

In-Town Soccer

Coach Information Package



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Rule #1

If you have questions about anything, please check the [CCYS website](#) first. There is a Coach section which covers a wealth of information from [how to start coaching](#) with CCYS to [Resources](#) section which outlines skills and games for development of practices. Also, to assist you, there is a great [Coaches](#) section on the Mass Youth Soccer (MYSA) website. MYSA is our parent organization and supports us in many ways including providing coach licensing, games plans, player activities and much more.

What We Stand For

Three Missions

Kids have fun playing soccer: (1) make friends, develop a sense of team and group, (2) play soccer and enjoy it enough to want to come back, (3) learn soccer skills.

Foster a sense of community among Concord families and Carlisle families.

Teach a set of values: (1) team cooperation, (2) sportsmanship, (3) invest to improve.

What We're Working Toward (one grade at a time)

Teamwork

Develop a discreet awareness of the meaning of a team; functioning as a unit; working together to a common goal; getting to rely on each other's strengths

Communication

Develop a high level of verbal connection between players on the field that builds on the notion of the team functioning as a unit, seeing an opportunity and taking advantage of it together.

Technical proficiency

To seamlessly be able to perform a legal throw-in, corner kick, penalty kick, etc.

Emphasize a passing game that, again, in turn, connects to the ability of the team to communicate; to see opportunity and to take advantage of it.

Develop skill levels to be in control of the ball and help the player make and complete choices

Strategy

Understand the rudiments of zone play, the roles of positions and the value of passing game.

Fitness/focus/self-esteem/fun

Encourage a concentrated effort in being fit; on a focused group behavior that helps kids develop a sense of pride for their bodies, their minds, their sense of belonging to something bigger than themselves and having fun doing it.

Club Organization

Administration

President	Peter Belden peter.belden@otis.com
Director, In-Town	Laura France ljfrance@comcast.net Home: 978-369-8598 Cell: 617-930-6632
Enrollment and Operations	Nancy DiRomualdo nancydiromsoccer@comcast.net Home: 978-369-7978 Cell: 978-973-6804
Referee Coordinator	Pam Rockwell pam@tiac.net Home: 978-369-8512 Cell: 978-808-9609

Age Directors

Age Directors and Assistant Age Group Directors (by school or gender) assist with:

Answering questions from coaches before and during the season

Team formation

Coach recruiting

Problem-solving in the age group.

Please contact them first with questions or concerns. This table below is also posted to our web site.

Age Director Listing - In-Town Fall 2010 (Upd. 09/10/2010)			
Division/School	Age Director & Email Link	Email Address	Phone
Pre-K	Andrew Carey	atcarey@comcast.net	978-318-0450
Alcott/NB	Peter Jantzen	Peter.Jantzen@intecbilling.com	978-371-7879
Carlisle	Skip Bestoff	sbestoff@hotmail.com	978-254-5822
Thoreau	Sean Miller	semiller@ptc.com	978-369-2362
Willard	Andrew Carey	atcarey@comcast.net	978-318-0450
Kindergarten	Ali Walsh	aliwalsh@comcast.net	978-287-9593
Alcott	Nancy DiRomualdo	nancydiromsoccer@comcast.net	978-369-7978
Carlisle	Lisa Chaffin	ldchaffin@comcast.net	978-369-8790
Thoreau	Sean Miller	semiller@ptc.com	978-369-2362
Willard	John Sweeney	jfs15@cornell.edu	978-369-1079
Grade 1	Sara Smith	saracraigsmith@hotmail.com	978-371-1284
Alcott	Phil Morris	philmo1@mac.com	978-369-2767
Carlisle	Sara Smith	saracraigsmith@hotmail.com	978-371-1284
Thoreau	Sara Smith	saracraigsmith@hotmail.com	978-371-1284
Willard	Rick Olney	Richard.olney@ustrust.com	978-287-0661
Grade 2 Boys	Holly Boyle	hboyle@mementosecurity.com	978-287-0933
Grade 2 Girls	Pam Reed	peterpamreed@comcast.net	978-254-5043
Grade 3-4 Boys	Nancy DiRomualdo	nancydiromsoccer@comcast.net	978-369-7978
Grade 3-4 Girls	Lauree Cameron Eckler	lacameroneckler@comcast.net	978-318-0800
Grade 5-6 Boys	Jen Johnson	Larison@verizon.net	978-371-0770
Grade 5-6 Girls	Dave Massicott	davem@synergy-inc.com	978-371-6407

Club Meetings

Club meetings are usually held the first Monday of the month at the Hunt Recreation Center in Concord. All members are welcome to attend.

