

Fall 2009

# In-Town Soccer

## Coach Information Package



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## Rule #1

If you have questions about anything, please check the web site first [www.ccysoccer.org](http://www.ccysoccer.org).

## What We Stand For

### Three Missions

- q 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.
- q Foster a sense of community among Concord families and Carlisle families.
- q 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	Al Antonitis <a href="mailto:Al.Antonitis@morganstanley.com">Al.Antonitis@morganstanley.com</a>
Director, In-Town	Laura France <a href="mailto:ljfrance@comcast.net">ljfrance@comcast.net</a> Home: 978-369-8598 Cell: 617-930-6632
Enrollment and Operations	Nancy DiRomualdo <a href="mailto:nancydiromsoccer@comcast.net">nancydiromsoccer@comcast.net</a> Home: 978-369-7978 Cell: 978-973-6804
Referee Coordinator	Pam Rockwell <a href="mailto:pam@tiac.net">pam@tiac.net</a> Home: 978-369-8512 Cell: 978-808-9609

## Age Group Directors

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

- q Answering questions from coaches before and during the season
- q Team formation
- q Coach recruiting
- q Problem-solving in the age group.

Our age directors for the season are noted below. Please contact them first with questions or concerns. This information is also posted to our new Web site. (We are no longer updating the old website).

Age Director Listing - In-Town Fall 09 - Updated 09-07-09			
Division/School	Age Director & Email Link	Email Address	Phone
Pre-K	<a href="#">Brian Courtney</a>	<a href="mailto:briancourtney@comcast.net">briancourtney@comcast.net</a>	978-314-9732
Alcott/NB	<a href="#">Marc Marano</a>	<a href="mailto:traceymarano@yahoo.com">traceymarano@yahoo.com</a>	978-369-0969
Carlisle	<a href="#">Brian Courtney</a>	<a href="mailto:briancourtney@comcast.net">briancourtney@comcast.net</a>	978-314-9732
Thoreau	<a href="#">Shane Siefer</a>	<a href="mailto:thesiefers@gmail.com">thesiefers@gmail.com</a>	978-287-0214
Willard	<a href="#">John Sweeney</a>	<a href="mailto:jfs15@cornell.edu">jfs15@cornell.edu</a>	978-369-1079
Kindergarten	<a href="#">Laurie Stefanov</a>	<a href="mailto:laurie.stefanov@gmail.com">laurie.stefanov@gmail.com</a>	978-371-1473
Alcott	<a href="#">Dave Hosford</a>	<a href="mailto:david_hosford@srhs.net">david_hosford@srhs.net</a>	978-318-0475
Carlisle	<a href="#">Greg Clark</a>	<a href="mailto:grdclark@gmail.com">grdclark@gmail.com</a>	978-369-3101
Thoreau	<a href="#">Melanie Bettencourt</a>	<a href="mailto:thebettencourts@comcast.net">thebettencourts@comcast.net</a>	978-369-7124
Willard	<a href="#">Andrew Carey</a>	<a href="mailto:atcarey@comcast.net">atcarey@comcast.net</a>	978-318-0450
Grade 1	<a href="#">Laura France</a>	<a href="mailto:ljfrance@comcast.net">ljfrance@comcast.net</a>	978-369-8598
Alcott	<a href="#">Ramsey Trussell</a>	<a href="mailto:ramseytrussell@comcast.net">ramseytrussell@comcast.net</a>	978-318-1951
Carlisle	<a href="#">Joel Cohen</a>	<a href="mailto:joel.k.cohen@comcast.net">joel.k.cohen@comcast.net</a>	978-371-9024
Thoreau	<a href="#">Scott Forsberg</a>	<a href="mailto:scottforsberg@yahoo.com">scottforsberg@yahoo.com</a>	978-369-1631
Willard	<a href="#">Pam Reed</a>	<a href="mailto:peterpamreed@comcast.net">peterpamreed@comcast.net</a>	
Grade 2 Boys	<a href="#">Michelle Small</a>	<a href="mailto:michwzy@comcast.net">michwzy@comcast.net</a>	978-287-5114
Grade 2 Girls	<a href="#">Ali Walsh/Lori Jimenez</a>	<a href="mailto:aliwash@comcast.net">aliwash@comcast.net</a>	978-287-9593
Grade 3-4 Boys	<a href="#">Pam Reed</a>	<a href="mailto:peterpamreed@comcast.net">peterpamreed@comcast.net</a>	978-254-5043
Grade 3-4 Girls	<a href="#">Lauree Cameron Eckler</a>	<a href="mailto:lacameroneckler@comcast.net">lacameroneckler@comcast.net</a>	978-318-0800
Grade 5-6 Boys	<a href="#">Pam Rockwell</a>	<a href="mailto:pam@tiac.net">pam@tiac.net</a>	978-369-8512
Grade 5-6 Girls	<a href="#">Kim Walls</a>	<a href="mailto:yoyoandmimi@earthlink.net">yoyoandmimi@earthlink.net</a>	978-287-4120

## Club Meetings

Are typically the first Monday evening of each month at Hunt Recreation Center, Stow Street, Concord, all are welcome.

