



MONROE UNITED RECREATIONAL SOCCER LEAGUE

TUTORIAL FOR COMPLETION OF THE
OFFICIAL COACHES CONTACT LISTS

Each year, the League publishes our Official Coaches Contact Lists on our website. These lists are published 1 for each age group, and then 1 for each gender within the group.

We publish these lists in order to provide the necessary information to allow coaches to contact each other should games need to be cancelled, re-scheduled or for any other reason.

These lists are published before the start of League play, and are taken down at the end of the season.

We publish in PDF format, but they begin as a blank Excel spreadsheet that is provided to the League representative from each member Club prior to the annual April meeting.

These lists must be submitted to the League no later than April 15th.

The next slide shows an excerpt from the Boys spreadsheet. The Girls sheet is a mirror image, in pink instead of blue.

The cells highlighted in yellow need to be populated with your data. This example shows only 10U info. There are sections for 13U, 16U & 19U on the sheet as well. All boys teams' info will be submitted on this sheet, and the girls' teams info will be submitted on the pink sheet.

Beginning at the top, fill in the name of your Town/Club program.

Next, fill in the name & contact information for the person from your program who is responsible for this age group. You may have the same person for each age group. You may have different people for each age group, and different people for boys and girls. Populate these cells with information for each age group, REGARDLESS if the entry is a duplicate from the one above.

We require POSITIVE CONTACT INFO for all Club contacts. Text capable cell phones can be listed as xxx-xxxx c(t). Only include the area code if from outside the 585 area. Email addresses that are not checked regularly do us no good. NO HYPERLINKS! DO NOT CAPITALIZE EVERYTHING!

MURSL				
2016 Coach Contact List				
Boys				
Town/Club name here				
10-U				
	Club Contact	name here	phone # here	email addy here
Color	Team # As on MURSL Schedule	Coach Name or Asst Coach	Phone Number (for same day communication)	e-Mail (for advanced notifications)
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			

Team colors are very important and must be provided as well. This information allows home team coaches to tell at a glance if they'll be playing against a team wearing the same or similar colors, which would then require the use of pinnies in order to differentiate between the players.

Each team has 2 rows on the sheet for coaches names & contact info. Coaches names that appear on the Official Roster must also appear here.

If a team has only 1 coach, leave the 2nd row blank.

If a team has more than 2 coaches, provide information for only 2.

We require POSITIVE CONTACT INFO for all coaches listed. Text capable cell phones are preferred, and should be listed as xxx-xxxx c(t).

Include the area code if from outside the 585 area.

Email addresses that are not checked regularly do us no good. DO NOT FORMAT AS HYPERLINKS!

Boys				
Town/Club name here				
10-U				
	Club Contact	name here	phone # here	email addy here
Color	Team # As on MURSL Schedule	Coach Name or Asst Coach	Phone Number (for same day communication)	e-Mail (for advanced notifications)
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
13-U				
	Club Contact	name here	phone # here	email addy here
Color	Team # As on MURSL Schedule	Coach Name or Asst Coach	Phone Number (for same day communication)	e-Mail (for advanced notifications)

You'll note there is space on each sheet for 8 teams in each division. Should you be fielding more than 8 teams, additional rows can be added and populated accordingly. DO NOT CAPITALIZE ALL YOUR DATA!

With more than 100 teams participating annually, you can see how compiling all this information into a usable reference medium, as exemplified here from last year, can be quite a daunting task, if the source data is not provided in the proper context & format.

Ultimately, this is what all contact lists will look like once published.

MURSL

2015 Coach Contact List

Girls				
Hilton				
10-U				
	Club Contact	Jay Johnson	697-4603 c(t)	jay.johnson@cbrands.com
Color	Team # As on MURSL Schedule	Coach Name <i>or Asst Coach</i>	Phone Number <i>(for same day communication)</i>	e-Mail <i>(for advanced notifications)</i>
Red	1	Mary Bourret	732-6952 c(t)	mrbourret@hotmail.com
		Victoria Bourret	478-2164	pigtails01@hotmail.com
	2	Joe Neri	643-9154	joseph.neri@sutherlandglobal.com
		James Fei	482-3863	jrf71@yahoo.com
13-U				
	Club Contact	Jay Johnson	697-4603 c(t)	jay.johnson@cbrands.com
Color	Team # As on MURSL Schedule	Coach Name <i>or Asst Coach</i>	Phone Number <i>(for same day communication)</i>	e-Mail <i>(for advanced notifications)</i>
Red	1	Sean MacNeil	955-3586	sltmacneil@gmail.com
		MaryJo Schmitt	590-9207	peisme@hotmail.com
16-U				
	Club Contact	Jay Johnson	697-4603 c(t)	jay.johnson@cbrands.com
Color	Team # As on MURSL Schedule	Coach Name <i>or Asst Coach</i>	Phone Number <i>(for same day communication)</i>	e-Mail <i>(for advanced notifications)</i>
Red	1	Chris Briggs	794-1764	djosmo2008@yahoo.com
		Frank Butera	303-1555	fbutera@yahoo.com
Red	2	Betsey Reigle	392-1410	creigle234@aol.com
		Darlene Clark	392-4084	mavtia@frontiernet.et
19-U				
	Club Contact	Jay Johnson	697-4603 c(t)	jay.johnson@cbrands.com
Color	Team # As on MURSL Schedule	Coach Name <i>or Asst Coach</i>	Phone Number <i>(for same day communication)</i>	e-Mail <i>(for advanced notifications)</i>
Red	1	Gregory Lomb	723-9633	soccer@gp-lomb.com
		Jessica Iuppa	739-4217	jess.a.iuppa@gmail.com

Take a look at the example data shown here. The info for the first 2 teams is shown properly formatted. The default font for our sheets is Times New Roman, size 10.

The info shown for team 5 is an example of improperly formatted data. Please note the differences. NO HYPERLINKS for email addresses, PLEASE!

Any data that is not provided in the format shown for the first 2 teams here will have to be re-formatted before it can be compiled into the master sheet.

We would ask for your cooperation in helping us to streamline the process by submitting your data using these templates provided, in the proper form.

MURSL				
2016 Coach Contact List				
Boys				
Town/Club name here				
10-U				
	Club Contact	name here	phone # here	email addy here
Color	Team # As on MURSL Schedule	Coach Name or Asst Coach	Phone Number (for same day communication)	e-Mail (for advanced notifications)
Blue	1	Fred Jones	607-123-4567	fred.jones@jones.com
Red	2	Tom Smith Dan Henry	456-7890 498-4321	tsmit@any.net coachdan@youhoo.com
	3			
	4			
yellow	5	proper name edna harry	missing the " - " 4587491	no capital letters in email addresses SoccerEdna@soccer.net
	6		all are different font	
	7		" c(t)" for text capable phone	
	8			



Examples of properly completed lists can be provided upon request for your reference.

If you have any questions, or require any assistance at all with League processes, procedures or paperwork, feel free to contact us.

Thank you kindly.