Coach Guidelines

Philosophy

To let the kids play without a lot of coaching during games. To smile a lot. To encourage a lot. To let the ball be the teacher. The kids like to keep track of the score. The adults should focus on managing activities and helping the players learn soccer, social skills, and team skills.

Jobs of a Parent

Bring your child to the event.

Take a turn bringing fruit or water for the team during the season

Talk to your friends.

Drink coffee. Smile.

Cheer randomly. Cheer for both teams equally. Smile.

Take your child home. Smile.

Jobs of a Coach or Assistant Coach

Learn and apply activities to help kids learn ball skills and have fun.

Advise the parents on how to do "Jobs of a Parent"

Schedule and run practice / play sessions (Grades K and up, one per week) in which you apply the learning activities effectively.

Manage teams through games (warm up, line up, substitutions, encouragement)

Cheer for the kids.

Jobs of a Team Manager

Update (from club provided Excel spreadsheet download) parent phone numbers (daytime, evening, pager), email addresses, physician names and phone numbers

Assign families to bring water, cups, and cut fruit (orange sections best) or Popsicles (for after games).

Assist coaches and assistant coaches with scheduling, communication, and feedback

Practices

Practices are scheduled at the coach's discretion after discussion with the parents and children on their teams, usually on weekday evenings or Sundays.

Guidelines for good practices:

- q PLAN THE PRACTICE IN ADVANCE. WRITE PLAN ON A CARD. CARRY THE CARD.
- q Coach smiles frequently and encourages with positive comments, catching players doing things right.
- q Every player has a ball at his or her feet.
- q **No players stand in line, ever.** They're always doing something with the ball or moving to a ball.
- q The kids are having fun. The coach has organized games that teach skills. There are no "rote" drills.
- q The practice includes a "live-game" scrimmage for at least 15 minutes (30 minutes for older kids).
- q The kids go home tired.

Skills:

See the **Coach** section of the web site (www.ccysoccer.org) for detailed descriptions of skills we'd like the kids to learn and activities that will help them learn while having a blast.

Expectations for Games

Soccer is *supposed* to be a game in which the coach is quiet during the game. At all age groups, we endorse coaches calling directions to players occasionally. We do not endorse constant directing or haranguing of players on the field. Players need to learn to make their own decisions on the field. If a coach needs to correct a mistake, we expect the coach to take the player out of the game and speak to the player about the issue.

Note: Fall Kindergarten (typically the first season) is the only important exception to this. Until the children understand the basic idea of the game, coach participation and encouragement on the field can accelerate their learning.... like playing in the back yard.

Balanced Teams and lopsided scores

We do our best to make balanced teams. Sometimes we get different results. We ask coaches to make adjustments during games to ensure that the final score is no more than a three-goal differential. Sometimes, that result is not achieved. If you have concerns about coach decisions, please email in confidence to Laura France 978-369-8598 with specifics.

Referees

Referees are our children, too. They are learning. They need encouragement and support. Please give it to them in the same way you would encourage your own team members and children. If you experience challenges with a referees, please call the Club Director, Laura France 978-369-8598

Uniforms

The basic soccer kit for In-Town Soccer consists of:

- q 1 jersey (reversible used from season to season)
- q soccer socks (black is preferred, other colors are OK)
- q soccer shorts (black is preferred, other colors are OK)
- q shin guards (appropriate for weight and size of child), mandatory
- q rubber soccer cleats
- q Jersey (ordered from CCYS)

If there are issues with shirts or a player wishes to order a shirt after the coach meeting, the family may order them on-line through their registration but must contact Nancy DiRomualdo for pickup. Shirts are \$20. Socks, shorts, shin guards and cleats can be purchased locally at Brines in Concord, Soccer Stuff in Acton or the Outdoor Store in Maynard.

For all soccer events players must wear shin guards which are worn next to the skin with socks over them. No jewelry should be worn for safety reason, not even earrings with tape over them. Long hair should be pulled back and out of the face.

Rosters & Schedules

Rosters are emailed directly to each coach, assistant coach and manager along with medical information and parent contact data. They are released about two to three to weeks prior to the season opening or just before the coach meeting. Coaches should contact their team **as soon as they receive the roster** to introduce themselves and set up a practice time (Kindergarten through Grade 6).

