026	Fulfilled	Expired	View/Submit
Concussion Certification	None	Fulfilled	Fulfilled	View/Submit
Coaching License	None	Fulfilled	Fulfilled	View/Submit
USSF Coach Code of Conduct		Fulfilled	Fulfilled	View/Submit
Player Recruitment Agreement		Fulfilled	Fulfilled	View/Submit

4. Season Expectations

Communication

- Contact families within **48 hours** of receiving your roster
- Provide a **season welcome email** introducing yourself. Include any known practice schedule, expectations, and contact information.
- Emphasize that communication will come from Crossbar and that all families should download and use the app.

Practices

- Practices will be entered into Crossbar by club staff.
 - 7v7: 1 team practice/week. 1 club ran practice (skills)/week
 - 9v9: Week 1 & 3: 1 team practice, 1 club ran practice. Week 2 & 4: 2 team practices, 1 optional club ran practice
 - 11v11: 2 team practices/week. 1 optional club ran practice (skills)/week
- Arrive **15 minutes early** to set up
- End practices on time
- If you are the last practice of the night, turn off the lights, close and lock the gates.
- Do not leave until all players are picked up.

School of Skills

- 7v7 – Training is included in 1 of 2 weekly trainings.
- 9v9 – 2 club ran practices each month. 2 optional SOS sessions each month.
- 11v11 – This is a third training in addition to the two team trainings.

Games

- Arrive **30 minutes early** for warm-ups
- Ensure players have proper equipment
- Display positive sideline behavior

5. Player Development Guidelines

Training Priorities by Age

- **U6–U8:** Fun, ball mastery, basic movement
- **U9–U12:** Technical skills, small-sided tactics
- **U13–U15:** Positioning, team tactics, physical development
- **U16+:** Advanced tactics, competitive readiness, leadership

Training Priorities by Track

- **White Track** (Foundation): For Kindergarten–1st Grade beginners. Focused on fun, fundamentals, and basic game understanding.
- **Red Track** (Development): For 2nd grade and up. Emphasizes technical growth and tactical learning in a supportive, competitive environment.
- **Black Track** (Performance): For advanced, committed players seeking high-level training and exposure to elite competition.

Playing Time

- Recreational (Red and White Track): **Equal playing time**
- Competitive (Black Track): Playing time based on **effort, attendance, attitude, and development**. Depending on roster size and age, target 50% of the game as a minimum time per player.

6. Safety & Risk Management

- Follow **SLYSA SafeSport** policies
- Never be alone with a player
- Use the **two-adult rule**
- Report injuries immediately
- Complete incident reports when needed
- Ensure players hydrate and rest appropriately

7. Equipment & Uniforms

Coach Equipment Provided

- First aid kit
- Balls
- Welcome packet

Player Equipment Requirements

- Shin guards worn under socks (mandatory)
- Proper footwear
- Club uniform
- Water bottle

8. Club Policies

Code of Conduct

Coaches must model:

- Respect for referees
- Respect for opponents
- Zero tolerance for abusive language
- Positive reinforcement

Parent Expectations

- Cheer positively
- No coaching from the sideline
- Respect officials and coaches

Player Expectations

- Attend practices
- Give full effort
- Show respect and sportsmanship

9. Administrative Checklist

Before the Season

- Complete all **SLYSA certifications**
- Submit background check
- Attend coach orientation
- Confirm roster on Gotsport.
- Pick up player ID cards from SLYSA offices.
- Pick up equipment

During the Season

- Communicate weekly with families
- Follow club philosophy
- Report any issues to the Director of Coaching (Ellen Summers)

