

# SCOR Manager Guidelines

(Updated: March 2010)

## **Registration**

Registration is held in May for the Fall season and January for the Spring season. Travel and Academy fees are collected at the time of registration. Letters of acceptance will be mailed to players/parents in July and March respectively.

## **'Play-up' Rule**

A player that has indeed proven to be a superior player physically, technically and emotionally in his or her appropriate age group should have the opportunity to develop with an older and more challenging age group. The United States Soccer Federation encourages the exceptional player to play up, and S.C.O.R. follows their recommendation because it is important not only for the development of that exceptional player but that of his or her peers. The complete SCOR 'Play-up' policy is available online at [www.scor.org](http://www.scor.org) or from your Travel VP's.

## **Tryouts**

### SCOR Academy

There will be no tryouts for the SCOR Academy Program. All age appropriate players willing to make the commitment are welcome to participate in the program. Past season(s) playing exposure and/or pre-season practices will assist professional staff with placing players on equally balanced teams within their gender league.

### U10/11 Travel

U10 Players will be evaluated and ranked among their U10 peers throughout their last season in the SCOR Academy and U10 Travel Programs. All players will have the opportunity to 'tryout' at two 'combined' practice sessions towards the end of the season and depending on level of ability and availability on the roster, players will or will not make next season's U11 Travel Program. New players will have the opportunity to 'tryout' at one or more practice sessions during the season and/or at the 'combined' practice sessions and depending on level of ability and availability on the roster, the player will or will not make the next season's U11 Travel Program.

### U12 Travel and Above

Players will be evaluated and ranked among their Travel Program peers throughout their last 2 seasons in the Travel Program. Travel team placement is based on player's progress, performance, commitment and abilities as documented in the professional coaches evaluations and rankings. New players will have the opportunity to 'tryout' at one or more practice sessions during the season. Placement on a roster will depend the players level of ability and availability on the roster. Players will retain their placement through the Spring season without having to tryout again. However, players will continually be assessed by their coach, on speed, agility, technical and tactical skills and attitude as demonstrated during their season of play. Exceptions: If coaching staff determines that player(s) are not developing accordingly and/or are disruptive to the program during the Fall season then it is within their responsibilities to notify parents via

written notice of the possibility that their child(ren) may be cut or demoted. Notification must be given to the parents by mid October.

Players who choose to leave travel soccer for a season will forfeit their spot on their team and will be able to try out again if a spot is open. Parents of new players usually contact the [SCOR Registrar](#). Letters of acceptance or regrets will be e-mailed to players/parents by the VP of Travel. In addition to a phone call from the coach if the player does not make the team or if the player is moved from an A to a B team. Players who do not make a Travel team will be offered a House team position. If they choose to accept, parents will be mailed the appropriate refund. The tryout procedure will be posted on the website, [www.scor.org](http://www.scor.org), for parents to review.

### **Passes**

All SCOR travel players, coaches and managers are required to have a pass from the Connecticut Junior Soccer Association. Once all passes and rosters are complete (in mid June for fall season and mid March for spring season), the registrar will ask each manager to pick up passes (for players, coach and manager), rosters and medical forms. Keep player passes in a safe place and make sure you bring to every game as they will be checked by the referees. New passes are issued for the fall season and are valid for one year. In the spring, passes are required for new players (and new coaches/managers) only. Adults who are on the team sideline during the game must be on the roster and have a pass. Parents or players not on the roster may not be on the team sideline. All passes must be returned to the Registrar immediately following the conclusion of the fall season. Never dispose of any pass, even if the player has no intention of returning to play. CJSA rules require that all passes be accounted for. Please return passes and medical forms to the VP Travel at the end of each season.

### **Rosters**

CJSA allows 25 players to be rostered on each 11v11 team for ages U11-U18 travel teams and 18 for premier teams. Tournaments typically limit rosters to 18 players. SCOR team roster sizes will be determined by the SCOR coaching staff.