After rosters are released they can be found on [In-Town Team Schedules page](#) of our website.

Schedules

Season - Fall 2010

Pre-K to Grade 4 - Season starts: September 18 Ends: November 6

Grades 5 to 6 - Season starts on September 11 Ends: November 13

Memorial Day weekend...We've scheduled games. Call the other team's coach à *Play or Cancel at the beginning of the season.*

Playtime Schedule

Team schedules are produced and released to coaches just before the coaches meeting. We take a number of factors into considerations such as other youth sports programs schedules including our Travel program, coaches who coach more than one team and in more than one program, referees schedules and usually age-spaces between children in families. We start with a basic schedule change it as needed with the varying factors. When the schedules are generated we also take into consideration as best we can, the home team field desired. For Pre-K, K and Grade1, play is on fields closest to their school. For the Grade 2 to 4 divisions, games are played in both Concord and Carlisle. The grades 5-6 divisions play games with Acton Boxborough Youth Soccer (ABYS) and are located on Concord, Acton and Boxborough fields. These schedules are designed and updated by ABYS and are posted to the [In-Town Schedule page](#) of our website.

The table below lists the updated playtime schedule for the season. From our website, you can access the Schedule by Teams either from the [In-Town Teams](#) page or from the [Game Calendar](#).

CCYS In-Town 2010 Playtime Schedule (9-10-2010)	
Division/School	Playing Time
Pre-K	9:00 AM
Alcott & Nashoba Brooks	Ripley
Carlisle	Spalding
Thoreau	Cousins
Willard	Sanborn
Kindergarten	10:30 AM
Alcott & Nashoba Brooks	Ripley & Cousins
Carlisle	Spalding
Thoreau	Cousins & Ripley
Willard	Sanborn
Grade 1	10:30 AM
Carlisle	Spalding
Thoreau	Cousins
Grade 1	Noon
Alcott & Nashoba Brooks	Ripley
Willard	Sanborn
Grade 2 Boys	9:00 (Spalding & Sanborn)
Grade 2 Girls	1:30 (Spalding & Sanborn)
Grade 3-4 Boys	Noon (Spalding, Ripley)
Grade 3-4 Girls	1:30 (Spalding, Ripley)
Grade 5-6 Boys	1:00 Rideout (Home games only)*
Grade 5-6 Girls	11:30 Rideout (Home games only)*
*Plays with ABYS-their times may be different. Consult schedule on In-Town Teams page of this website.	

Changing the Schedule (if absolutely necessary)

Two coaches can agree to change the time and day of a game due to weather challenges or schedule challenges. It must be a mutually amicable decision.

An Age Group Director may change the time for all games with (we would hope) the advice and consent of the coaches for their age group and the approval (in advance) of the Director or Registrar.

What to do if it rains at game time or the night before a game:

- q For field closures, check our website at www.ccysoccer.org
- q Call the other coach. Decide together whether to play or not play.
- q If the fields are muddy or very slippery, don't play.
- q If there is driving rain, don't play
- q If there is any threat of thunder, don't play
- q You can reschedule the game if you and the other coach can agree on a time.
You don't HAVE to reschedule.
- q If you cancel, contact the [referee coordinator](#), Pam Rockwell (Grades 2 to 6) ASAP to cancel the referee.
- q If you reschedule, contact the referee coordinator at least 24 hours in advance to reschedule the referee.

Practice Space and Times

Important Concept: Share field space. You can run an excellent practice in a half-field or less space. There are many activities involving space and pressure that can be run in less. Ask for ideas if you need them.

No sign up needed -Find a practice space in the table below.

Game Practice Space - Spring 2010 In-Town

Division	School	Goals Needed	Fields	Times
Pre-K				
Kindergarten to Grade 1	Alcott/Nashoba Brooks	Pugg Goals (provided by the club), grab "green space"	Ripley	Daily
	Carlisle	Pugg Goals (provided by the club), grab "green space"	Spalding	-M,W,F 5 pm to dusk -Sunday 2 pm to dusk
	Thoreau	Pugg Goals (provided by the club), grab "green space"	-Cousins -Rideout	Daily
	Willard	Pugg Goals (provided by the club), grab "green space"	Sanborn	5 pm to dusk
Grade 2		Fold-A-Goals	Sanborn, Spalding	See times above
Gr. 3-4		Kwik Goals (6v6)	Spalding, Ripley, Sanborn	See times above
Gr. 5-6		Kwik Goals (8v8)	Cushing, Ripley, CCHS Turf Fields	-Cushing - 5 pm to dusk -Ripley See times above -Turf 2 CCHS M,W,F 6-8

Field Directions and Layouts

Field Directions

Check the [Fields](#) section of our website for directions to fields and maps of field layouts.

