

Handbook for Head Coach & Team Manager

Communication / Contact Information

The team manager's role is to be the primary communication link between the coach and team parents. Email is the primary form of communication so managers must have frequent access to email. Most club information and requests will come to the team manager for prompt distribution to club members.

Team Manager to create team contact list or use SSC site and or league athletic app. Will need player names, parent/guardian names, home/cell phone numbers and email addresses. Phone numbers are necessary in case of emergencies or short notice game changes/cancellations. A great option is to use the email option through SuffieldSoccer.com or by using the League Athletics App. Parents can keep their contact info up to date on line and manager doesn't have to worry if they forgot or missed anyone in a group email. The website will send emails and/or text messages.

Pre-Season Tasks

Define Roles & Responsibilities

Head Coach & Team Manager to talk about Roles and Responsibilities. Here is a list of items you may want to discuss:

- Who will be scheduling games? *Typically Manager*
- Who will be on point for entering scores into the CJSA website? *Typically Manager*
- Who will be responsible for bringing the player's pass and medical forms to all games? *Typically Coach*
- Who is going to work with the other team to determine if a game should be cancelled? *Typically managers communicate with one another, away game cancellations are determined by away teams. Home games are cancelled by SSC board members ONLY (or by team coach or manager but no later than Tuesday the week of the game, Ref coordinator NEEDS to be notified).*
- What days do coaches prefer to practice on? *Picked via Lottery at pre season meeting.*
- *What tournament(s) will the team do?* Coach and Manager can discuss tournament options and discuss with team to determine what tournaments to participate in. Tournaments can start as early as Labor Day weekend and registration for these tournaments occur sometime in the early summer months. Player registration fees (SSC) will cover cost of one tournament, SSC encourages all teams to participate in at least one tournament a year as it is a great team building experience.
- Who will need to be notified about player attendance for games/practices – *Typically Manager informs coach after communication from team*

Roster & Player Passes

Team Managers will receive an "approved" CJSA roster, medical release forms and player/coach/mgr passes from our Club Registrar.

● **Head Coach** is generally responsible for bring passes to each game. Player passes are mandatory for league games and should be brought to friendly games. Referees check each player/pass at the beginning of each game.

- **Team Manager and/or Coach** to retain copies of roster & medical release forms. These are typically used for tournament registration but should be brought to every game so may be best for each to have copies.

Game Scheduling

Team Manager will typically handle game scheduling; however, some coaches prefer to do it themselves. All Suffield teams will have a lottery pick in order to secure home game fields & times. This means your team will always have a given field & time for Saturday home games and a given time & field for Sunday home games. Obviously, away games will be determined by opposing team's field availability. Any questions on home field availability, contact our Director of Referees. At times you may need to move a game time depending on ref availability.

For league games, CJSA will determine the division & town match-ups as well as assign which town is home vs. away. Once they have published schedule, our club will pass along to coaches & manager. Managers typically can email with opposing team contact for home games and inform them of field & time.

For friendly games, you can schedule with towns in or out of your division. These games can be home or away; however, Suffield Soccer Club will only allow for **3** home friendly games during the fall season and **2** during the Spring season. The main reason for this is to preserve the integrity of our home fields.

Suffield is in the CJSA North Central District. You can find team contact information for scheduling purposes at <http://www.bysa.org/CJSATrav/>. Select Fall, Verify League Entries, North Central to locate team contact info.

- **Team Manager** to create a game schedule for the season once all league & friendly games are scheduled. Include day, time, opponent, home/away game, & field location capturing all league and friendly games. Distribute (electronically) to team parents. Template/example available upon request. Schedule can also be entered into SuffieldSoccer.com and alerts will automatically be sent to players and families, this is a great option and managers are encouraged to use this feature.
 - For younger teams, you may want to assign families to bring snacks/drinks for either half-time or after game. Just survey parents for any food allergies and communicate any restrictions to parents.
 - Once created, the team manager shall make sure that the schedule distributed to the team parents and to field coordinator. It is best to work to get this as complete as possible and distributed as early as possible in the season to avoid potential conflicts that may arise

Parent Meeting

Coaches need to have an introductory meeting with parents/guardians at the very beginning of the season, typically at the beginning or end of a practice. This will usually cover coach's philosophy & approach for working with players, expectations for practice and game attendance, notification process of absences or game cancellations, tournament play if any, etc. It's an opportunity for Q&A, especially important for the newly formed teams (U9) or those that have new club members. Example of Parent Meeting talking points available.

