



Walnut Creek Soccer Club

House Team Formation Process Guidelines

Ver 05-31-13

1. Team formation is an art, not a science. Remember that you won't be able to make everyone happy. Remain impartial as possible when fielding requests from parents or coaches, but use your best judgment.
2. Remember throughout this process that balancing teams is the preeminent consideration as identified by our families in the annual survey.
3. Download your age group players from GotSoccer into Excel Spreadsheets.
4. Check the note section of the registration spreadsheet. This often includes friend requests, play-up requests, coaching prospects from families that did not submit forms.
5. Determine number of teams in your age group based on min and max, average player parameters. Number of teams should be an even number
6. Determine head coaches required based upon the number of teams.
7. Obtain list of applied coaches from house director; obtain coach list from prior year from that year's Age group Coordinator (AGC).
8. Cross check proposed coaches with no coach list.
9. Confirm with coaches their intent to coach.
10. If additional coaches are needed, through GotSoccer send blanket email to entire age group to find additional coaches.
11. Identify players wishing to play up. Be sure to communicate with the AGCs that will be affected by these requests for both the age group above and below.
12. Note when considering play up requests if parents are willing to coach a team. If so they should get priority in determining who will be able to play up.
13. If ok with the up/down AGC, move those players to the requested age group.
14. Sort players by schools from the same areas; for private schools AGC will need to use discretion -- consider home address, friend request
15. Make initial team placements based on prospective number of teams, coaches and schools. Try to keep players on the east side of John Muir

Hospital on the same teams, and likewise for players on the west side of John Muir.

16. Make adjustments to initial rosters for mutual friend requests.
17. Identify those players that played Winter Select the previous year.
18. Identify those players that are playing in the expanded comp program currently.
19. Identify those players that are ranked 1 in the player evaluations.
20. Identify those players that are ranked highest in the coaches' evaluations from the year before.
21. Check to see if you can place players from the wait list on a team. If so, place them on a team and notify the family and registrar of the team placement. You don't need to share with the family the specific coach, just that they have been placed on a team, and the coach will be in touch soon.
22. Analyze teams to be certain that the higher skilled players (as identified above in 17-20) are distributed evenly amongst the teams and make necessary roster adjustments.
23. Analyze teams for parity for the other evaluation levels (2-4) to be certain that teams have an equal number of each player if possible. Be sure no team is overloaded with players ranked 4.
24. If it is necessary to move players remember to try to keep some players from the same neighborhood/school grouped together. Try to avoid moving only 1 or 2 players from one school to another team. Instead move 3-4 if possible.
25. Go back through all the communications, notes, etc. to see if you have identified all requests.
26. Make any necessary adjustments.
27. Send preliminary rosters to coaches to see if there are any identifiable problems.
28. Make changes per coach's comments if necessary remembering that you are to look out for the interests of all players, not just those of a particular coach or parent.
29. Transmit final team rosters to coaches with instructions and deadlines for notifying players of their team assignments; follow up to make sure all coaches have contacted all players.
30. Make sure coaches are registered for the coaching clinics.