Field Configurations

We have put together a summary table showing the age groups and their game characteristics. It can be useful particularly in the fall in moving up a division. This document can also be found on the [Coach Resources](#) pages of our website.

Game Characteristics by Division

Division	Size	Length	Size	Type	Size	Keeper	Ref	Ins	Headers
Pre-K	3 v 3	10 min	12 x 15 yds	Pugg	3	No	No	No	No
Kinderg.	3 v 3	12 - 15 minute halves, 5 - 8 minute intermission	14 x 20 yds	Pugg	3	No	No	No	No
1	4 v 4	12 - 15 minute halves, 5 - 8 minute intermission	20 x 30 yds	Pugg	3	No	No	No	No
2	5 v 5	20 minute halves, 5 - 8 minute intermission	Lined fields (approx 25x30 yards)	Fold-A-Goal	3	No	Yes	No	No
3 & 4	6 v 6	24 minute halves, 5 - 8 minute intermission	Lined field (approx 40x55 yards)	Kwik Goal Roughly 6.5 ft x 12 ft	4	Yes	Yes	Yes	Yes
5 & 6	8 v 8	30 minute halves, 5 - 8 minute intermission	Lined field (approx 50x70)	Kwik Goal Roughly 6.5 ft x 12 ft	4	Yes	Yes	Yes	Yes

Rules Highlights

<p>Kindergarten</p> <p><i>The idea is: Keep the action moving quickly.</i></p>	<p>Off-side rule not used.</p> <p>Do not "park" offensive players in front of opponent goal.</p> <p>Do not "park" "goal keepers" in front of your own goal. Everybody plays up.</p> <p>Start from kickoff at mid-field at beginning of half and after goals scored.</p> <p>Restart from ball out of touch anywhere on field - pass in from sideline</p> <p>No corner kicks</p>
<p>Grade 1</p> <p><i>The idea is: Keep the action moving quickly.</i></p>	<p>Off-side rule not used.</p> <p>Do not "park" offensive players in front of opponent goal.</p> <p>Do not "park" a "goal keeper" in front of your own goal. Everybody plays up.</p> <p>Start from kickoff at mid-field at beginning of half and after goals scored.</p> <p>Restart from ball out of touch anywhere on field - pass in from sideline</p> <p>No corner kicks</p>
<p>Grade 2</p> <p><i>The idea is: Keep the action moving quickly.</i></p>	<p>Off-side rule not used.</p> <p>Do not "park" offensive players in front of opponent goal.</p> <p>Do not "park" a "goal keeper" in front of your own goal. Everybody plays up.</p> <p>Start from kickoff at mid-field at beginning of half and after goals scored.</p> <p>Restart after ball crosses touch line - pass in from touch line. <i>No throw ins.</i></p> <p>Restart after ball crosses end line</p> <ul style="list-style-type: none"> Ø Offense retains possession - corner kick Ø Defense takes possession - goal kick (in front of goal)
<p>Grades 3 - 4</p>	<p>FIFA rules except</p> <ul style="list-style-type: none"> Ø Off side rule not observed Ø Keeper punt or goal kick must first bounce on keeper's side of midline.
<p>Grades 5 - 6</p>	<p>Standard FIFA rules</p>

Equipment

Pickup

Equipment pickup takes place after the seasonal coach meeting. The spring 2010 coach meeting is on Saturday, September 11. If you are unable to pickup your equipment, send someone in your place or contact Nancy DiRomualdo at nancydiromsoccer@comcast.net.

Fall

Coaches should pick up enough of the following items for their team during the pre-season coach meeting:

- q Balls, goals, cones, disks, etc.
- q Player ordered shirts
- q Pugg goals (Pre-K to Grade 1)

Spring

We replenish what you already have. Pick up **only** the balls, cones, discs and pugg goals needed to fill out supplies for your team.