During the Season

Weekly Tasks

- **Team Managers** to confirm game time & location with opposing team contact on the Monday or Tuesday prior to weekend games. If away game, obtain directions from opposing team. If home game, provide directions from SSC website www.suffieldsoccer.com to opposing team. Once confirmed, email game reminders to team distribution with day, player arrival time, game start time, town/field, directions. You should also remind parents to notify you and/or coach ASAP if their player cannot make game(s).
- We recommend that you have players arrive 30 minutes prior to each game for warm-ups and also to insure they arrive on time. Remind parents to bring both home and away shirts to **every** game.
- The Director of Referees assigns referees to every home game. She will send out this assignment to coaches & managers every week prior to weekend games.
 - **Coaches or Managers** need to obtain the names of referees at home games and compare to the referee assignor list. By Sunday evening, email the Director of Referees to confirm referee names for your games so she can authorize payment for those refs.
- **Coach** will be responsible for bringing/removing corner flags and game balls at beginning/end of each home game.
- **Coaches & Managers** are responsible for ensuring that the home fields, both home & away benches, and parent sidelines are free of any trash after each game.
- **Coach or Manager** shall also enter games scores into the CJSA North Central site, <http://www.bysa.org/CJSATrav/> under Administration. Username/password will be provided to coach. Our club will be fined by CJSA if these are not submitted by deadline. If club is fined, coach and manager will be fined. So it is highly recommended to have scores recorded on a weekly basis.

General Items

End of Season Gathering

Some teams choose to have a celebration at the end of each Fall and Spring season, or at the end of the year. Some teams have a small gathering at the field after the last game; others have it at a player's home or alternate location. This is purely optional. Any gifts or costs for the party are paid for by each team.

Indoor Soccer

Many teams like to continue play during the winter months. Indoor leagues are not associated with Suffield Soccer Club and carry a separate fee to participate. Indoor sessions are typically run mid- November/end December, January/Feb, March/mid-April. For more information contact a local indoor soccer facility.

SportsWorld in East Windsor: www.sportsworld.cc

Farmington Sports Association: www.fsasports.com

Star Hill Athletic Center in Tolland: www.starhillsports.com

Spring Season

Sometime near the end of Feb or early March, survey players/parents to see if there are any conflicts with playing spring soccer (i.e. spring sport). This is an early assessment of player availability for the spring season. The club advocates that all spring sports take precedence over soccer in the spring to provide a more rounded player athlete. There is usually 1 practice, typically optional, during the spring season and fewer friendly games scheduled. The league games are still played on Sundays, similar to the fall season. In general, spring season is much more relaxed than the fall.

Tournaments

Decide if your team is playing in any tournaments. If you know of a tournament, solicit your team well in advance to assess interest & availability. Tournament rosters can be different that CJSA roster, just need to bring all rosters that show player age eligibility.

Suffield Soccer Club will only be covering registration fees for ONE tournament and CT Cup entry (need to follow all deadlines as stated in pre season meeting).

- **Team Manager** is typically responsible for on-line registration and coordinating with parents on completion of necessary forms for tournament. Manager can contact club treasurer for payment.
- **Team Manager or Coach** is responsible for the team registration at tournament location.

Volunteering Commitment @ Suffield Soccer Tournament

SSC has hosted tournaments in the past, should we host a tournament again we will need support from all SSC members, coaches and managers will need to help coordinate this.

Volunteering Commitment @ June Try-outs

Every June, Suffield Soccer Club will hold try-outs for the next season.

Coaches are expected to be available during the week to assist with evaluations.

Managers are expected to support try-out registrations for your gender/age group. U14 managers will register U9 players.

Procedures

Grievance Procedure

If a parent has an issue or complaint, please have them consider waiting a period of time (24 hours) before approaching the coaches/manager to discuss the matter. Avoid any during-game discussions. Grievance Procedure can be found in the Policy manual on SSC website.

Zero-Tolerance

Players, parents & coaches will respect officials and accept decisions without question. During Try-outs in June, parents should have read & signed the Club's "Player & Parent Code of Conduct" which speaks to appropriate behavior towards referees. Please remind all of policy.

Links

North Central District Website: <http://www.bysa.org/CJSATrav/>

Suffield Soccer Club Website: <http://www.suffieldsoccer.com>

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