

# The Franklin Twp. Soccer Assoc. Coaches Manual

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## Franklin Twp. Youth Soccer

### Preface

CONGRATULATIONS and THANK YOU for becoming part of the FTYSA Coaching Staff. You are about to become involved in a very rewarding activity as you interact with children in helping them to develop not only soccer skills, but life skills as well. Unfortunately, along with the joy of coaching comes a lot of responsibilities. In order for FTYSA to insure that the children's soccer experience is a rewarding one we also need to request your participation and adherence to our processes.

This manual provides guidelines, policies and procedures for FTYSA operations. The Executive Board may from time to time approve exceptions to these policies and procedures. This manual is an attempt to help you navigate your way through the coaching waters. Please use this as a guide, but be sure to ask for assistance whenever needed. We also appreciate any/all feedback, so if you find something that is incorrect, can be fine-tuned, or you think could be added to this manual, please contact the FTYSA Director of Coaching Education with these suggestions.

Thank you again for joining our ranks and enjoy!

### Club's Goals

The Franklin Twp. Soccer Association shall endeavor to provide all travel team ability level players with an opportunity to learn the game of soccer, develop skills and an understanding of the game's rules and strategies and to promote the spirit of fair play, sportsmanship and discipline. In accomplishing the above FTYSA hopes to support and strengthen the Delsea Regional High School soccer programs.

Various studies, and our collective experience, have shown that kids want to play as much as possible, they want to be placed at their appropriate level and have the opportunity to develop to their fullest potential, and they want to be treated with respect and to be supported by their teammates and coaches. While they would obviously rather win than lose, players of all levels rarely mention winning as the determinant of whether they have fun playing soccer and whether they stay involved with the sport. Hence, while winning a game is a desirable objective, it should never be the justification for denying a player reasonable playing time, imposing burdensome practice requirements, or tolerating disrespectful or unsporting behavior towards fellow players, coaches, opponents, or officials.

# FTYSA TRAVEL COACHES HANDBOOK

## Respect, Sportsmanship, and Positive Interactions

It is essential that everyone connected with FTYSA treat everyone with whom they come in contact with respect.

**Coaches:** Coaches are expected to address the players in a positive, encouraging manner. Sarcasm or ridicule is never appropriate and is not effective in motivating a child.

**Players:** Players are expected to support one another, not criticize teammates. Goalkeepers are especially vulnerable in this regard. All players should be told that if they criticize a teammate they will immediately be removed from the practice or the game, regardless of their ability or the score. If a coach emphasizes this policy at the first practice and periodically thereafter, it will rarely have to be enforced. If a coach does not strictly follow this policy, destructive team dissension may ensue and players may be driven out of the program by a few who are acting inappropriately.

**Referees:** Neither players, coaches, nor parents may address referees during games. Refereeing is much harder than it looks, and even the best referees make mistakes. In our league, many of the officials are older children who are just learning how to be a referee. SJSL and SJGSL have had a great deal of trouble keeping referees because of abuse from coaches and spectators, and has instituted the "zero tolerance rule" in response. We expect our coaches to refrain from any criticism of referees during the game, and to ensure that players and parents also observe this rule. If you have concerns about the officiating, ask to speak quietly to the referee at half-time or after the game, and **include your ratings and comments on the referee reporting requirements per league**. The only exception is if there is an issue of safety, in which case the coach should try to deal with the situation in as expeditious but unthreatening a manner as possible.

## Registering Teams

FTYSA will coordinate with the club registrar for registration of all teams with the appropriate League and pay all associated registration fees. All Board members are available to assist in this process. The club registrar will enter all rosters in GotSoccer and print player passes and the official roster for the current season.

**Players and coaches must be registered:** No player is to participate in any practice or game unless their name appears on your team roster, which indicates that the player has been properly registered with SJSL or SJGSL, and you have their Medical Release Form in your possession. In addition, every coach and assistant coach must be registered and have a league passcard. Failure to observe these requirements may result in game forfeits, and could also make you personally liable in the event of an accident. **In addition to the game requirements, a carded coach or trainer must be present at all team practices.**

### NJYS Forms:

**Registration Forms:** Each coach will be responsible for registering his/her team prior to the start of each season. These forms can be acquired from the League Representative or directly from the League website. The coach will submit the registration forms at the proper league meeting. It is imperative that you are accurate in the rating of your team to allow for the best possible placement within the ranks.