Return

- q November 6 (Fall 2010) - at entrance to your playing field*
- q Balls - Distribute to your players.
- q Pugg goals, discs and cones - leave at field
- q Gr. 5-6 divisions drop off to 169 Church Street, Carlisle after your season concludes. Please mark equipment.

Other Guidelines

Adding Children to Teams after Rosters are released to coaches

Refer the families to the appropriate Age Director (see [Contact Us](#) page of our website). In general (like 99.99% of the time) we'll add kids only if their families are new to town OR your team is significantly short players with coach approval and age group director approval. In other words, go through the age group director for any changes or additions to your roster. It is extremely important that all players be listed on a roster. Every player who is registered is affiliated with our club and is covered by insurance issued through Mass Youth Soccer (MYSA). If they are not registered and playing and something happens, all of us are liable. Thanks for your cooperation on this.

End of Season Trinkets

Philosophy about trophies and medals: Please do not buy/encourage/distribute.

Medical Conditions

Rosters distributed this spring include medical information. However, please update that information by asking parents on your team to tell you about any updates to medical conditions their children may have since registering to include such things as asthma, allergies to bites or stings, diabetes, etc. that could cause an emergency situation. We recommend you insist that a parent, guardian, or authorize care provider of a child having such conditions be present for each practice or game.

First Aid Kit

The Club does not provide them. Ask one of the parents to volunteer to put together a little kit consisting of band aids, antiseptic spray or wipes, and small zip lock bags (for ice, an ice pack). We recommend you ask the parent bringing snacks and drinks each week bring ice.

Checklists

Coach/Assistant Coach Season Kickoff Check List

Conference with coaches, assistants, and managers on your team to choose roles.

- Ø Manager typically responsible for communicating with families about practices etc.
- Ø Assistants and coaches responsible for designing and running practices/play sessions and supervising games

Decide when your first team meeting will be.

Decide what times during the week will work for you for a team practice.

Decide whether you will have a "first meeting" before the first game.

Establish communication protocols to communicate to your team families

- Ø When you'll communicate about practices, cancelled games, etc.
- Ø Who they call with questions
- Ø How to reach you and get a response in a reasonable time period

Decide whether you want a mentor coach. If so, email ljf001@comcast.net indicating for what aspects of coaching you'd like to be mentored.

Write a letter/email to the families (see example in this packet) to:

1. tell them what team they're on,
2. give them the coach's name and phone number,
3. announce the team first meeting/shirt distribution,
4. announce game times and places,
5. ask them whether they have any questions,
6. ask them which of the practice times would work for them,
7. confirm their e-mail addresses and telephone numbers,
8. ask whether their children have any medical or other conditions that might affect soccer time
9. tell them to check out the Web site for information about rules, schedules, etc.

Go to Club Website (www.ccysoccer.org) to down load and read thoroughly the information for your grade. Game rules. Learning objectives. Practice activities.

Educate yourself about soccer for children

- Ø Go to Concord library or other libraries for additional books/information.
- Ø Tony DiCicco's book is good (it's about creating team connections more than soccer).
- Ø Read Bob Bigelow's book, "Just Let the Kids Play." Agree with his point of view. Become an advocate for his point of view. It is also this Club's point of view.

Conduct a "team meeting" with parents to review essential rules of parenting

- Ø Make sure your child has a water bottle for game.
- Ø Bring child to game or practices on time and pick them up on time.
- Ø Talk to other parents on sidelines during the game. **No coaching** from the sidelines.
- Ø (If referees are officiating) No audible criticism of referee calls.
- Ø If there's an injury, the parent is responsible for managing care delivery, not the coach.
- Ø Bring oranges/water/ice on days requested.