Managers should make about 15 copies of the roster and keep the original. A copy of the roster should also be given to each paid coach, and parent coach. These copies are used to apply to tournaments, to give to referees before each league game, and also to give to the referee before each state cup game. Remember to distribute copies and keep the originals. Remember to make copies of frozen rosters for state cup games, these are sent to you from the state office of CJSA. Always bring a copy of your roster and the passes to all games. Changes to rosters may result in significant delays of issuing new official rosters and passes.

### **Medical Release Forms**

Managers should make copies of each player's medical release form for parent coaches and paid coach. Medical release forms must be present at all practices and games. In case of emergency, the child cannot be treated without this form. **'ALL PASSES, ROSTERS, MEDICAL RELEASE FORMS, AND FLAGS MUST BE RETURNED TO THE**

TRAVEL VP AT THE END OF EACH SEASON'. The Medical Release form can be found at the [SCOR web site document center](#).

### **Practices**

Practice dates/times and fields are determined before the start of each season. Our professional coaches work with the Coaching Director to coordinate their schedule and availability. Field schedules are coordinated with P&R. Managers are notified of their team practice and field info as soon as it has been determined. CJSA and SCOR require a parent available at each practice - in case of emergency. This parent monitor makes sure all players are picked up at conclusion of practice session. Usually, more than one team will be assigned to a field. Managers can coordinate between each team to have at least one adult, non-professional coach, at each practice. Each manager will be responsible for coordination and payment of any make-up practice that they schedule indoor. The payment of the indoor space will be arranged by the manager and come out of their seasonal team funds.

If weather conditions look questionable please phone the Parks and Recreation field hotline to check on the status of the field. P&R hotline number is 203-431-2760. Please note that once the fields are closed, they will not be reopened until P&R determines, and should not be used even if the sun appears. Using fields immediately after a heavy rain can cause damage for the remainder of the season. If fields are open as of 2:00 p.m. on the hotline but we receive a significant amount of rain after 2:00 p.m., Parks and Rec may not update the hotline. IT IS IN EVERYONES BEST INTEREST TO USE GOOD JUDGEMENT ON WHETHER TO HOLD PRACTICE IF THE HOTLINE SAYS FIELDS ARE OPEN BUT THEY ARE EXTREMELY WET. ONCE YOU DAMAGE THE FIELDS, THEY REMAIN DAMAGED THROUGHOUT THE SEASON.

If the weather looks bad but the fields are open - the practice will take place. If there is light rain or similar conditions the practice will continue. If there is lightening and/or thunder in the area - players should be removed from the field immediately, until the condition passes (20 minutes after last thunder clap). If lightning and thunder persists practice will be cancelled and parents are expected to pick-up their players. SCOR's policy is to error on the side of safety. If conditions appear unsafe, the coach and manager will coordinate cancellation of the practice. A rain schedule will be provided to the managers at the beginning of each season and you will alternate days of when practice will be held if grass fields are closed.

### **Winter Indoor Practices**

Winter season indoor practices will be coordinated by the Coaching Director. A finalized and consistent winter schedule will be determined by early September. SCOR will also provide qualified Trainers. Managers should encourage a commitment from the team and collect indoor fees by mid October. Stay tuned for more information.

### **League Play**

Each age group in the CJSA southwest district has a director who's in charge of making a master schedule of games and can be contacted for guidance when there are any

questions pertaining to league play. Schedules can be found on the district web site at <http://www.swdcjsa.org> Managers will be contacted by the league director prior to the start of each season. A meeting with representatives of each team (manager, parent coach, paid coach or a parent representative) will be set up to discuss issues, rules, tournaments, etc. You will be given a list of team contacts for opponents, and a game schedule (opponent and home/away) for your league games. Half are away, and half are home. The exact field and time is determined by the home team, not the league director. As soon as game schedules are received, managers should contact the SCOR field assignor Add contact info here to schedule fields for home games. Use the list of opponent team contacts and call or email this info to your opponent. Hopefully, they will do the same for you when your team is away.