**Team registration:** GotSoccer is the only way to register a team with NJYS and print rosters and player passes. FTYSA Club registrar will enter all information into GotSoccer in a timely matter and have rosters and passes printed by August 1st of the upcoming playing season.

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Pass packets are no longer given to individual coaches since the adoption of GotSoccer. League rules and pertinent information can be viewed/downloaded off of the league websites:

[www.sjssl.org](http://www.sjssl.org)

[www.sjgsl.org](http://www.sjgsl.org)

[www.njyouthsoccer.com](http://www.njyouthsoccer.com)

However, all player registration, medical and coach membership forms can be downloaded and filled out ahead of time by the coach and players. The coach will collect and review all forms for accuracy. A passport size photo will be needed for the player pass. Once all forms and rosters are complete, they will need to be validated by the District commissioner. **DO NOT LAMINATE THE PASSES UNTIL THEY ARE STAMPED BY THE DC.**

*If you make a mistake on the pass, the pass is no good. On the back of the pass, the picture goes where it says, "Attach picture here".*

*Each pass number is written on the Membership Form as the ID Number.*

*All information must be filled in:*

Girls League Number	15
Boys League Number	14
District Number	12
Franklin Twp. Youth SC	9040

### *Ideas to help with processing team packets:*

Circle or highlight the date-of-birth on the Birth Certificate (copy, not the original). Paperclip the Birth Certificate to the Membership form, paperclip the Pass (with the picture down) to the front of the Membership form.

Place ALL Membership Forms (and attached passes) in the same order as they appear on the State Roster.

Place ALL Medical Release Forms in a SEPARATE pile in the same order as they appear on the State Roster; **DO NOT ATTACH TO THE MEMBERSHIP FORMS.**

Coaches' passes must be filled in completely. License (F, E, etc), sign the back, and staple a copy of the license to the back of the Membership Form.

Place all completed forms in an envelope and write a phone number and email on the front of the envelope where you can be contacted when the packets are complete.

Allow at least **one** week for processing.

District Commissioner:

Vicki Willis

[vickiwillis@aol.com](mailto:vickiwillis@aol.com) (preferred method of contact)

856-451-2777

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## FTYSA Suggestions

After receiving your pass packet:

- Schedule a meeting with parents and players. Send the parents the Medical Release Form along with the letter detailing the specifics of the meeting and request that the Medical Release Form be completed AND NOTORIZED and brought to the meeting.
- Have the Membership Form and Passes signed by the players at the meeting.
- Handle all other “administrative” items at this preseason meeting; Volunteer assignments (field, publicity, etc), Uniform orders, etc.

After receiving your completed pass packet:

- Laminate ALL passes. This insures the pictures remain attached and the condition of the pass. If it falls off, the pass is invalid.
- Punch a hole in the corner of the passes and place on a ring. Another option is to keep passes in some sort of a wallet. Some referees will request that you give the passes to the players.
- Make multiple copies of your state roster and keep with you at all times. These will come in handy for tournaments, etc.
- Create a team roster with address, phone numbers, etc and distribute to the team. Laminate your copy and keep with you at all times so you can reach players if they are late for games. The lamination protects these items during inclement weather.
- Keep a copy of your concussion training certificate with you @ all times.

## Team Selection

To achieve real and perceived fairness, and to provide the best soccer experience for all children, players are grouped according to ability, not geography or social relationships. A highly skilled player placed with less skilled teammates may feel excessive pressure to perform and frustration at being held back in terms of soccer development. A player noticeably less skilled than teammates will feel intimidated and inadequate with this lack of confidence inhibiting any real chance for growth. Inappropriate placements take the fun out of the game for everyone. As always, this is pending actual numbers of players per age level.

Tryouts: Teams will be selected for the **next playing** season based on open tryouts held in the spring, along with evaluations from the current coaches and trainers. Potential players will be evaluated based on soccer skills, athletic aptitude and commitment. All players must have an equal opportunity to compete; undue preference should not be given to players already on a travel team or based upon coaches children. In some cases, this will mean dropping a current player

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from the program. This is never easy to do, but we must be fair to new players trying to get into the program. Make sure parents and players understand this before the tryouts.