In-Town Season Start Check List

<input type="checkbox"/>	Team roster, schedule, special medical information
<input type="checkbox"/>	Make copies (if needed) for parents of rosters, team list.
<input type="checkbox"/>	First aid kit (assign families to bring first aid kit, cooler with ice to each game)
<input type="checkbox"/>	Water, juice, snacks: ask team manager (or another parent) to prepare schedule of which families will bring water, juice, and snacks (orange sections, Popsicles, etc.) to games and practices.
<input type="checkbox"/>	Pick up equipment: balls (1 for each child), cones (8), disks (8), whistle (if needed), Pugg Goals (for K and Grade 1)
<input type="checkbox"/>	Call all players/parents to introduce yourself and tell them about game and practice schedules.
<input type="checkbox"/>	Call your Team Manager and Assistant Coaches, if some have been assigned to your team. If you do not have a Team Manager or Assistant Coaches, talk to the parents of your team members. You need a Team Manager. You'll benefit from having at least one assistant who can help you run practices and games. (See notes on Team Manager.)
<input type="checkbox"/>	Schedule and complete the "Season opener" conversation with parents in which you lay out your expectations and goals for the team and for them, as parents. (See notes on this.)
<input type="checkbox"/>	Attend the initial coach meeting or other coach meetings to develop ideas for practices and game management.
<input type="checkbox"/>	Go to www.ccysoccer.org to print and read guidelines for practices and game rules for your age group. THIS IS IMPORTANT!
<input type="checkbox"/>	Schedule yourself into a G License or F License course if you have not completed both of them.
<input type="checkbox"/>	Meet with your assistant coaches (just the coaches) to talk about the season, your roles, your experiences in coaching children in this age group, planning practices, running games. This is about a 1-hour discussion.
<input type="checkbox"/>	If you need or want a coach mentor, e-mail ljfrance@comcast.net
<input type="checkbox"/>	Write a letter and mail to all players (not their parents) welcoming them to the team, telling them that they're going to have fun, and that you're looking forward to being their coach. (See example.)

Pre-Season Meeting with Parent/guardians

Ideally, this is done before the season, not at a practice, so you can take 30 minutes to talk to people and have them talk to each other. If you can't arrange this, have this conversation before a practice. Find someone to watch the kids (give them soccer balls, engage them in a couple of learning games) while you talk to the parents/guardians.

□	Say your name clearly. Give your address, phone number, cell phone number, and e-mail address on a card or sheet of paper. (You'd be surprised at how often we forget to do this!)
□	Thank the parent/guardians for enrolling their children in the program. Share the CCYS Club Mission: "Have fun playing soccer with friends."
□	Tell parent/guardians three or four sentences about your background in coaching and soccer. If you have no previous experience, tell them that, and tell them that (I hope you've done this) you'll be taking a coaching course this fall.
□	Ask your assistant coaches to introduce themselves.
□	Tell parent/guardians: If any of you have soccer experience and want to assist or participate in practices, please talk to me. We'd love to have you involved and to hear your ideas.
□	Tell parent/guardians: I also want to hear your feedback about how the season is going. If you don't feel comfortable talking to me, e-mail our Club Director, Laura France.
□	<p>Tell parent/guardians about the Club's learning philosophy The skills and objectives for learning soccer are on the Website. Please go and look. We operate on two philosophies</p> <ul style="list-style-type: none"> Ø The game is the best teacher. The more times kids touch the ball, the more they learn. I want to have them touching the ball several hundred times during practices. Ø Role of parent: Drink coffee. Talk to your friends. Smile. Cheer randomly. <p>In a good practice, each kid has a ball, they don't stand in lines for more than a few seconds, and they learn by playing games, like PacMan or Sharks and Minnows that are fun and through which they learn ball control and team work.</p> <p>Until the age of 10 or 12, we don't worry much about positional soccer. I will give some instructions about field position, but I'm not going to emphasize it a lot.</p> <p>Our objective is to play games in which the final score is a difference of 3 goals or less. We do that by adjusting rules and playing conditions. The reason is: We want kids to be challenged and to have fun.</p> <p>We give equal playing time during games, whether or not kids come to practice.</p>
□	Introduce the Team Manager. Ask her/him to outline the role and talk about assignments for snacks, etc.
□	Talk about practice schedules. We encourage one "practice" per week. Work with the parent/guardians to find a time that is convenient for you. (Remember, we don't schedule fields, so you may need to adjust once you see what other teams are doing.)
□	Talk about game schedules. Hand out the rosters and schedules to parent/guardians.
□	Parent/guardian e-mail addresses and phone numbers (make sure you have them all).
□	Review expectations of parents (see note).
□	Ask parents/guardians to tell you about their children's medical situations (e.g. allergies, diabetes) that could result in an emergency situation. Tell parents that parents/guardians of children with such conditions must be present for all practices and games.

Agenda for Pre-Season Meeting with Parent/guardians

Please do more of this...