# Coach Guidelines, Games, and Practices

## 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

- q Bring your child to the event.
- q Take a turn bringing fruit or water for the team during the season
- q Talk to your friends.
- q Drink coffee. Smile.
- q Cheer randomly. Cheer for both teams equally. Smile.
- q Take your child home. Smile.

## Jobs of a Coach or Assistant Coach

- q Learn and apply activities to help kids learn ball skills and have fun.
- q Advise the parents on how to do "Jobs of a Parent"
- q Schedule and run practice / play sessions (Grades K and up, one per week) in which you apply the learning activities effectively.
- q Manage teams through games (warm up, line up, substitutions, encouragement)
- q Cheer for the kids.

## Jobs of a Team Manager

- q Update (from printed roster) parent phone numbers (daytime, evening, pager), email addresses, physician names and phone numbers
- q Assign families to bring water, cups, and cut fruit (orange sections best) or Popsicles (for after games).
- q 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](http://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

## Uniform information:

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

The jerseys are ordered when you register for In-Town Soccer. 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 then 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. Long hair should be pulled back and out of the face.

## Rosters

Rosters were emailed directly to each coach, assistant coach and manager (if they have one assigned) along with medical information and parent contact data on September 4. If you have not received a copy of your roster email [Nancy DiRomualdo](#) along with the email address you would like on record for all coaching correspondence. Coach should contact players as soon as possible to introduce themselves and set up a practice time (Kindergarten through Grade 6 only).

We are bringing up a new interactive website which will enable you to log in and see rosters for your family/your team and directly communicate with families from your team(s), other coaches, age directors and CCYS club personnel. We hope to have it available by September 12.]

## Schedule

Season starts: September 19 Ends: November 7

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

## Changing the Schedule

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.ccsoccer.org](http://www.ccsoccer.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 (Grade 2 to Grade 6) ASAP to cancel the referee.
- q If you reschedule, contact the referee coordinator at least 24 hours in advance to reschedule the referee.

## Playtime Schedule by Division

School	Grade	Time	Concord Fields
Alcott/NB Carlisle Thoreau Willard	Pre-K	9:00-10:00	Ripley Spalding Cousins Sanborn
Alcott/NB Carlisle Thoreau Willard	K	10:30-11:30	Ripley Spalding Cousins Sanborn
Alcott. Thoreau Willard	1	12:00-1:00	Ripley Cousins Willard
Carlisle	1	1:30-2:30	Spalding
Boys	2	9:00-10:00	Spalding/Sanborn
Girls	2	10:30-2:30	Spalding/Sanborn
Boys	3-4	Noon-1:00	Ripley, Spalding
Girls	5-6	1:30-2:30	Ripley, Spalding
Boys	6-May	1:00-2:30 (Cushing)	Acton, Cushing
Girls	6-May	11:30-12:30 (Cushing)	Acton, Cushing

Coaches should arrive **15 minutes before** game time. If a coach cannot make game time, please arrange with an assistant to start the game. This is especially important when playing with other clubs, but also to be able to complete all in-town games within the time period allotted to them.

## 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.

**New this season** - In-Town teams will no longer need to sign up for practice slots. Look at the table below and find a field to practice. Remember the Concept mentioned above, sharing field space.

### Game Practice Space - Fall 2009 In-Town

Division	School	Goals Needed	Fields	Times
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 (after school teams finish) to dusk -Sunday Noon to 2
	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 (after school teams finish) to dusk
Grade 2		Fold-A-Goals	Sanborn, Spalding	See times above
Gr. 3-4		6v6	Spalding, Ripley, Sanborn	See times above
Gr. 5-6		8v8	Cushing, Rideout, Spalding	-Cushing - 5 (after school teams finish) to dusk -Rideout & Spalding See times above

### Make-up Games:

CCYS' Travel program reschedules games during the week at Banta Davis, Cushing, Rideout and Ripley and sometimes on Sundays. The schedule of makeup games is posted to our website. Make up games take precedence over practices and you may need to look for alternate space if your practice times coincide with games. Also, if rescheduling a game, be sure to consult the make-up game schedule on our website before committing to a field and/or requesting a referee.

## Game Characteristics by Division

	Team	Game	Field	Goal	Ball			Throw	
Grade	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	Yes	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)	8 v 8 Goal Roughly 6.5 ft x 18 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"> <li>Ø Offense retains possession - corner kick</li> <li>Ø Defense takes possession - goal kick (in front of goal)</li> </ul>
<p>Grades 3 - 4</p>	<p>FIFA rules except</p> <ul style="list-style-type: none"> <li>Ø Off side rule not observed</li> <li>Ø Keeper punt or goal kick must first bounce on keeper's side of midline.</li> </ul>
<p>Grades 5 - 6</p>	<p>Standard FIFA rules</p>

## Equipment

### Pick Up

- q Balls, goals, cones, disks, etc. at the coach meeting - September 12
- q Player ordered Shirts at the coach meeting - September 12
- q If you are unable to make the coaches meeting, find someone to go in your place and pickup equipment. If that fails, contact Nancy DiRomualdo @ [nancydiromsoccer@comcast.net](mailto:nancydiromsoccer@comcast.net) to pickup up equipment at her home in Carlisle. This is not the desired option.
- q The grade 5-6 divisions play on the Acton Boxborough schedule. Pickup the week of September 1.