*Player Placement: Within the U10 through U18 age groups, the strongest players will be assigned to the highest rated team, the next strongest to the next rated team, and so on. The goal is to place players at the appropriate level of competition, not to keep teams or friends together. **For the U8 age group, the teams will be mixed ability so as to foster the best learning experience possible for the players.** Players may only participate in either age or grade appropriate (Can play up, but not down) teams. Please refer to the Player Placement Policy for clarification.*

*Recruiting and communicating: FTYSA will publicize its annual registration times in Franklin Twp. Schools as well as road signs. Participation on a FTYSA team is open to non-residents. Please refer to the Player Membership Policy for further definition. The South Jersey Soccer Leagues prohibits recruiting of players from other teams by coaches, parents, players or friends during a season. This is referred to as poaching and can have significant penalties (please refer to the League Handbook). Coaches are permitted to invite players from another team to attend the next year's registration and tryout. If a coach is approached by a player asking to join the team either mid-season or mid-year (between Fall and Spring seasons), the player must ask for a release from his/her current team (please refer to the League Handbook).*

*Roster size: Teams are expected to carry adequate sized rosters (up to eighteen players for 11v11 and fourteen players for 8v8). Particular attention should be paid to the number of players available in a particular age group during tryouts and avoiding cutting players when possible. While smaller rosters are nice in theory, since each player will get more time on the field, they have proven problematic. Injuries, illness, family commitments, recitals and other typical family oriented activities often mean players will miss games, and it is demoralizing to play with too few players.*

*Vacancies and Fall to Spring changes: It is often necessary to fill roster vacancies during the year. Whenever possible, vacancies on teams may be filled by promoting players on lower teams. Coaches of lower ranking teams are not required to provide players to higher ranked teams due to player loss **however**; they should encourage their strongest players to move up to higher divisions. It may be hard to give up one of your better players, but the guiding principle is what will be best for the player, and this usually allows other players to move into more assertive roles. At the same time, coaches will be sensitive to team spirit, chemistry, teamwork and cohesion. Transfers of marginally better players are discouraged, especially during the fall to spring transition. Significant player movement may require reassessment of the team's division placement. If you need to bring a new player into the program, priority should be given to any players from the last tryouts.*

*Dropping a player: In rare instances, it may be necessary to drop a player from a roster because of non-participation, disciplinary problems, safety issues, etc. Before any player is dropped, a coach must discuss the situation with the player's parents and with the FTYSA Executive Board. Any/all changes must then be processed with the appropriate league paperwork and adhere to league rules.*

### Selecting Coaches

FTYSA recognizes the importance of the coaching staff for all teams. Our coaches and players are our most important components of our club and therefore very thorough discussions are held prior to appointment of coaches for all teams.

*Selection Process: The selection of coaches and assignment of teams is solely at the discretion of the Executive Board of Directors.*

*Single Team: A coach will not be appointed head coach of two teams regularly scheduled to play on the same day; **or a head coach of two teams that play on different regularly scheduled game days and as an assistant coach on a team on the same day.***

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*Number of Coaches: At the 8v8 level, there will be permitted only one head coach and three assistant coaches. At the 11v11 level, only one head coach and three assistant coaches as per NJYS roster guidelines.*

*License Requirements: Coaches must conform to minimum requirements set by NJSYS. It is a state requirement that all coaches will have, at a minimum, an "F" license by the time the pass packets are due to the league administrator. A list of license classes are available on the New Jersey Youth Soccer website – [www.njyouthsoccer.com](http://www.njyouthsoccer.com).*

### **Basic Responsibilities of a Player**

While each player has individual needs and desires, soccer is a team sport. For everyone to be successful and have fun, players must be informed that they have individual and collective responsibilities, in addition to the standards of respect and sportsmanship addressed above.

*Attendance: Each player is expected to show up at required practices and games. Conflicts with other activities are inevitable, but should be viewed as the exception. To the extent possible, try to accommodate other activities, but emphasize to players that in the event of conflict, their obligations to the their travel team should be given priority.*

*Absences: Players should be told that if they will not be at a practice or game the coach must be informed ahead of time if at all possible.*

*Equipment: Players are responsible for showing up at practices and games properly equipped. No player should be allowed to play at any time without shinguards. Referees are forbidden from allowing players on the field without shinguards, which must be covered by socks. Coaches should adopt a similar policy for practices. If you permit a child to play without shinguards and (s)he gets hurt, you may well be held to be legally liable. Carrying an extra set of shinguards in your equipment bag is an easy way to avoid a crisis. Players should also be encouraged to bring their own ball (with their name on it) to practice, and to bring their own water to games and practices. Although cleats are technically not mandatory, as a practical matter all players should have them. Some referees will not allow a player to play without cleats if it creates a safety hazard.*

### **Parents**

Parents are an invaluable resource to the team if mobilized and handled effectively. Communicate clearly and often with them. Although most of your players' parents will be polite, courteous, and appreciative of your contribution, there may be one or two who simply don't ascribe to FTYSA'S principles. Some will "motivate" their children with pressure to perform; others will reinforce the notion that "winning is everything".