□	Smile. The best things you can do for your children are smile and cheer their efforts. At any age.
□	Cheer for players on both teams. Reinforce good play and good sportsmanship. This is especially true when players work well together (talking to each other, passing, using their skills well).
□	If you have time, play with your child for 10 - 15 minutes at home two or three times a week. Pass the ball, play tag with the ball, mimic our practice activities so they develop their ball touch quickly. Go to the website (www.ccysoccer.org) for specific games and activities you can try.
□	While games and practices are going, watch the game and talk to the other parents. If you're not able to have some social conversation along the sidelines, you're paying too much attention to the game.
□	Read the book, "Just Let the Kids Play," by Bob Bigelow.
□	Become familiar with "guidelines for a good practice" from the www.ccysoccer.org web site.

Please do less of this...

□	No "coaching from the sidelines." Coaching means "telling what or when to do something." It confuses the kids. It annoys the kids. It embarrasses the kids. "Nice shot" is not coaching. " Pass to Eddy" is coaching.
□	Curb your personal competitive juices. Forget about instilling a "will to win," particularly for children aged 6 to 10. Focus on their learning and whether they're having a good time. If they're having a good time, they'll want to come back. If they keep coming back, they'll develop a will to win. Tell them what you see them doing better each week. Cheer when they do something new.
□	Don't "debrief" the game with your children after the game. Ask them, "Did you have a good time?" and "What did you enjoy most about the game?" If you want to help them learn a new skill, focus on that when you play with them during the week or talk to the coach about it. You're not the coach (unless you're the coach, in which case, the same guideline applies.)

If there are problems...

□	If you hear coaches or other parents "misbehaving," or being too vocal, you can (1) contact your Age Group Director or (2) speak to the parent, saying "please, no coaching from the sidelines." All notes will be treated discretely. If possible, provide the parent's or coach's name in your message.
□	Do not, under any circumstances, question or criticize a referee's call at a game.
□	If you have a problem with a coach, what happened in a game, etc. contact your Age Group Director. Don't complain to yourself. Don't whisper to your friends. Tell someone who can do something about it.
□	If there are disruptive children on the team (particularly if your child is the disruptive one), remember that the coach is not a babysitter, a social worker, or a psychologist. If your child is a problem, you're responsible. Particularly at young ages, "problem" kids may need more support, focus, and activity to keep them going. Offer to help the coach with that child or children. If you need more help, contact your Age Group Director.

Team Manager Checklist

<input type="checkbox"/>	Parent phone numbers (daytime, evening, pager), email addresses, physician names and phone numbers
<input type="checkbox"/>	Assign families to bring water, cups, and cut fruit (orange sections best) or Popsicles (for after games).
<input type="checkbox"/>	Give your phone number and e-mail address.
<input type="checkbox"/>	Tell parents your roles Communicate and confirm practice times and places Communication with the coach (unless it's confidential) Communicate weather delays or cancellations Take care of equipment issues (shirts, etc.) Organize end of season party (if you want to do one)

Pre-Season Letter to Families:

Dear _____:

Welcome to the Leopards! I'm looking forward to being your coach. We're going to have a great season together.

If you ordered new shirts, I have them for you and will give them to you at our first practice/game. Make sure you have shin guards, soccer socks (they go over the shin guards), and shorts (black or dark blue would be great or you can wear any color you like). Also, you'll need a water bottle with your name on it; you should bring the water bottle to every game and practice. I have a ball for you to use during practices.

Our first practice will be _____. We'll play our games Saturdays from (Date) to (Date).

See you soon.

Coach K.

Club Policies

Removal of a Player from a Team

Occasionally, players on a team may misbehave, disrupting team activities, engaging in unsportsmanlike behaviors, swearing or name-calling, or endangering themselves and other children. Our policy is to address such misbehaviors immediately using firm but pleasant tones of voice, following the steps outlined below.

Feedback:

When a misbehavior occurs, we expect the coach to explain his or her expectations and why those expectations are important, using a firm but pleasant voice. When a misbehavior occurs, the coach is expected to:

1. Pull the player out from the group to speak to him or her one-on-one.
2. Position himself or herself at eye-level with the player and give feedback:
 - Give his or her observation: "When you were on the sideline, I saw you do"
 - Describe the impact of the behavior: "When you do that, it disrupts the team... and causes..."
 - Set his or her expectation: " In the future, if you want to express ..., please use words like"
 - Confirmation: "Will you please repeat for me: What have I asked you to do?"
 - As appropriate, allow the player time to briefly express their opinions and feelings to you.
3. If the player is upset and not able to control himself or herself, we expect the coach to ask the player to sit apart from the group and allow him or her time to regain control of him/herself before returning to the group. Indicate that he or she may return when he or she can behave appropriately.
4. When appropriate, invite the player to rejoin the group.
5. If appropriate, ask the misbehaving player to apologize to other players who were affected by the misbehavior.

