



# ***Reading United Soccer Club (RUSC) Spring, 2011 Coaching Guide***

Or... “They told me I had to  
Coach... Now what!”

# Welcome to RUSC

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- What is RUSC?
- Resources for Coaches
- Who Does What...?
- SportsManager - more than a web site...
- Spring Season Description
- Detailed Review of Coaching Tasks and Responsibilities

# What is RUSC?

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- Reading community Youth Soccer Club
- Founded - 1979 as the Quannapowitt United Soccer Club
- Became Reading United Soccer Club in 1984
- Member club in the Middlesex Youth Soccer League (MYSL)
- Affiliated with Mass Youth Soccer (MYS) – 2<sup>nd</sup> largest Youth Soccer organization in the USA
- MYS Affiliations:
  - United States Youth Soccer Association (USYS)
  - United States Soccer Federation (USSF)
  - Fédération Internationale de Football Association (FIFA)

# Resources for Coaches

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- Local Experience
  - RUSC BOD members
  - Other RUSC Coaches
- Area Professionals
  - Mass Youth Soccer (MYS) staff
- Coaching education courses developed by USSF and international youth soccer federations
  - Provided by MYS professional staff
  - Paid for by RUSC
- [www.rusc.org](http://www.rusc.org)
  - BOD contacts
  - SportsManager links
  - Links to MYS and Middlesex Youth Soccer League (MYSL)
  - Coaching resources – including practice plans
  - RUSC program information
  - Player/parent resources
  - Field maps
  - ...and more

Send suggestions for new content to:

[webmaster@rusc.org](mailto:webmaster@rusc.org)

# Who Does What...?

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- Coach – The face of RUSC
  - Teaches youth players to play the Beautiful Game
  - Primary RUSC contact for parents and players
- Age Group Coordinator (AGC)
  - Manages tryouts and roster placements
  - Key contact for coaches on equipment, fields, League issues, Q&A...
- Gender Commissioner
  - BOD member responsible for coordinating activities of AGCs
  - Key contact for parents with all issues not resolved by coaches and AGCs
- MYSL Town Travel Coordinator
  - Represents RUSC interests at MYSL – primary League contact
  - Communicates MYSL policy and procedures to the RUSC BOD
  - Submits rosters, ID Cards and changes to League officials
- RUSC Executives – President, Treasurer & Secretary
  - RUSC administrative functions
  - Last in line for un-resolved issues in RUSC
  - Work with BOD members/coaches to make sure everything gets done...
- SportsManager Administrator – holds keys to the system

## Who's Who – (see also: [www.rusc.org](http://www.rusc.org))

| Position                    | Name              | Contact                                                                            |
|-----------------------------|-------------------|------------------------------------------------------------------------------------|
| President                   | Mike Sheedy       | <a href="mailto:president@rusc.org">president@rusc.org</a>                         |
| Treasurer                   | Moirra McGoldrick | <a href="mailto:treasurer@rusc.org">treasurer@rusc.org</a>                         |
| Secretary                   | Doug Stevens      | <a href="mailto:secretary@rusc.org">secretary@rusc.org</a>                         |
| MYLS Travel Coordinator     | Paul Millett      | <a href="mailto:mysltravelcoordinator@rusc.org">mysltravelcoordinator@rusc.org</a> |
| Boys U10 AGC                | Haegan Forrest    | <a href="mailto:travelbu10-agc@rusc.org">travelbu10-agc@rusc.org</a>               |
| Boys U12 AGC                | George Katsoufis  | <a href="mailto:travelbu12-agc@rusc.org">travelbu12-agc@rusc.org</a>               |
| Boys U14 AGC                | David Conroy      | <a href="mailto:travelbu14-agc@rusc.org">travelbu14-agc@rusc.org</a>               |
| Girls U10 AGC               | Brian Wadell      | <a href="mailto:travelgu10-agc@rusc.org">travelgu10-agc@rusc.org</a>               |
| Girls U12 AGC               | Doug Stevens      | <a href="mailto:travelgu12-agc@rusc.org">travelgu12-agc@rusc.org</a>               |
| Girls U14 AGC               | Ralph Stolecki    | <a href="mailto:travelgu14-agc@rusc.org">travelgu14-agc@rusc.org</a>               |
| Boys U16 AGC                | George Katsoufis  | <a href="mailto:travelbu16-agc@rusc.org">travelbu16-agc@rusc.org</a>               |
| Referee Assignor            | Jack Zorabedian   | <a href="mailto:referees@rusc.org">referees@rusc.org</a>                           |
| Travel Commissioner         | Rick Shaffer      | <a href="mailto:travelgirlscommish@rusc.org">travelgirlscommish@rusc.org</a>       |
| Uniform Coordinator         | Dave Blanchard    | <a href="mailto:uniforms@rusc.org">uniforms@rusc.org</a>                           |
| SportsManager Administrator | Dave Blanchard    | <a href="mailto:registrar@rusc.org">registrar@rusc.org</a>                         |