*Soccer Knowledge: Most parents do not know the game. Schedule an early season get-together where you or a Club member gives a soccer tutorial. It will be greatly appreciated and will pay large dividends. All Board Members are available to assist in these preseason meetings. Specifically discuss some of the more controversial rules of the game. The offsides rule, for one, often gets parents worked up because their child is called for an offense infraction, and they don't understand why (or that the player was "not in the play" and therefore not offsides). The "advantage" rule is another touchy subject. It's often helpful to explain the rule – even show the referee signal for "Play on" – so parents know that the call was in the best interest of their child.*

*Communication: Communicate in writing with the parents, providing them with practice and game schedules, your expectations of them and their children, and a telephone chain. A team website is a perfect tool for these tasks. Delegate*

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functions to specific people – one person to verify game information with opposing coaches, another to arrange for volunteers for snacks, another to oversee set-up or take-down of nets, etc.

**Parent Coaching:** Explain to parents before the first game that you appreciate their presence and support, but they may not attempt to give directions or coaching to kids on the field. When children hear a parent address them by name, they may stop and turn around; that does not help the child or the team. Further, you may have instructed the players to perform in a certain way that the parent does not understand, and instructions from parents may cause conflict and confusion. (For example, you want the players to control the ball and pass it to a teammate near the sideline, while the parent yells at the child to "just kick it out of there".) Tell the parents "generic cheering" only -- "nice play, way to hustle, let's go Moorestown" -- but absolutely no using names or giving instructions.

**Referees:** Similarly, explain to parents our firm expectation and the leagues rule that they will not make any comments to the referee. As coach, you are responsible for the behavior of your players' parents, and you have the duty to ask a parent to leave a game if they are not acting appropriately. Explain to your parents that you can be ejected from the game due to inappropriate parental behavior.

**Spectator locations:** Both SJSJL and SJGSL mandate that players and coaches are to be positioned on one touchline and that all spectators are to be on the opposite touchline. During tournament play, this may not be enforced so you should have the parents stay a reasonable distance away from you and the players on the sideline. Tell the players to stay with the team and away from their parents while waiting to enter the game. It promotes team cohesiveness, keeps the players' heads in the game, and enables you to substitute more easily. Keeping all the parents away will reduce your tension level during games by insulating you from the rare parent who insists on making suggestions, or criticizing you, a player, or the referee. No fans behind any goals!

**Roster Changes:** Communicate in a firm but compassionate way about roster changes, both moving up and moving down, before the player and parents learn from other sources. Be clear in your explanation of the reasons based on club policy of placement of the child in an appropriate level based on soccer skills, athletic aptitude and commitment. Avoid citing specific skills or shortcomings, lest they be misunderstood for what is certainly a more general picture than can be easily put into words. Please refer to the Player Placement and Tryout policies for all player movement.

### **Trainers**

Trainers are to be used and selected at the sole discretion of each individual travel team.

### **Practices**

Practices are where instruction takes place and where the coach has the opportunity to impart new skills and strategic concepts. To be worthwhile, a good practice must be carefully planned so that the players have fun while learning.

**Objectives:** The goal of a practice is to maximize the number of times each player touches a ball. Plan your practices to avoid drills that have one of two players moving and the rest standing on line. Use waiting time only as integrated rest periods during particularly strenuous activities. Incorporate frequent games that utilize the skills or strategies being taught. Work with your assigned trainer to develop practice plans and/or contact one of the more experienced coaches for help in planning effective practices. Avoid lines, laps and lectures in your practices.

**Scheduling:** All practice times must be scheduled through the FTYSA Field Coordinator. Coaches should not assume that field space will be available without prior approval.

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## Games

Games are where the players get the chance to use what they have practiced, to learn to make decisions for themselves in competitive conditions, and to experience the joy of simply playing soccer.

