



## Player Scripts and Recruiting Checklist

If you are of high school age, it is important to take an active role in the college recruiting process. The first step in doing that is to identify the colleges and universities that would make a good fit for you.

Below are a checklist and scripts you will need to copy, paste, and fill in when contacting college coaches before, during, and after you attend showcases or important league games. When you are contacting college coaches, it is important to include good information - make it personal and keep it short.

### Important things to keep in mind:

1. Most every coach now relies on email to both contact and receive contact from potential recruits. That is the preferred method of communication. To find out the email addresses for the coaches you are looking to contact, simply go to the college's athletic website and look for a staff listing of names and emails.
2. Be brief. Coaches at all levels receive dozens and dozens of emails/letters from high school-aged players. All you are trying to do is show that you have an interest - pass along all of your contact information, your soccer resume/profile, and provide each coach an upcoming schedule of your games so he/she can see you play.
3. **NEVER have one of your parents write to a coach.** You are the one the coach might be recruiting, so he/she wants to hear from you directly. (If the relationship develops and it appears that you might be attending that school, there will be plenty of time for your parents to have contact with the coaching staff.)
4. Provide contact information for your club and high school coach. Nothing is worse for a college coach than to have to track down your coach's email or phone number. By having both an email address and phone number listed after his/her name, it allows the college coach to quickly email or call your club and/or high school coach to follow up.
5. Do not send a form letter that starts out with "Dear Coach" and does not mention anything specific about his/her program and school. The bulk of your email will be kept the same for correspondence you send out to various coaching staffs; however, a portion of it should be personalized.
6. Forward all emails received from college coaches to team coach and college coordinator, Alex Dixon ([dixon@seattleunited.com](mailto:dixon@seattleunited.com)).



## **Player Checklist - Season**

### **Before Each Season**

1. Build your player profile using the template found on the Seattle United website under “College Planning Program”. Make sure you keep it updated throughout the year as you take exams, obtain awards, etc.
2. Send this profile to your team manager and team coach.
3. Make a list of 10-20 colleges of interest (freshman/sophomore year). Do research on 11 of these schools and see if they are something you could be interested in academically, athletically, location, price, etc.
4. Send this list to your team coach and the college coordinator, Alex Dixon ([dixon@seattleunited.com](mailto:dixon@seattleunited.com)).

### **Before the Showcase**

1. Look on the tournament website to see if any of them are on your list or if there are any new colleges of interest.
2. Make a list of colleges to write for that particular tournament (even if they are not listed on the showcase website).
3. Write to each college using the script provided (#1 below).
4. Look for the tournament game schedule to come out and once it is, write a follow up email to all the college coaches you contacted using the script provided (#2 below).

### **During the Showcase**

1. Send a quick email using the script provided (#3 below) to all the college coaches that attended your game and CC your team coach. The list of college coaches should be provided by your team manager or your team coach.

### **After the Showcase**

1. Write a thank you email to all the college coaches who attended your games within 1 week of the tournament using the script provided and CC your team coach (#4 below).
2. Forward any responses from college coaches to your team coach and the college coordinator, Alex Dixon ([dixon@seattleunited.com](mailto:dixon@seattleunited.com)) so they can follow up with your progress or make appropriate telephone calls.
3. Let your team coach know if you would like them to contact a school for your feedback

**\*\*Note: Please see “Checklist by Classification” under the player files on the website for more information about steps that should be accomplished each year.\*\***



## Player Scripts to College Coaches

1. ***Script to college coaches of interest:*** Copy, paste, and fill in ALL the yellow highlighted script. In the subject line, write your name, graduating year, and club name (ex: Alan McDonnell - 2014 - Seattle United B95 Copa).

Coach (coach's name),

My name is (your name) and I am a (classification) at (name of high school) in Seattle, WA. I am interested in attending (name of college) because of your (brief reason for interest in academic program and soccer program). (Add other reasons of why you might be interested - family ties, friends attending, etc)

Currently, I play for Seattle United (team name). My club coach's name is (coach's name). (His/her) email is (club coach's email address) and (he/she) can also be reached at (club coach's phone number). Our team will be playing in the (name of showcase) from (dates of showcase) in (location of showcase), and will also be playing in (list any other current showcases you will be attending that season). I will provide you with our game schedule once that information is available.

I have attached my player profile listing my (enter your GPA) and my other academic and athletic accomplishments. My home phone number is (enter your home phone number) and my cell phone number is (enter your cell phone number). My email address is (enter your email address).

I wish you the best of luck in your (current of upcoming year) season.

Sincerely,

(Your name)

**\*\*Note: Make sure you attach your player profile to this email\*\***



2. ***Follow up game schedule script:*** Copy, paste, and fill in ALL the yellow highlighted script. In the subject line, write your name, graduation year, and (showcase name) game schedule (ex: Alan McDonnell - 2014 - Players Showcase Game Schedule).

Coach (coach's name),

My name is (your name) and I am a (classification) at (name of your high school) in Seattle, WA. As stated in my previous email, I have attached my game schedule and player profile for the (name of showcase tournament). Currently, I play (name primary and secondary positions that you play on the field) and I am #(jersey number). (Enter any other information that you would like the coaches to know - ex: I am one of two goalkeepers on this team and I will be playing the second half of each game). Thank you for your time and consideration.

Sincerely,

(Your name)

**\*\*Note: Make sure you attach your player profile and game schedule with date, time, location, jersey color, and jersey number to this email\*\***



3. ***Follow up during the showcase script:*** Copy, paste, and fill in ALL the yellow highlighted script. In the subject line, write your name, graduating year, and club name (ex: Alan McDonnell - 2014 - Seattle United B96 Copa).

Coach (coach's name),

My name is (your name) and I play for Seattle United (name of team). My jersey number is #(jersey number). I wanted to send a quick note and thank you for coming out to my game today. Our remaining game schedule for the showcase is provided below. Again, thank you very much for taking the time to come and watch myself and the team play. If you have any feedback about me personally, that would be appreciated. Thank you and I look forward to hearing from you soon.

Sincerely,

(Your name)

**\*\*Note: Provide the remaining game schedule for the tournament\*\***

---

4. ***Follow up after the showcase script:*** Copy, paste, and fill in ALL the yellow highlighted script. In the subject line, write your name, graduation year, name of showcase, and club name (ex: Alan McDonnell - 2014 - Players Showcase - Seattle United B96 Copa).

Coach (coach's name),

My name is (your name) and I play on Seattle United (team name). I wanted to thank you for coming out to watch myself and my team play during the (name of showcase). I have provided a list of future tournaments that I will be attending this year if you are interested. Thank you and I look forward to hearing back from you soon.

(Provide the remaining tournament schedule for the year)

Sincerely,

(Your name)