# SportsManager

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- [www.sportsmanager.us/readingyouthsoccer.htm](http://www.sportsmanager.us/readingyouthsoccer.htm)
- Powerful online organizational tool to manage:
  - Schedules
  - Rosters
  - Photo ID Cards
  - Online Registration
  - Database
  - Communications
  - Scores/League Standings
- League interface
- Several layers of accessibility for RUSC members

# SportsManager Access

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- Public Access – no username or PW
  - Schedules and Scores
  - Standings
  - Registration
- Parent Login Access – user email and PW
  - Edit/Update Adult and Player Information
  - Upload photos for ID Cards
  - View player team/coach information
- Coach – user email address and PW
  - Roster Management – player information and email communications tools for team
- AGC – user email address and PW
  - Roster Management – player information and email communications tools for teams in gender/age group
  - Add/delete players from rosters
  - Add coach/team manager to rosters



# SportsManager Access

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- Administrator – ‘juiced’ PW access
  - Set-up seasons - available teams, age groups, assign fields
  - Set-up registration for seasons and activities
  - Powerful email tools for messages to RUSC members
  - Add/delete players/adults from system
  - Modify (Home) game schedules
  - Post notices/calendar items
  - Create and distribute reports
    - Formal rosters
    - Photo ID cards
    - Player/team status
    - Registration data
    - ..and much more

## What is the Spring Season?

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- Competitive season lasts 10 weeks, followed by playoffs and tournaments for qualifiers
- U10, U12, U14 Games are played on Saturdays
- U16 – U19 play games on Sundays
- 1<sup>st</sup> Games are *(scheduled for)* Saturday April 7, 2012
  - Field assignments are noted on the Schedule
  - Game-day cancellations due to weather may need to be made up as per League
  - MYSL Field Closings Link:  
<http://www.sportsmanager.us/links/MYSL/AreaClosings.asp>

# The Season is about to begin...

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- Attend mandatory MYSL & RUSC Coaches Meetings
- Upload a color, head-shot photo to SportsManager for Coach ID Card
- **CORI Kid/Safe – New procedure started July 2011**
  - If you sent a copy of your Drivers License to Registrar after July 2011, you need not re-file
  - If you have **not** submitted a copy of your drivers license, contact [Registrar@rusc.org](mailto:Registrar@rusc.org)
- Read MYSL Rules & find your MYSL Age Director
  - Both can be found on the MYSL Website - <http://www.middlesexsoccer.org>
- Players
  - You should have contacted all of your players by now
  - If any players have dropped out, contact your AGC (there may be a wait list)
  - You should receive an official stamped roster and Player/Coach ID Cards(**U10 Players** do NOT have ID cards but ALL Coaches do)
  - *If you don't have a stamped roster or all ID cards, contact your AGC*
  - Write player Shirt numbers on roster and make at least 20 copies
  - Speak with the parents about what to expect and what is expected of them
    - See slide 17
    - See Links at Mass Youth Soccer Resource Library/Parenting  
<http://www.mayouthsoccer.org/resource/parentdevelopment.aspx>