*Game logistics: Assign a parent to contact the opposing coach to confirm the game time, location, prepare and distribute directions, and the uniform color. The home team must change uniforms if both teams normally have the same colors. Pinnies, which the coach should keep, will serve this purpose.*

*Game equipment: Bring to each game a game ball (for home games); a goalie shirt which will clearly differentiate the goalie from all other players; game card; appropriate referee fee (preferably exact amount) player and coaches' passes; ice packs and first aid kit; and the parental consent/medical release form for each player.*

*Teach promptness: Instruct players and their parents to get to all games at least forty five (45) minutes before the starting time. Tell them to leave more than sufficient time to find away fields. Nothing is as disconcerting as trying to restructure a line-up to account for a missing player, only to have the child show up at the last minute. Parents should be told that it is unfair to their child, as well as to the team, to have a child put into a game without sufficient warm-up or mental preparation.*

*Take care of the hardware: Depending on when your home games are scheduled, you may be responsible for setting up or taking down the goals, nets, and corner flags. An assignment sheet will be distributed each season. . Delegate the equipment and lines responsibilities to parents. Your Field Representative should have a set of keys to the lockboxes containing the equipment.*

*Keep games on time: FTYSA home fields are tightly scheduled. As home coach, it is your responsibility to see that games are started on time. If the previous game is running late, encourage the referee and opposing coach to do warm-ups and player check-ins on the sidelines.*

*Coaching during games: Games are not the place for coaches to issue high-volume instructions to players, attempting to control aspects of the action remotely. In general, coaches may give occasional and gentle reminders about positioning to younger players, but should limit detailed instructions or comments to players after they come out of the game, or to the team before or after the halves. Remember,*

- *The players often do not hear you;*
- *If they are listening, they are not focused on the game;*
- *If they hear you, they won't hear their teammates, or talk to them;*
- *The game is the best teacher!*

Coaches should not roam the sidelines following play, but should stay in one location with the substitutes. If parents or coaches from the other team follow the play, politely ask the referee at halftime to instruct them to cease.

Playing time: It is fun to play; it is not much fun to just watch others play, even if they are winning. Given the size and homogeneity of our rosters, there is no reason why every player should not play at least one third of every half.

Playing positions: Children should not be assigned fixed positions – e.g. defender, striker, midfield, left, right, goalkeeper – until they are at least 14, if not later. They need to develop all-around skill to fully execute any assignment on the field. The

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right-footed player who never plays on the left because you have a lefty on your team will be slower to develop the two-footed skills necessary to play well (and vice versa).

*Substitution: There are many techniques for substituting players to ensure that everyone gets their fair share of time on the field, while maintaining a solid and cohesive team and attempting to win the game. Players can be grouped into balanced units or sub-units (such as halfback lines) or can be moved in and out individually. Remember that a child would rather play in three different positions, even though that is not an easy thing to do, than sit on the sideline. Younger children should not be compelled to remain in goal for extended periods, even if they are the best keeper and the team is trying to preserve a lead. One reason for athletes quitting the sport is the feeling that they were stuck in goal.*

*Extended Playing Time: A common mistake of coaches is to leave a successful player in the game for too long at a stretch. It is important to rest a player before fatigue sets in. Once the lactic acid from overexertion builds up in the muscles, the player will never regain full strength, even with a rest. Also, it is important to the team and the individual to avoid the belief that any one player is indispensable. Resting the starting center halfback and giving other kids the opportunity to function in that key position will take pressure off the starter and add depth to your team, which you will appreciate when the starter is sick or having a bad day. The need for rapid substitution is especially important in 8v8 games, since the players are young and the intent of the game is that the action will be continuous, with no opportunity for resting on the field.*

### FTYSA Suggestions

- Be sure to have game cards prepared before the game. You can pre-print your roster and attach in the appropriate space on the game card. (A template is provided on both the SJSL and SJGSL websites)
- Arrange players alphabetically when referee requests to “check-in” the players.
- Have player passes arranged in the same order as the players and point out any “scratches” to the referee.

## Rescheduling Games

Given limited resources – fields, referees, and daylight – rescheduling games is not permitted, except for specific reasons as specified by the league, when the Club closes fields or a field is declared unplayable by the referee.

**Field Availability:** To reschedule a home game, contact the Club Reps to find out when a field will be available.

**Time Limits:** Games postponed due to bad weather must be played within specific time limits listed in the league rulebook. Failure to observe these rules may result in forfeits. If you and the other coach cannot agree on a new playing date, contact your league administrator for assistance.

