



# Lyme Old Lyme Soccer Club

## Team Coach, Assistant Coach and Manager Guide

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## Background

This guide provides guidance to Team Coaches, Assistant Coaches and Managers in planning and managing the team throughout a soccer season.

LOLSC belongs to the Southeast CT Junior Soccer Association, SECJSA. Teams can be part of the “Classic” (A-teams) or “Recreational” (B-teams) leagues. Please check their web site (<http://www.secjsa.org>) for their rules to make sure you have a good background on team expectations.

## LOLSC Fall Season

The season is about 10 weeks long (first weekend in September until about mid-November). The number of games will vary with the number of teams in the league but it’s typically up to 8-10 games in a season. In addition, teams may choose to schedule tournaments and participate in the CT Cup.

## Season Preparation

If you are new Team Coach, Assistant Coach or Manager, the SECJSA belongs to the Connecticut Junior Soccer Association, CJSA, who requires a **background check** (go to <http://www.cjsa.org> home page) and LOLSC asks that you submit a **photo** (to LOLSC admin).

Book Practice time slots with the Field Coordinator. Practices are twice weekly. Remember that practice times typically will be shorter as the season progresses due to less daylight later in the season.

**Team rosters** and **player cards** will be provided to the coach by LOLSC. Suggestion for player cards: Punch a hole in each and put them on a ring, sorted alphabetically, for easy verification.

Once you have your Team Roster, **send an introductory email** to all your parents with information about your practice schedule. A sample email is included in the “More Info” section.

## Game Planning

Team Coaches, Assistant Coaches and Managers should **discuss preferred game times and tournaments upfront** in order to be prepared for scheduling (also see below).

For older teams (U12 and U14), consider checking the Middle School Soccer schedule, especially if looking to play during the week. Middle School schedule is available at [www.region18.org](http://www.region18.org) (under “Students > Athletics”).

There is a SECJSA scheduling meeting held right before the season starts (typically at the end of August for Fall and April for Spring), where all team representatives meet to decide on game times. It is a ½ hour scheduling session where all season games are booked. A Coach, Assistant Coach or Manager from each LOLSC team must be present and please come prepared with your calendar.

**NOTE: You will need** to bring your **time slots** for home games, which you get from the LOLSC game/field coordinator, and preferably, you should have an idea of game date & time **preferences including tournaments** your team will play, as that will make certain dates unavailable for season games and make for (many) less



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changes once the season has started. Consider holding a parent team meeting prior to the SECJSA scheduling session to discuss preferences.

Once you have attended the planning session you should **email all other team coaches** right away to confirm agreed times (sample emails are included in the “More Info” section below) and **submit the agreed schedule to the LOLSC game/field coordinator**. Once all is confirmed, you should **notify parents** about the schedule.

## Managing Season Games

For regular season games, the following is recommended:

When	What
~ 1 week before game time	Email other team coach to confirm game time & location are still as agreed (and jersey color)
A few days prior to game	Send reminder to parents with the game time & location, directions and what time parents/children should be there
A few days prior to game (~Wed for weekend game)	Home games: Make sure refs are assigned
Game day	Bring player cards
After the game	Home games: Report the score at the SECJSA home page
After the game	Provide a brief game highlight to the YES coach for incorporation in club newsletter

If you need to change a game: Discuss potential dates with the other team, check field availability with field coordinator if it’s a home game. If refs have been assigned already: **Make sure ref coordinator knows** and is involved (if refs need to be cancelled or changed). Please note that changing games is not necessarily easy given own team and all other teams’ schedules.

## Tournaments

There are a number of tournaments that teams may choose to participate in and in addition, CJSA organizes the CT Cup. Some tournaments to consider are listed below and more tournaments can be found at the CJSA website (under “Events” tab on main page.)

Be sure to check tournament registration deadlines for any tournament(s) your team is interested in.

Name (click on name for web link)	By	Dates	Location
<a href="#">Connecticut Cup</a>	CT Junior Soccer Association, CJSA	Fall Season, starts Sep	Depending on opponent
<a href="#">Madison Invitational Soccer Tournament (MIST)</a>	Madison Youth Soccer Club, MYSC	September	Madison, CT
<a href="#">Colchester Soccerfest</a>	Colchester Soccer Club	End Oct/Early Nov	Colchester, CT
<a href="#">Barrington Invitational Tournament</a>	Barrington Youth Soccer Association	November	Barrington, Rhode Island



## Tournament Registration

**Cost:** Tournament team costs may be around \$450 or \$700 and cost is divided by the players that attend. You can do the initial registration and ask LOLSC accountant to submit a check for the full fee, then collect the cost from the individual players (check or cash) to reimburse LOLSC (submit to LOLSC treasurer).