# **The Season is about to begin... ...what do I need?**

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- Equipment - To start off you should have:
  - Multiple copies of your Approved Roster (need 2 per game)
  - Coach photo ID Card (all age groups)
  - Player photo ID cards (U12 and older)
  - Balls: Size 4 for U10 and U12, Size 5 for U14 & older
  - Practice pinnys
  - Cones
  - First Aid Kit
  - Keeper Shirt – or a suitably colored pinny
  - Keeper Gloves
- If you need something contact your AGC

# The Season is about to begin... ...what do I need?

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- Schedule
  - The schedule will be managed on Sports Manager  
<http://www.sportsmanager.us/READINGYouthSoccer.htm>
  - All games will be posted on the site with time and field – navigate to your team with pull-down menus (e.g., BU10 is a LEAGUE)
  - Click on the '?' to the left of each game to see coach contact info
  - Confirm all information with the opposing coach for **Home & Away** Games
  - Check the schedule the week of the game to be sure no changes were made
  - **IT IS YOUR JOB TO KNOW WHEN AND WHERE EACH GAME IS To BE PLAYED. DON'T ASSUME. CONFIRM!**
  - SportsManager will distribute email messages requesting score reporting following each game
  - Be sure your contact information is correct in SportsManager! – check by logging into the system with your email address
  - Problems with SportsManager?
    - contact the Administrator: Dave Blanchard ([registrar@rusc.org](mailto:registrar@rusc.org))

# The Season is about to begin...

## ...what do I need?

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- Practice

- Most teams practice twice a week for 1 to 1 1/2 hours per session
- If you haven't already, you should request your practice time through Mike Sheedy ([msheedy@comcast.net](mailto:msheedy@comcast.net)) *and copy your AGC*
- Practice Schedule will be emailed and posted on [www.rusc.org](http://www.rusc.org) and SportsManager
- Field space is tight. You will be sharing with many other teams. Be considerate and take only a fair share of the space. Don't try to play a half field scrimmages when there are four other teams working out
- Only use the field and time you are assigned. We are only permitted by the town for certain spaces at certain times. Just because a field is open does not mean we can use it!

## Time for the First Game. What Next?

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- Know the Rules
  - League specific rules can be found at [www.middlesexsoccer.org](http://www.middlesexsoccer.org)  
{>Forms/Docs/Files >MYSL Rules 2011/2012}
  - Laws of the Game can be found at [www.fifa.com](http://www.fifa.com)
- Links are also on the [www.rusc.org](http://www.rusc.org) coaches page

## Time for the First Game. What Next?

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- Have Everything Ready
  - Most jersey numbers are listed on rosters in SportsManager – check in ROSTER MNG area
  - If not pre-printed, put Jersey Numbers on your roster & make at least 20 copies
  - Give 2 copies of your stamped Roster to the referee
  - Give your Coaches & Player ID Cards to the referee
  - The referee will give you one copy of your opponent's roster
  - Make sure the referee's name appears on the roster
  - If you are the home team, give a good, well inflated ball to the referee as the game ball
  - Have a backup ball ready for when the ball flies over a fence, is damaged, or gets lost in the woods
  - After the game, verify the score with the referee and opposing coach
  - Make sure you get your ID cards back from referee



## Time for the First Game. What Next?

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- You Are In Charge of Your Team
  - The coach and the 2 assistants listed on the roster should be on the bench. Team Managers and any others that helped out at practice should be on the other side with the spectators
  - You are responsible for the behavior of your team. This includes your assistants, your players and their parents...
  - The referee will hold you responsible for controlling parents who get out of hand
  - During the game – THE REFEREE IS ALWAYS RIGHT
  - **Have FUN !!!!**