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## Foul Weather and Cancellations

The Club will determine if the Dutch Mill Complex fields are playable. Cancellations of home games due to unplayable fields are determined and all coaches with a scheduled home game will be notified. If the entire league is cancelled, it will be posted on the league's website.

**Communication:** Have a telephone, Text or email chain in place and inform parents at the outset of the season that the chain will be used to notify them as soon as a decision has been made to call off a game.

**Games:** Tell parents to assume that a game will be played unless they hear otherwise. Weather and field conditions vary from town to town, and games will generally be played in rain if the field is in good and safe shape.

**Home Games:** If FTYSA cancels its games, you must call the visiting coach immediately. It is not necessary to call the referee scheduler; the respective League Representative will handle that.

**Canceling practices:** Decide on a similar system for calling off practice in inclement weather, including notification to the FTYSA Fields Coordinator. Use your judgment on whether to hold practice on a rainy day, recognizing that soccer cleats on a very wet field can cause considerable damage. If the field is muddy or has standing water, it is probably too wet to use.

## Tournaments

There are an enormous number of tournaments held in the immediate area, especially on Labor Day, Columbus Day, Thanksgiving, and Memorial Day weekends and at the end of each season. These tournaments can be an enjoyable, bonding experience for the team, and participation is encouraged.

**Tournament Participation:** It is up to the individual teams to register for the tournaments and to pay the entry fees. Club patches are frequently exchanged, and you can obtain FTYSA patches from the President or club reps.

**Permission to Travel:** Participation in out-of-state tournaments requires permission from New Jersey Youth Soccer, which is the governing body for sanctioned youth soccer in the state. Requests must be submitted to NJYS office online at least a month prior to the tournament date.

### **FTYSA Suggestions**

**Record Keeping:** it will be helpful for future tournaments if you keep a record of your team's results in each tournament. Most tournament applications request previous tournament results to help in rating your team into the appropriate bracket.

## Health and Safety

The fundamental and overarching obligation of the coach is to ensure the health and safety of the players. No game is worth risking the physical well being of a player. The guiding principle must always be the exercise of an excess of caution.

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Dealing with injuries: While serious injuries in soccer are rare, coaches must educate themselves to be aware of the signs and symptoms of serious injury. A fallen player should not be casually rolled over or made to stand up without some assessment of the possibility of a head, neck or back injury, or a limb fracture. Movement in such cases has the potential for gravely aggravating the injury. A useful rule of thumb is that if the player is unable to turn over or get up without assistance, summon emergency assistance (911).

Unconsciousness: Any player who has been knocked unconscious **MUST NOT** be allowed to resume playing until having been cleared by a doctor. If a player has been removed from a game because of an apparent minor injury, such as after a collision, make the player run at full speed on the sideline before putting the player back in the game. If the child exhibits any difficulty running, do not allow the child to play.

Applying Ice: The prompt administration of an ice pack is the prescribed treatment for bangs, twists, and strains, since it will prevent or reduce swelling and accelerate healing. Have ice packs at every practice and game. If a child is bleeding from a scrape or a bang on the nose, apply direct pressure with a clean cloth.

Hazardous items: A child with any sort of a cast must have at least a 1/4 inch of foam padding and referee approval, since the cast poses a danger to the player and everyone else on the field. Players must be instructed to remove all watches and other jewelry (including earrings and barrettes) before coming onto the field. Eyeglasses have proven hazardous; some referees may forbid wearing them during play. Players needing glasses should be urged to use athletic goggles.

Heat & dehydration: On hot days, insist that all players drink water frequently. If they wait until they feel thirsty, they will have already begun to dehydrate. Assign a parent to bring a large cooler filled with cold water and face cloths or rags, so the players can cool themselves down when they are out of the game.

First Aid Kit: It is the responsibility of each coach to acquire a first aid kit.

## Rules

The rules are an important part of the game. It is vital that coaches learn the rules by reading the rulebook and materials provided by the league, and then teach the rules to the players during practice.

Handbook: The specific league by-laws governing topics like length of games, rules for substitution, minimum number of players, and postponing and rescheduling games, as well as special rules governing 8v8 games are in the New Jersey Youth Soccer Handbook. Coaches should have both the NJYS and FIFA rulebooks at games.