Contact the manager of the SCOR team that you share a coach with so they are aware of your game schedule. Work with that person, trying your hardest to avoid conflicts for the paid coach. If both you and the team you share a coach with have home games on the same day, arrange back-to-back games, if possible. If one team is away and one team is home, it may be easier to find out the away game time, so you can ask the field assignor if there is any availability at a time the paid coach is available. IT IS IMPORTANT TO NOTE THAT IF THERE IS A CONFLICT WITH THE PAID COACH AND HIS/HER OTHER TEAM, SCOR BELIEVES THAT ALL TEAMS ARE CREATED EQUAL. YOU SHOULD FLIP A COIN TO SEE WHAT TEAM GETS THE PAID COACH FOR THE FIRST CONFLICT AND THEN ALTERNATE FOR ALL THE REST. THE 'A' TEAM DOES NOT AUTOMATICALLY GET THE PAID COACH WHEN THERE IS A CONFLICT.

SCOR Coaching staff - The paid Head Coach is in charge of the Assistant Coach, Manager and parent behavior on the sidelines. Make sure your parents behave, or ask them to leave. It is not the referee's responsibility to monitor parents' behavior. The SCOR Professional and Assistant Coaching staff is to abide by SCOR's Code of Conduct and support SCOR's general player development philosophy as prescribed in SCOR's Coach Handouts. SCOR has a 'zero' tolerance policy should a member of the coaching staff be ejected from the field and/or receive a red card. If incident is reported to District Office and proven to be justified then the SCOR Coach will be asked to resign from position. When assisting professional Head Coach at practice or games the priority of the Assistant Coach is to encourage players, help with setting up activities and supporting Head Coach's intentions. Communication between Head and Parent Assistant Coach must be deliberate, coordinated and consistent. Parent Assistant Coach will be asked to evaluate Head Coach at the end of the season.

### **Home Games**

Reserve a field by contacting the Field Assignor. Try and arrange all home games with the field assignor at the same time. Contact the other team managers to arrange for game times and send directions to the field to them. Decide who is responsible for bringing equipment including gameball and corner flags to home Games if it is not you. For home games, coaches (or managers) are responsible for setting up corner flags, checking that nets are secure (plastic ties or tape is a necessity), and providing 2 game balls. P&R are responsible for lining the fields. Players should arrive at least 30 minutes prior to the start

of the game to warm. Players are encouraged to be on location 45 minutes prior to game start so that they can loosen up 15 minutes prior to official warm-up.

In case of inclement weather, managers must call the P&R hotline to determine if fields are opened/closed for home games. The number is 203-431-2760. Managers can also check the SCOR website at [www.scor.org](http://www.scor.org). In case of field closure, managers must inform their players of game cancellation. Managers must also contact the opposing team's manager as early as possible so that they can in turn inform their players. For away games, managers should contact opposing team's manager to determine status of the game. For game cancellations, managers should work with the opposing team's manager to re-schedule the game. Advise the visiting team to watch the website and to call the field line if there is any doubt. For rescheduled home games, the SCOR field assignor must be contacted to reserve a field and referees.

If your opponent has the same color jersey, the home team is required to change into an alternate color. IT IS VERY IMPORTANT THAT YOUR PLAYERS KEEP THEIR ALTERNATE JERSEY IN THEIR BAG!! That way it is available at every game.

If you accidentally forget your roster or passes at a game, you need to get a blank sheet of paper and have every player and coach sign his/her name. You take this paper, along with your roster and passes, and bring them to the Southwest District office in Wilton within two days. The district administrator will check to make sure all the names are correct and that you have a roster and pass for each person.

### **Away Games**

Contact other team managers and receive game times and directions to fields. Some teams will arrange all games before the season starts and others work on a game-by-game basis. You should contact the other managers before the season to find out game times. The league director will send league contact information (via e-mail) to all coaches and managers. Players should arrive at least 30 minutes prior to the start of the game to warm. Players are encouraged to be on location 45 minutes prior to game start so that they can loosen up 15 minutes prior to official warm-up.