## Time for the First Game. What Next?

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- Take Care of the Field!
  - Make sure the field (home or away) is clean. That means picking up everything (water bottles, orange peels, trash, sweatshirts, etc.)
  - The Town will not give permits to organizations that don't take care of the field!
  - Keep players and parents back from the sidelines. Don't let a player get hurt running into a lawn chair parked too close to the line
  - If the Referee says something is wrong with the home field, do everything you can to fix it (move sandbags to anchor goals, place cones on corners, etc.)
  - Pay special attention to the Town's Turf Field Guidelines  
{>[www.rusc.org](http://www.rusc.org)> Resources > coaches manuals > Turf Field Guidelines}

## Time for the First Game - Longwood

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- Special Note for Games at Longwood
  - Players, coaches and spectators should stay in the immediate field area
  - Parents and fans should observe games from the street side of the field, by the fence, with teams on the touchline nearest the building
  - The building and courtyard area are **not** part of the Town field area. You are responsible for making sure that no one goes onto Longwood's and any neighbor's private property
  - Parking for soccer is only allowed in the spaces directly across from the field and on the street. Make sure your parents and opposing coaches follow these rules. Police will ticket.
  - Game times at Longwood are spaced out to prevent too many of cars from being there all at once. Have your players arrive no more than 25 minutes before game time

## The Ref made a bad call! What Now?

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- DO NOTHING – during the game, the referee is always right!
  - As we all know from watching the video review on the NFL, referees sometimes make mistakes. YOUTH SOCCER HAS NO VIDEO REVIEW PROCESS FOR REVERSING CALLS ...and no breaks for TV commercials...
  - Referees are there because they enjoy the game too. They want to help and they are doing the best they can
  - Many referees, especially in U10, are *young*, new refs. They have taken a class and are certified, but will be discouraged if angry adults go after them while they are trying their best.
  - Assume your son or daughter is out there and see if you would want some obnoxious adult yelling at the them

# The Ref made a bad call! Part Deux

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- DO NOTHING – *during the game, the referee is always right!*
  - The League and the Club have a **Zero Tolerance Policy for Referee Abuse** – RUSC supports **Red Cards** for abusive coaches, players and parents.
  - Attempting to 'educate' the game official by pointing out an error is a violation of the Zero Tolerance Policy – even if you think you're being polite and helpful!
  - After the game, you can report incidents to your MYSL Age Director, or to Jack Zorabedian, RUSC Referee Assignor for U10 Home games.
  - SportsManager will distribute a referee evaluation form for coaches to send constructive evaluations – good and bad – to the referee assignors: you should respond every week
  - Every year the League loses young referees – including some Reading kids – to abusive adults. Please be a positive role model

# Rescheduling Games

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- MYSL has **STRICT rules** about rescheduling games in Spring. Read and Know the MYSL rules **before** attempting to reschedule a game.

Go to [www.mmiddlesexsoccer.org](http://www.mmiddlesexsoccer.org)

>Forms/Docs/Files >MYSL Rules 2011/2012

- See Rule # 11 starting on page 20 for the League's accepted reasons for rescheduling a game.
- Games are scheduled for Memorial Day Weekend. (Rule #14, page 22). It will be difficult to get a referee so it is recommended that these games be rescheduled. Use the League's & RUSC's process and reschedule these games *PRIOR* to that weekend.

## Game off – Now What?

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- Reschedule It – start the ball rolling right away...
  - Games may be rescheduled due to field closings or if you have an acceptable reason as outlined in MYSL Rule #11a. If rescheduling for an approved reason, get permission from your MYSL Age Director before starting the process.
  - If you are playing at home, contact Mike Sheedy (and copy your AGC) to request at least 3 possible dates/times when a field is available
  - Contact the *Opposing Coach* with the 3 possible make-up dates/times
  - If the dates don't work, the opposing coach will (should) suggest some alternatives

NOTE: Make-up Games take precedence over Practices.