## Meetings

There are several standing meetings, both league and club, scheduled to keep all interested parties informed of activities.

League Meetings: *Each League (SJSJ & SJGSL) hold monthly meetings that are attended by the appropriate FTYSA League Representative. The League Representative's responsibility is to disseminate pertinent information to the FTYSA Board of Directors and it's member coaches.*

Mandatory Coaches Meetings: *Each league holds two (2) mandatory coaches meetings per season. The first is the ratings meeting and the second is the meeting held the week prior to the start of the season and at which the season schedules are*

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*distributed. Fines are applied to each team not attending these meetings. These fines are the responsibility of the head coach and will not be reimbursed by the club.*

*Monthly Club Meeting: FTYSA holds a meeting the second Thursday of every month. This meeting is open to all active club members (including coaches, players, parents, trainers, and volunteers). Every team must have a representative at these meetings. Non-attendance **will** result in the application of fines, etc. Please see the Meeting Attendance Policy for further clarification.*

### **Dues and Team Monies**

Each team is responsible for paying player dues each season. These monies are used for the operation of FTYSA.

*FTYSA Treasurer: The FTYSA Treasurer will be responsible for tracking all deposits and disbursement of team monies. The Treasurer will announce the dues amounts for the following season at the end of each season as set by the Board of Directors.*

*Referee Fees: The FTYSA Treasurer will disburse the appropriate Referee Fees to each travel team for the fall season. In the spring, each team is responsible for collecting these fees.*

*Tournament Fees: Each team is responsible for tournament entries and applications. It is the teams decision on what tournament to attend. Most tournament entries are completed through gotsoccer. You will need your login and password to complete the entry.*

### **Publicity**

All teams shall abide by the guidelines established by the SJSL, SJGSL & NJYS leagues.

### **Try out Policy**

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## Player Placement

<b>POLICY STATEMENT</b>	In order to determine player placement, tryouts will be held for each age bracket at least once a year.
<b>BACKGROUND</b>	In an attempt to have players participate to the best of their abilities, players are organized according to skill level.
<b>CLARIFICATION / GUIDELINES</b>	Teams will be formed in the Spring for the following seasonal year.  A player is permitted to try out for only one age group.
<b>DEFINITIONS</b>	<b>Tryout Coordinator:</b> Person responsible for tryout activities for an age bracket.  <b>Tryout Committee:</b> Comprised of coaches and trainers for the age group.
<b>PROCEDURE</b>	<p>Prior to registration a Tryout Coordinator will be assigned for each age bracket. The Tryout Coordinator is responsible for:</p> <ul style="list-style-type: none"> <li>· Organizing staffing and prepare handouts for registration</li> <li>· Organizing the tryout committee, which will include the Tryout Coordinator, coaches, and training staff</li> <li>· Scheduling fields and times for tryouts with MSC Field Coordinator. Each age bracket must hold a minimum of two tryouts. Tryouts dates will be determined each year based on the registration dates.</li> </ul> <p>In some instances a player may be eligible to tryout for a team in more than one age group. A player must declare at registration, but no later than the beginning date of team tryouts, the age group for which the player will tryout. <b>This decision is final.</b></p> <p><b>All players MUST attend at least one tryout.</b> Once the tryouts have been completed, the Tryout Committee will decide on final team compositions. If a consensus opinion for a player cannot be reached the training staff will make the final decision. The Coaching Director will decide any conflicts that cannot be resolved by the Tryout Committee.</p> <p>The Tryout Coordinator will prepare a list of player selections (including name, date of birth, grade, and previous team if applicable) and available coaches as well as any registrants who were not selected to a team. That list will be sent to the Coaching Director as soon as the selections have been finalized. The Coaching Director will generate all notification letters (Acceptance and Rejection) once the teams are approved.</p> <p>If there is any player movement from current teams up, down or cut, that player's present coach must personally contact the player's parents prior to the notification letter being mailed.</p>
<b>EXCEPTIONS</b>	<ul style="list-style-type: none"> <li>· A player who is born after the cut off date of the seasonal year for a team but who is enrolled in the grade which is appropriate for that team's players, will be permitted to tryout and play up for the older aged team.</li> <li>· A Division 1 team or Division 2 team may be established using birth dates which exceed one (1) seasonal year.</li> <li>· Any appeals of this policy must be submitted in writing to the Executive Board of Directors for final determination.</li> </ul>

## Tryout Policy

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