### **Referees**

A certified referee is needed to hold a game, even if it is a scrimmage. The only time this is not required is when you're scrimmaging another SCOR team. SCOR gives each team a check in the beginning of the season to be used primarily for referees and tournaments. Managers pay the referees at each home game, usually at half-time. For home games, referees are assigned by the SCOR field assignor at the time fields are assigned. Please visit [www.SCOR.org](http://www.SCOR.org) for the latest referee fee structure. If a game needs to be postponed or canceled, managers must contact the field assignor before Tuesday night. If you do not cancel by then, even if you do not play, you are responsible for paying the referees. If you miss the deadline, but still need to cancel, call the field assignor so that referees can be informed.

## **IMPORTANT NOTICE FROM SW DISTRICT**

The District approved through it's membership the following:

Discipline versus spectators - In the event a spectator(s) becomes verbally abusive at a game and is ejected by the assigned referee, then the following punishment will be enforced: First offense spectator will not be allowed to attend the next two games of similar competition. If spectator attends these two games, it will constitute a second ejection. If there is a second ejection of a spectator from a team, then that team loses all of it's home games and will pay all referee fees. A second ejection may also result in forfeit of league games. It is up to the Club to monitor the spectators and to insure ejected spectators do not attend games. A club will be referred to the Disciplinary Committee for failure to monitor the spectators behavior and suspension. Notification - All players, coaches and team representatives who are ejected will have their last name, club affiliation, and date and location of the ejection placed on the district website.

**SCOR'S ZERO POLICY: SCOR PROFESSIONAL COACH THAT IS EJECTED AND FOUND GUILTY BEFORE THE DISTRICT'S DISCIPLINARY COMMITTEE WILL BE RELEASED IMMEDIATELY AS A SCOR EMPLOYEE. PARENT ASSISTANT COACH EJECTED AND FOUND GUILTY WILL BE RELIEVED OF HIS/HER RESPONSIBILITIES AS A SCOR COACH.**

### **Tournaments**

SCOR will pay for up to two tournaments per season. All teams are encouraged to participate in the maximum number of tournaments. Tournament selection should be facilitated by the team manager and the professional coach in conjunction with the other parents. Off-season tournaments, whether in the winter or summer season, will not be paid for by SCOR. Professional Coaches are not employed during this time as Head Team Coaches and off-season rostering schedule might not permit new players from participating in off-season tournaments. Exceptions might apply on a case by case basis under the direction of the Travel VP's.

SCOR Warmup Tournament - Parents of U10 Travel players will be expected to coordinate the SCOR Labor Day Warm Up Tournament. Parent coordinators, typically one from the girls side and one from the boys side, will be determined during the fall of their U10 year. Committee chairpersons and members will be selected thereafter and tournament planning will begin during the spring Academy season. All SCOR teams enter into the SCOR Warm Up Tournament in the fall which is 1 of the 2 fall tournaments that SCOR pays for.

It's important to register for tournaments early (July/August for the fall season, December/January for the spring season). Check out the [CJSA web site](#) for a list of available tournaments and ask other managers/coaches for input. Communicate with the team sharing your coach before applying to a tournament. If possible, both teams should apply to the same tournament. If both Ridgefield teams in your age-division are playing at the same tournament, check to make sure that the tournament has separate divisions. Otherwise, you may end up playing another Ridgefield team. Some tournaments have A,

B, and C divisions. However, some do not. If preferable, find out what tournament the other team has applied to, and choose a tournament on another week- end so that the paid coach can make both tournaments.

Make reservations for hotel space for away tournaments: Managers need to call hotels and make arrangements for rooms for the team for away tournaments. The earlier, the better. If you are going to a tournament out of state, managers need to get a 'permission to travel' form from the registrar. You need to have this done 30 days prior to the tournament date, or you will be fined.

