

(H) Team Management

(approved Spring 2009)

Policy

1. The head coach has overall responsibility for the team. The primary responsibility is to insure the safety of the players including appropriate adult supervision at all times.
2. Head coaches, assistant coaches, and other adult volunteers are expected to learn and adhere to the policies of the BYSA Board of Directors, the league or program, and the Town of Burlington, as applicable.
3. Playing time: over the course of a season players are required to have participated in 50% of the total game minutes for which they were eligible and available to play. Playing time shall not be used as a disciplinary tool.
4. Adherence to the policies will be monitored by the Board which will act on violations.

Quick references:

BYSA www.BurlingtonSoccer.org (781) 229-5733

SportsManager www.SportsManager.us/BurlingtonSoccer.htm

Middlesex Youth Soccer League www.MiddlesexSoccer.org

Mass. Youth Soccer Association www.mayouthsoccer.org

Safety first: never leave a child unattended. No one is ever to hang on the goal frames.

Pass cards: in the spring season, players U12 and older and all coaches will not be allowed to participate without a pass card.

Weather cancellations: are made only by the Town, League, or referee. Field closings can be found at <http://www.sportsmanager.us/links/MYSL/AreaClosings.asp>

E-mail: please keep your e-mail up-to-date with us.

Procedures

Pre-Season

Practice field scheduling availability will be e-mailed prior to the start of the season. Sign up at www.BurlingtonSoccer.org. Your user name takes the form of First initial, Last name (e.g. JSmith) and the password until you change it is "goal". You share a field for practices. High school sports teams have priority (check game schedules at www.highschoolsports.net). In spring, please stay off fields until you are notified that they have been opened by the Recreation Department.

BYSA Age Coordinator is your first point of contact for questions or problems.

Parent meeting: have a meeting with your teams parents to let them know who you are, what your experience is, what your coaching philosophy is, what you expect from the players and parents, what they can expect from you, team rules, etc. Make your life easier by involving the parents. Get a team parent who can help with phone calls, events, and half-time snacks.

C.O.R.I.: All coaches and assistant over age 18 are required to submit a C.O.R.I form at www.mayouthsoccer.org.

Field conditions: please advise BYSA of issues regarding safety and maintenance of practice fields and equipment.

Pre-Game

Schedules are on www.SportsManager.us/BurlingtonSoccer.htm but please confirm by phone or e-mail with each opposing coach. This will eliminate any potential confusion if changes in field or game times occurred.

Arrive at the field a minimum of 30 Minutes prior to the game, to review field conditions, check in with the referee, and introduce yourself to the other coach. Coaches are responsible for your players' safety: check for glass, rocks, standing water, and any other harmful objects. Make sure that the goals are properly anchored, both home and away. *NO one is ever to hang on the goal frames.* Anything that you cannot fix bring to the attention of the Referee to make the final determination.

The home team is responsible for providing colored "pinnies" if the uniform colors for both teams are the same. Remember to check the shirt color of the visiting team. You have been provided with practice pinnies for this purpose.

Remember to have the parent contact information with you at both your practices and games in the event of some unforeseen medical emergency resulting in the player requiring treatment.

Corner flags: The coach of the first home game playing at a field is responsible for setting up the corner flags. The corner flags are in the equipment box located at the field. While the games are being played, close the cover on the equipment box so no one is hurt accidentally. The locks are regular padlocks which pop out when unlocked with a key, and lock by pushing them in.

Spectators watching the game should be on the opposite side of the field from the team. If there are two fields next to each other, the team bench areas for both games should be located in the area between the two fields.

Rosters: You need to bring to every game, two (2) copies of your official roster (will say "approved"), one for the referee and one for the opposing coach. The telephone numbers on the roster are to be blanked out and the jersey numbers of each player must be written in next to the player's name. You should receive a copy of the opponent's roster, and the referee should write his or her name on your copy of the opponent's roster.

Pass cards: In the Spring season you must also bring your coaches' cards, and for U12 and up, the players' cards. Players without cards will NOT be allowed to play the game, and if you fall below the minimum you will be assessed a forfeit. The referee should keep the cards for the duration of the game.

Weather Cancellations: In the event of inclement weather, field conditions will be checked sometime around 7:00 a.m. on the day of the game. If we decide to close the fields, the teams with the early games (9:00 a.m.) will be called by 7:30 a.m. All other teams scheduled for home games will then be called OR we will post it on the web-site(s). Please contact the opposing coach to let them know the fields are closed. According to League rules, if the earlier games are cancelled due to inclement weather, then all home games are cancelled for that day. No coach is permitted to cancel his/her own games due to the weather; the referee is the only person who can cancel an individual game at the field. If the fields are open your team must show up and be prepared to play or face a possible forfeit.