After the Season

- Return equipment
- Participate in postseason evaluations

10. Key Contacts

- **Director of Coaches:** Ellen Summers (Ellen@Kirkwoodunited.com)
- **Technical Director (White track, 7v7):** Adam Lapidus (Adam@Kirkwoodunited.com)
- **Technical Director (9v9, 11v11):** Ken Stoecker (Ken@Kirkwoodunited.com)
- **Director of Goalkeeping:** Wes Perkins (goalkeeping@Kirkwoodunited.com)
- **Club President:** JP Murphy (JP@kirkwoodunited.com)
- **Club Secretary:** Scott Stevener (Scott@Kirkwoodunited.com)
- **Board Member:** Tom Domian (Tom@Kirkwoodunited.com)
- **Board Member:** Will Skowra (Will@kirkwoodunited.com)
- **Board Member:** Patrick Garner (Pat@kirkwoodunited.com)
- **SLYSA League Contact:** Jane Raede (JRaede@slysa.org)

GotSport How-To Guide

1. Loading Your Roster

Purpose: Add players to your team so they appear on match cards, league rosters, and tournament applications.

Steps

1. Log in to **GotSport** with your coach/manager account.
2. Select **Team Management**.
3. Click your **Team Name**.
4. Choose **Roster** from the left menu.
5. Select the roster type (Current, League, or Event).
6. Click **Add Player**.
7. Search for the player by name and DOB.
8. If found, click **Add**. If not, confirm that the player has registered in GotSport.
Players cannot be added to your roster if they have not registered.
9. Save your roster.

Note: Some leagues require club approval before players appear on official documents.

2. Printing Match Cards

Purpose: Provide referees with official game-day rosters.

- Providing a match card is required for the home team and highly recommended for the guest team.

Steps

1. Go to **Team Management → Matches**.
2. Select the league or tournament event.
3. Click **the ellipsis(...) to the right of the desired match**.

4. Select **Print Match Card** to download the PDF.

Troubleshooting: Match cards are typically available within 72 hrs of a match.

3. Adding Guest Players

Purpose: Temporarily add a player from another team for a specific event.

League Play:

1. Coach must provide match officials a copy of the completed SLYSA guest player form. Guest players must be within the club and playing in a lower division or younger age group. <https://www.slysa.org/slysa-forms>
2. Coach must provide the guest player's player ID. This can be obtained from the guest player's team or a temporary copy can be requested from JP Murphy or Jane Raede.

Steps

1. Go to **Team Management → Team → Team Registrations**.
2. Select the event where you need a guest player.
3. Click **Roster** for that event.
4. Select **Add Guest Player**.
5. Search by name and DOB.
6. Add the player and save.

Please note most tournaments still accept a guest player form but they want it uploaded prior to the tournament.

4. Tournaments (General Navigation)

You can manage tournament activity in two places:

- **Team Management → Team → Events** *Shows events you are already registered for.*
- **Team Management → Team → Registrations** *Shows applications you have submitted.*

5. Finding Tournaments in GotSport

Purpose: Search for tournaments your team may want to enter.

Steps

1. Log in to GotSport.
2. From the dashboard, select **Events** or **Search Events**.
3. Filter by:
 - a. State
 - b. Date range
 - c. Event type (Tournament, Showcase, League)
 - d. Age group
4. Click an event to view details, rules, and deadlines.

Tip: It takes a few extra clicks but you typically can see the registrations from past years if you visit the tournament websites. This will help you determine if the level of play and attendance is appropriate for your team.

6. Registering for a Tournament

Purpose: Submit your team's application to an event.

Steps

1. Find the tournament you want.
2. Click **Register**.
3. Select your **Team**.
4. Choose the correct **Age Group** and **Division**.
5. Complete all required fields (coach info, team colors, etc.).
6. Upload documents if required.
7. Submit the application.

Note: Some tournaments require club approval before your application is considered.

7. Payments & Reimbursements

Paying a Tournament Fee

1. Go to **Team Management** → **Team** → **Registrations**.
2. Select the tournament.
3. Click **Make Payment**.
4. Pay using the available method (credit card or ACH).

Requesting Reimbursement

Please note that KUSC covers a limited number tournaments fees/season. Additional tournaments may be requested and they may require the team to fund the tournament individually.