### **Miscellaneous Tournament Expenses:**

SCOR does not reimburse professional coaches for tournament travel. Parents are expected to pay an additional \$10 per tournament day to cover hotel accommodation, mileage and food expenses for the attending professional Head Coach. Team manager will coordinate collection of cash contributions. This is a guideline so use your judgment for local tournaments or other out of the ordinary activities that may require additional travel or expense for your professional coaches.

### **Tournament Costs/SCOR Check**

In the beginning of each season managers receive a check from the SCOR treasurer to cover the costs of 2 tournaments and other SCOR related expenses. If more money is needed for additional tournaments then manager needs to ask parents to contribute. Please communicate this need to your SCOR Travel VP before going to the parents.

### **Uniforms**

Please check the [SCOR website](#) for the current uniform information and pricing. Keep track of players #'s, you may need to contact the other team that is the same age group to find out their numbers also. The entire age group should work together since if a player moves from A to B, or B to A, they will not need a new uniform. SCOR Academy players will be assigned jerseys. The jerseys will be returned to SCOR after the player has finished participating in the Academy. Parents will be responsible to pay for lost SCOR Academy jerseys. SCOR uniforms can be purchased at [Soccer & Rugby Imports](#)

### **Accident Report**

SCOR has an official report for serious injuries, requiring medical attention. If there is a serious injury with a player on your team, inform SCOR ASAP. The Registrar will provide the accident reports. This form is also available on the CJSA web site. Parents should complete form and send ASAP to CJSA.

### **General Team Costs/SCOR Check**

In the beginning of each season managers receive a check from the SCOR treasurer to cover equipment, referee fees and miscellaneous items. The check is accompanied with a letter outlining the type of expenses that are covered. Referee fees are a primary expense which is covered. Managers must bring the right amount of money to home games to pay referees and linesmen. Please keep all receipts and records of how the money is spent. An accounting will be required at the end of the season. If there is

money left over at the end of the season, the balance should be returned to the treasurer with the accounting. Supplies such as first aid kits, ice packs, game balls, stamps, envelopes, copying costs and indoor gym rentals for rainout practices should come out of this check. If, during the season, more money is needed, please communicate this need to the Travel VP, who will check with the treasurer. A SCOR purchasing position has been created to centralize the purchasing of equipment such as ice packs, game balls, and corner flags in an effort to reduce costs. YOUR REFEREE PAYMENT SCHEDULE, RECONCILIATION FORM AND UNUSED FUNDS MUST BE SUBMITTED AT THE END OF THE SEASON TO THE SCOR BOOKEEPER BY MAIL.

### **Organization**

The easiest way to stay organized is to get a notebook binder with dividers and label them:

1. Your team rosters, passes, contact info.
2. SCOR spreadsheet list of phone #'s and emails.
3. Southwest District-contact list for opponents, schedule, league directors email and phone.
4. Tournament info.

### **Manager Tips**

1. Team Meeting - Prior to the start of every season a team meeting is required to introduce managers, parent coaches, and paid coaches, and to make sure parents understand what to expect during the season.
2. Phone Tree - Establish a phone tree to be used in emergencies. Usually starts with coach to manager. The manager then calls three people, who are then responsible to call three people each. Distribute phone tree to all parents (include P&R rainout number as well (431-2760).
3. Communication - If possible, all communications should be done via e-mail. Parents should be told to check their mail after 4:00 on Wednesday for game times and directions to that week's game. The alternative is to print out directions and times and pass them out to the parents at the prior game. Pass on pertinent information from SCOR travel VP's, opponents, the district or the state organizations to parents in a timely manner.
4. Parties - It's the end of the season, but a manager's work is far from done. Many teams like to get together for a celebration of some sort - which entails more calls, more food, more rescheduling. Some teams will delegate this aspect to a parent other than the manager.
5. Inclement Weather - for home games, the manager is responsible for calling the P&R hotline to see if the fields are closed. The number is 431-2760. For game cancellations, managers must contact their players and opposing team's manager.
6. Newspaper - Designate a parent from the team, or several parents to keep track of stats and write an article for the Press. Tim Murphy's email is: sports@acorn-online.com.
7. Club meetings - Meetings are held on the first Monday of each month and are posted on the SCOR website. Travel VP's will email changes if any occur. Meetings minutes are posted on the SCOR web site.