### Return

- q November 7 - at entrance to your playing field\*
- q Balls - Return if you are NOT coaching in the spring. Please keep if you ARE coaching in the spring.
- 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 Group Director. 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 along with 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 (MYSO). 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

- q Conference with coaches, assistants, and managers on your team to choose roles.
  - ∅ Manager typically responsible for communicating with families about practices etc.
  - ∅ Assistants and coaches responsible for designing and running practices/play sessions and supervising games
- q Decide when your first team meeting will be.
- q Decide what times during the week will work for you for a team practice.
- q Decide whether you will have a "first meeting" before the first game.
- q Establish communication protocols to communicate to your team families
  - ∅ When you'll communicate about practices, cancelled games, etc.
  - ∅ Who they call with questions
  - ∅ How to reach you and get a response in a reasonable time period
- q Decide whether you want a mentor coach. If so, email [ljf001@comcast.net](mailto:ljf001@comcast.net) indicating for what aspects of coaching you'd like to be mentored.
- q 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.
- q Go to Club Website ([www.ccysoccer.org](http://www.ccysoccer.org)) to download and read thoroughly the information for your grade. Game rules. Learning objectives. Practice activities.
- q Educate yourself about soccer for children
  - ∅ Go to Concord library or other libraries for additional books/information.
  - ∅ Tony DiCicco's book is good (it's about creating team connections more than soccer).
  - ∅ 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.
- q Conduct a "team meeting" with parents to review essential rules of parenting
  - ∅ Make sure your child has a water bottle for game.
  - ∅ Bring child to game or practices on time and pick them up on time.
  - ∅ Talk to other parents on sidelines during the game. **No coaching** from the sidelines.
  - ∅ (If referees are officiating) No audible criticism of referee calls.
  - ∅ If there's an injury, the parent is responsible for managing care delivery, not the coach.
  - ∅ 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 <b>need</b> 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 <a href="http://www.ccsoccer.org">www.ccsoccer.org</a> 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 <a href="mailto:ljfrance@comcast.net">ljfrance@comcast.net</a>
<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.

<input type="checkbox"/>	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!)
<input type="checkbox"/>	Thank the parent/guardians for enrolling their children in the program. Share the CCYS Club Mission: "Have fun playing soccer with friends."
<input type="checkbox"/>	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.
<input type="checkbox"/>	Ask your assistant coaches to introduce themselves.
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Tell parent/guardians about the Club's learning philosophy <ul style="list-style-type: none"> <li><b>q</b> The skills and objectives for learning soccer are on the Website. Please go and look.</li> <li><b>q</b> We operate on two philosophies <ul style="list-style-type: none"> <li><b>ø</b> 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.</li> <li><b>ø</b> Role of parent: Drink coffee. Talk to your friends. Smile. Cheer randomly.</li> </ul> </li> <li><b>q</b> 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.</li> <li><b>q</b> 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.</li> <li><b>q</b> 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.</li> <li><b>q</b> We give equal playing time during games, whether or not kids come to practice.</li> </ul>
<input type="checkbox"/>	Introduce the Team Manager. Ask her/him to outline the role and talk about assignments for snacks, etc.
<input type="checkbox"/>	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.)
<input type="checkbox"/>	Talk about game schedules. Hand out the rosters and schedules to parent/guardians.
<input type="checkbox"/>	Parent/guardian e-mail addresses and phone numbers (make sure you have them all).
<input type="checkbox"/>	Review expectations of parents (see note).
<input type="checkbox"/>	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 ( <a href="http://www.ccysoccer.org">www.ccysoccer.org</a> ) 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 <a href="http://www.ccysoccer.org">www.ccysoccer.org</a> 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 <ul style="list-style-type: none"><li><input type="checkbox"/> Communicate and confirm practice times and places</li><li><input type="checkbox"/> Communication with the coach (unless it's confidential)</li><li><input type="checkbox"/> Communicate weather delays or cancellations</li><li><input type="checkbox"/> Take care of equipment issues (shirts, etc.)</li><li><input type="checkbox"/> Organize end of season party (if you want to do one)</li></ul>

### 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.

## Field Directions and Layouts

### Field Directions

Check the web site. There are maps to fields and maps of field layouts on the site.

### Field Configurations

See **Game Characteristics by Division** (in this packet and posted to our website) for specific field sizes.

## 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.

## **Physical Violence**

Physical violence (hitting, punching, or other physical assaults on team mates, coaches, referees, or players from other teams) will not be tolerated under any circumstances. If the violence occurs during a league game, Middlesex League 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 Group Director with the assent of the Club President, result in suspension of the player from the team for the remainder of the season.

## **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.