**Players and roster:** Check the tournament rules for number of players allowed. An official roster must be submitted. You can use the roster provided by the club to the coach at the beginning of the season if there are no changes. If changes need to be made (e. g. player added), contact LOLSC Registrar for an updated official roster. It is recommended to submit all player names on the roster unless you know for sure that they will not play, as initial plans may change.

**Waiver form:** Tournaments usually also requires a waiver form to be signed, print it out and get all parents to sign.

## LOLSC Trainer

The club employs a UK International Soccer trainer(s) to work with each of our teams on a weekly basis throughout the season. Contact LOLSC to schedule your time slot with the trainer(s).

## Indoor session

The indoor soccer session usually start as soon as the outdoor season ends (mid-November), but planning begins before that with coach sign-up by end of September and player registration in early October. Practice is usually 1 or 2 times per week at Lyme Consolidated or Mile Creek. To schedule practice call Region 18 schools to book a weekly time and gym.

You may also want to check the Middle School basketball schedule ([www.region18.org](http://www.region18.org)) as some kids will also play basketball during the indoor season.

## Additional Events

LOLSC and SECJSA may provide additional events throughout the season, check emails and their websites for updates. Example of events during the season:

- Free UCONN soccer tickets
- SECJSA Fall or Spring Development programs
- SECJSA Fun day for U6 and U8 teams.

The LOLSC annual meeting is usually held in November.



## More Info

Refer to the LOLSC website for [contact information](#).

Southeast CT Junior Soccer Association, SECJSA, website: <http://www.secjsa.org>, includes a link to the SECJSA rules as well as SECJSA events.

Connecticut Junior Soccer Association, <http://www.cjsa.org>, includes a link for background checks and CT Cup info.

### Sample email to parents:

*Hello, My name is ( \_ ) and I'll be coaching your son's/daughter's soccer team this Fall/Spring. Our Assistant Coach is ( \_ ). We are really looking forward to starting to work with the boys/girls and to an exciting season!*

*Our season officially starts on <Date> and games most likely will begin <Date>. Our District Scheduling Meeting will be held on <Date> and the season schedule will be sent out shortly after that date.*

*Practices will be held on Field (1, 2 or 3) at Town Woods Park on <Day> from <Time>. Our first practice will be on <Date>.*

*(If you do not have a Team Manager) Lastly, I am asking for a volunteer to take on the Team Manager role (game scheduling and communications). Having a Team Manager is critical in enabling us to focus on training and getting the boys/girls ready for the games. Please contact me if you are interested.*

*Please feel free to contact me with any questions or concerns. We look forward to seeing you on <Day>!*

*Thank you,*

### Sample email to other team coach after planning meeting:

Away games:

*Nice to meet your representative at the planning meeting on Saturday. Currently we have our scheduled game time for <Day>, <Date>at <Time>in <Location>. We usually wear a (medium) blue jersey for away games, but please let us know if that's close to what you are wearing (our home/alternate jersey is white).It's great if you can let us know as soon as the field location has been confirmed. Please send an address and directions to the field.*

Home games:

*Nice to meet you at the planning meeting on Saturday. Currently we have our scheduled game time for <Day>, <Date> at <Time>in Old Lyme at Town Woods Park. Our home jerseys are white (with blue shorts). Field directions are included below and we will be on "Field X", which is <location>hand side as you enter the park. Please let us know if there are any questions.*



## Lyme/Old Lyme Field Directions

Address: Town Woods Park, 26 Town Woods Road, Old Lyme, CT 06371

[Google Maps link](#)

### **Town Woods Field:**

#### I-95 South Exit 70:

Right at bottom of exit onto Route 1.

Follow Route 1 approximately 2 ½ miles. Coffee's Country Market/Laysville Hardware will be on the right.

Take the next left onto Town Woods Road (right before Rogers Lake).

Follow to stop sign and continue straight.

Take your next left into the Lyme's Senior Center/Town Woods Fields.

Field 1 is on the left hand side, Field 2 is on the right hand side and Field 3 is the furthest field to the right.

#### I-95 North Exit 70:

Left at the bottom of the exit onto Route 1.

2nd traffic light turn right following Route 1.

Continue on Route 1 to the end (2nd traffic light) and turn left following Route 1.

Follow Route 1 approximately 2 ½ miles. Coffee's Country Market/Laysville Hardware will be on the right.

Take the next left onto Town Woods Road (right before Rogers Lake).

Follow to stop sign and continue straight.

Take your next left into the Lyme's Senior Center/Town Woods Fields.

Field 1 is on the left hand side, Field 2 is on the right hand side and Field 3 is the furthest field to the right.