During the game

Instructions from the sideline should be kept to a minimum, let the children play. Soccer is truly a player's game and they must learn to make decisions on their own. Also, many studies have shown that players cannot assimilate instructions from the side quickly enough for it to make a difference; in fact it can often be a distraction. Save it for practice.

Referees: Always address the referee with respect; your team (and parents) will follow your lead in this. Do not argue any decisions with the referee.

The Middlesex League has adopted a "zero tolerance" against referee abuse. You, as the coach, are responsible for setting the example for both your players and parents. If you or any player verbally (or physically) abuses a referee, you will not only incur a suspension from the Middlesex League but you will also be subject to a harsher suspension from the BYSA.

When you wish to substitute your players have them move to the centerline and wait for the referee to signal them in; saying "subs ref?" now and then is often permitted by the referee if they don't see the players.

Red cards: If any coach or player receives a red card, the coach is responsible for notifying the BYSA President. You will likely have to appear at a disciplinary meeting with the player as well. Note: Please remember that a team is penalized points in the standings based on the number of red cards received during the season. In the Spring the referee will keep the players card which will be returned to you at the disciplinary hearing.

Playing time: It is BYSA policy that over the course of a season players are required to have participated in 50% of the total game minutes for which they were eligible and available to play. You should try not to single shift players. Team size should make it easy enough to avoid this practice. This is especially true in the Fall which is the purely "developmental" season.

Try to give players opportunities to play in different positions throughout the season (not necessarily during the same game).

Generally, have Goal Keepers play a half of a game. It is often nice to "reward" them with selecting where they want to play in the other half.

Post-game

Teams should line up and shake hands as a show of good sportsmanship and appreciation of the competition. It is also a good practice to thank the official(s) as well, without whom we cannot play.

After-game talks should generally be kept to a minimum, as it can be a highly emotional time for the coaches, players, and parents. Save the analysis (criticism) for the next practice. Remind the players of the coming week's schedule.

Make sure all players get a ride home. You should never be left alone with a player so ask another parent to wait with you until your whole team is accounted for.

In the Spring do not forget to **get your coach and player cards back** from the referee.

The coach of the last home game playing at a field is responsible for **putting away the corner flags**. Make sure the equipment box is locked before you leave the field. Just push in the locks after the box is closed.

Always report your scores in a timely fashion. You should receive an email from Sports Manager that will provide a link to score your game. You should also receive an email to evaluate the referee. It is important that you evaluate the referee with both positive and constructive comments.

Make-Up or Mid-Week Games

Always go through your Middlesex League Age Director when planning a make-up game, a mid-week game, or any other attempt to re-schedule a game.

1. When necessary to schedule a make-up or mid-week game, the home coach calls the opposing coach with several days to consider. It is best to select your practice days. Once you have selected a date, if at home, you can reserve the field as with scheduled practices at www.BurlingtonSoccer.org. You can select tentative field and days first. You must inform your Middlesex League age director of the date and place of the make-up or mid-week game.
2. After you have been assigned a field for the make-up or mid-week game, it is still appropriate for you to call all of the coaches scheduled to use that particular field on that day for practices. An automatic email will be sent but a personal touch is always nice.
3. In the fall all age groups must call/email the Burlington Referee Assignor to schedule a referee for make-up games.
4. If you wish to play on Columbus Day or Memorial Day weekend you must check with the opposing coach and Referee Assignor for referee availability.
5. If you are the home team it is best to try to reschedule games as soon as possible to avoid any problems near the end of the season.

Practices

The head coach has overall responsibility for the team. The primary responsibility is to insure the safety of the players including appropriate adult supervision at all times. Be on time; never be alone with the players without another adult. Do not leave before all the players have been picked up. If this becomes a problem and discussing it with the parent doesn't help, a technique you can try is to have each parent wait with you until the next parent shows up (then the first can leave). This way you always have a parent with you and the parents will start to work it out with each other.

Use your limited time effectively. Try to combine activities so that they involve at least two aspects, of technique, conditioning, and tactics.

Avoid the three L's – Laps, Lines, and Lectures. Try to keep things moving and “down” time to a minimum.

Practice should be fun (for both you and the players). This does not mean just fooling around. Activities should be set up to help your players improve. Many practice plans are available at the Mass. Youth Soccer web-site from U6 – U18.

http://www.mayouthsoccer.org/pages/2302_practice_sessions.cfm