1. Download your **payment receipt** from the tournament registration page.
2. Submit it to money@kirkwoodunited.com
3. Include:
 - a. Team name
 - b. Event name
 - c. Amount paid
 - d. Proof of payment
4. Wait for club approval and reimbursement. KUSC aims to provide reimbursement within 4 weeks of submittal.
5. If you paid for the tournament directly and KUSC reimbursed you, any tournament refunds will be required to be paid back to KUSC.

How to Use the Crossbar App — Coach Edition

A practical guide for coaches managing teams, communication, and schedules

1. Logging In & Accessing Your Team

App:

Steps

1. Download the **Crossbar** app from the App Store or Google Play.
2. Log in using the **same email** your club assigned to you.
3. Your team(s) will appear automatically under **My Teams**.
4. Tap your team to access roster, schedule, messaging, and attendance tools.

Coach Tip: If your team doesn't appear, reset your password — 90% of access issues come from using the wrong email.

Online:

Steps

1. Go to Kirkwoodunited.com
2. Select "Account"
3. Kirkwood United is powered by Crossbar.

2. Managing Your Team Schedule

Coaches can add, edit, or remove events. KUSC will add scheduled practices into Crossbar.

Add a Practice or Team Event

1. Tap your **Team**.
2. Go to **Schedule**.
3. Tap **+ Add Event**.
4. Choose **Practice, Meeting, Team Event**, etc.
5. Enter:
 - a. Date & time
 - b. Location (with map link)
 - c. Notes (equipment, uniform color, arrival time)
6. Save.

Edit or Cancel an Event

1. Tap the event.
2. Select **Edit** or **Cancel Event**.
3. Add a note if needed (weather, field change, etc.).

Coach Tip:

- Crossbar automatically notifies parents when you update or cancel an event.
- Events created by KU will need to be updated by KU. Use the messaging tool to get quick updates out to your team.

3. Tracking Attendance (RSVPs)

Knowing who's coming helps you plan training sessions and game lineups.

Steps

1. Open your **Team** → **Schedule**.
2. Tap any event.
3. Scroll to **RSVP List**.
4. View:
 - a. Going
 - b. Not Going
 - c. No Response

Coach Tools

- Use RSVPs to plan formations, rotations, and training groups.

4. Messaging Your Team

Coaches can send team-wide or group messages.

Team Messages

1. Tap **Messages**.
2. Select your team.
3. Send updates, reminders, or last-minute changes.

5. Managing the Roster

Please note that Crossbar rosters do not connect with Gotsport so all official roster modifications will still need to be entered in Gotsport.

Steps

1. Tap your **Team**.
2. Select **Roster**.
3. View:
 - a. Player names
 - b. Jersey numbers
 - c. Parent contact info
 - d. Player photos

Editable Fields

- Jersey numbers
- Player photos
- Player positions
- Notes (injury status, training focus)

Coach Tip: If you can't edit something, your club registrar controls that field.

6. Posting Game Information

Games are added by the coaches. We've found that the easiest method to add games is to log-in on a computer to add each game.

Steps

1. Tap the game on your schedule.
2. Add:
 - a. Arrival time
 - b. Uniform color
 - c. Bench location
 - d. Notes for parents
3. Save.

Coach Tip: Use the notes section to remind parents about:

- Parking
- Field numbers
- Weather gear
- Tournament rules

7. Managing Notifications

Coaches should keep notifications ON so they don't miss:

- RSVP changes
- Parent messages
- Schedule updates
- Club announcements

Steps

1. Tap **Profile** → **Notifications**.
2. Enable push notifications.
3. Check your phone's system settings to allow alerts.

8. Adding Assistant Coaches or Team Managers

- **KUSC** controls staff assignments. Please reach out to the club if changes are necessary.

9. Best Practices for Coaches Using Crossbar

- Update RSVPs early so parents know expectations.
- Use notes to clarify uniforms, arrival times, and field numbers.
- Keep communication in Crossbar — it keeps everything organized and logged.
- Sync your schedule to your phone calendar to avoid conflicts.
- Encourage parents to RSVP within 24 hours of schedule updates.