### **Changes for Cup Play:**

### 1) Notification of DRA for Cup:

The District Referee Assignor of the home team must be notified at least five (5) days in advance of all games or changes to game schedule. Failure by the home team to adhere to the notification period for any reason other than weather, closure of field or a delay in the previous round of cup will result in the following;

- Home field awarded to the away team (Away team becomes Home team)
- Offending Club/Team will pay for the referee fees
- Offending Club/Team will be charged with a home game.
- Offending Club/Team will be fined \$60.00 payable to CJSA for each offense

### 2) Roster Size:

CT Cup rosters U11-U19 full sided game rosters may contain up to 25 players with all 25 being eligible to play at any game and a minimum of 11 players. CT Cup rosters for U11 small sided games shall have a team roster with a maximum of 18 players and a minimum of 8 players. Rosters must include jersey numbers. Length of games for U11 small sided cup games will be two 35-minute halves. State Cup rosters All U13 - U16 teams participating in the State Cup shall have a team roster with a maximum of 18 players and a minimum of 7 players. All U17 and older teams shall have a team roster of a maximum of 22 players and a minimum of 7 players. All U12 teams shall have a team roster with a maximum of 14 players and a minimum of 7 players. The game roster for U13-U19 teams shall have a maximum of 18 players and a minimum of 7 players. Every player on the game roster must be included on the team roster. All rosters must include jersey numbers for each player.

### 3) Notification of Referee Assignor for Premier:

The referee assignor of the home team must be notified at least four (4) days in advance of all games or changes to game schedule. Failure by the home team to adhere to the notification period for any reason other than weather, closure of field or a delay in the previous round of cup will result in the following;

- Home field awarded to the away team (Away team becomes Home team)
- Offending Club/Team will pay for the referee fees
- Offending Club/Team will FORFEIT the referee bond and will have to repost prior to their next game.
- If the late game change (less than 96 hours) is caused by the away team not being able to fulfill it's game obligation for any reason other than a delay in cup scheduling; the offending club/team will reimburse the home team for referee expenses and will forfeit their team referee bond and will have to repost prior to their next game.

### **SCOR Summer Camp Promotion**

SCOR is offering our players 3 weeks of summer soccer camp. The Club would appreciate managers involvement in promoting SCOR's Shootout Soccer Camps to their players by making sure the camp flyers are distributed at the initial parents meeting.

## **SCOR Contacts and E-mail**

All SCOR contacts can be found on the [SCOR Directory](http://www.scor.org/directory) (<http://www.scor.org/directory>).

### **CJSA Southwest District**

web site: [www.swdcjsa.org](http://www.swdcjsa.org)

CJSA Southwest District Office

228 Danbury Road

Wilton, CT 06897

phone: 203-761-0676

fax: 203-761-0387

e-mail: [dh@swdcjsa.org](mailto:dh@swdcjsa.org)

Refer to <http://www.swdcjsa.org/Contacts.asp?snid=348104441&org=swdcjsa.org> for a list of Southwest District personnel.

### **Southwest District Office**

Deborah Hennessey - [office@swdcjsa.org](mailto:office@swdcjsa.org)

Southwest District Representative

Lisa Schanzer - [swd.rep@swdcjsa.org](mailto:swd.rep@swdcjsa.org)

### **CJSA Main Office**

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

### **Tournament Information:**

Connecticut Junior Soccer Association Posts a listing of CJSA-approved tournaments. USYSAU.

S. Youth Soccer Association maintains a searchable database of USYSA- sanctioned tournaments

### **Ridgefield Parks & Recreation Field Hotline**

203-431-2760

More reference information for SCOR Travel Managers can be found at

<http://www.scor.org/Managers>