Warnings:

If a player repeats a misbehavior, if the coach considers the misbehavior serious, and the feedback approach outlined above does not change the player's behavior after a reasonable number of attempts on the coach's part, the coach may issue a "Warning" to the player, indicating that, if he or she repeats the behavior again, the coach will suspend him or her from the team until he or she is able to correct the behavior problem. When the coach issues a Warning to a player, the coach will notify the player's parents at the end of the practice or game to explain the circumstances and the consequences of continued misbehavior (i.e. suspension). The coach will also notify the Age Group Director of the Warning.

Suspension:

If the misbehavior occurs again, and the coach determines that suspension is the appropriate next step, the coach will tell the player and the parents at the end of the practice or game that the player is suspended for, at minimum, one week. The coach and the Age Group Director will work with the parents to outline mutually agreeable conditions under which the player may return to the team. Once a player has returned to the team, an additional misbehavior may, at the discretion of the Age Group Director or Club President, result in suspension of the player from the team for the remainder of the season.

Zero Tolerance Policy

CCYS does not tolerate any physical violence (hitting, punching, or other physical assaults on team mates, coaches, referees, or players from other teams) under any circumstances. If the violence occurs during a league game, BAYS rules shall apply. If the violence occurs during practice or other team activities, the coach should give feedback and issue a Warning at the same time, following the steps outlined above. A repeat of physical violence shall, at the discretion of the Age Director with the assent of the Club President, result in suspension of the player from the team for the remainder of the season.

Poor Player Behavior - Expectations for CCYS Coaches

Correcting Player Behavior

Coaches in our Club may not use language that demeans player skills or ability, swear, use accusatory language or tones of voice, or finger wave at players when they are correcting them (or at any other time). Our policy is that a coach will describe the mistake or foul to the player, explain why it's a mistake or foul, and offer a suggestion about what to do differently in the future. If players are temporarily not able to control themselves, our policy is that the player be placed in a brief time out to collect themselves, then be invited back into play. See the club's policy on Coaching Disruptive Players for more details on this.

Game Conduct

We view games, like practices, as important learning opportunities. They are practices in which we keep scores. During games involving players aged 12 or younger, a certain amount of coaching from the sideline is appropriate to help players learn their roles and game strategy. As players reach the U-14 level or higher, we encourage coach restraint during games. Higher level soccer is played without coaching intervention from the sideline.

Coach Language. Coaches in our Club may not use language that demeans player or referee skills or ability, swear, use accusatory language or tones of voice, or finger wave at players, referees, or other coaches. CCYS coaches will, at all times, accept referee calls as final and not to be disputed during a game. If coaches have questions about referee calls during a game, they may ask questions for clarification. Coaches may file complaints with the Club or the Middlesex League after the games, if complaints are well founded. We are more interested in teaching self-control and respect for authority than we are interested in ensuring that every referee call is correct.

Responsibility for Parent Language. We expect parents to observe the same standards that we set for coaches. We expect coaches to communicate and interpret the Club's policies and expectations to players' parents at the beginning of the season and during the season, as appropriate. If a coach observes or hears parent behavior or language that is not consistent with our Club's sportsmanship expectations, including offering coaching from the parent side of the field, we expect the coach to pro-actively communicate the Club's policies to the parents. If one or more parents persist in unsportsmanlike behavior, we expect coaches to communicate the specifics of their behavior to the Club Director who will make appropriate communication to the parents and players involved.

Touching Players

Our Club's policy on this is that Coaches may not touch players of any age inappropriately, as this is defined by the laws or regulations of the Commonwealth of Massachusetts. We recommend that you limit touching of players who are not your own children to "high fives," hand shakes, or back pats. If a player is injured, we expect you to take appropriate action to stop or reduce bleeding or bruising (as through the application of a cold pack). However, we recommend that you not remove any article of a player's clothing or touch the player underneath his or her clothing under ANY circumstances. Leave this to the player, his or her parents or guardians, or qualified, licensed medical professionals.