# Game off – Now What? Cont'd

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- Then, MAKE IT OFFICIAL
  - When the date/time is agreeable to both teams, ***send a message to your MYSL Age Director to approve the new schedule.*** Be sure to include the new date/time/site, original date, the opponent and the **game number** (shown on the SportsManager schedule) to insure accuracy. (Middlesex League assigns referees during the Spring season - except for Under 10 games)
  - When approved by MYSL, an automatic email is generated and sent to the MYSL Assignor, both coaches, the town SMGR ADM and the town Assignor. Nothing can be changed until the official approval comes back from the MYSL Age Director.
  - For the rescheduling to be complete it must be changed on Sports Manager. Be sure to follow-up with your AGC and Mike Sheedy if SportsManager does not show the change
  - For Under 10 games - After all is confirmed, your AGC will contact the SportsManager Administrator who will contact Jack Zorabedian (RUSC's Referee Assignor for U10) with full details of the make-up game and a referee will be assigned. Do **NOT** contact Jack Z.
  - The earlier you do this the better the chance you will get the date you want and have a referee available



## The weather stinks (raining, tornado, sleeting, locusts, etc.). Game On?

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- Check the MYSL Field Closings Site  
<http://www.sportsmanager.us/links/MYSL/AreaClosings.asp>
- For Home Games check the Website and your email inbox. As soon as the fields are closed it will be posted on [www.rusc.org](http://www.rusc.org)
  - Remember soccer is an all weather sport so don't assume that just because it is raining that the game is cancelled - this isn't baseball
  - If the fields are officially open, only the referee can decide that it is unsafe to play. The coaches do not make that decision
- For Away Games contact the opposing coach.
  - Exchanging cell phone numbers can help if things change while you are in transit
- Stay in touch with your players
  - You should always make sure your players know if there is a change in schedule as soon as possible

## The Game is Over. What next?

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- Be a Good Sport.
  - Win, Lose or Draw shake hands with the coach and referee
  - Make sure your players shake hands and are respectful
  - Taunts and complaints should not be tolerated
- Report your scores
  - Verify the score with the Referee and the opposing coach
  - Reporting will be done on Sports Manager – it's easiest to respond to the email message you receive from SportsManager within 24 hours of the game
  - Scores not recorded are considered a forfeit
  - Retrieve your Pass Cards from the Referee
  - Make sure all your players are accounted for and have rides home

# What do I do at Practice?

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- Keep it Fun
  - **Everybody gets a ball!**
  - Keep the players moving with lots of touches on the ball during skills games
  - **Kids *don't want to hear you talk*** – let them play and keep instructions brief
  - Kids hate standing in lines, waiting...so don't make them do it
  - Use small sided games to teach valuable support concepts while giving players lots of touches on the ball
  - Mix it up. There are a wide array of skills for young soccer players to learn and lots of entertaining ways to teach them - avoid doing the same thing over and over again
  - Make sure your players have rides home.
- Reach Out for Help
  - Ask other Coaches how to keep the kids engaged, learning and having fun
  - Ask Board members for suggestions on games, coaching courses/clinics, and other resources
  - Take advantage of online resources – many helpful links are posted on the Coaches Page on [www.rusc.org](http://www.rusc.org)
  - Refer to the information for coaches in the Forms/Documents area of Reading SportsManager

## Things That Cost Money

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- Tournaments – please do try to go to tournaments with your team - lots of options:  
<http://www.mayouthsoccer.org/tournaments/competitive.aspx>
  - RUSC will pay the registration fee
  - Please contact the RUSC Treasurer and President (and copy your AGC) *before* commitment
- Any other activity/purchase you consider that may be payable by RUSC
  - Please contact the RUSC Treasurer and President for approval and/or instructions *before* commitment
  - RUSC does NOT advocate the purchase of trophies or awards for regular season and will not subsidize them.

## A word about **Risk Management**

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- All of RUSC's volunteers have filed a CORI KidSafe form with Mass. Youth Soccer, and have been CORI-checked.
- The safety of your players should always be your *highest priority*.
- Make sure your kids have rides from games and practices.
- NEVER leave a player alone at a field.
- Use common sense and try to avoid potential problems by making sure that you are never alone with a player. Try to have at least one other adult present.
- Although you might want to give your player a big hug, settle for a 'high-five.' Some parents might not appreciate the contact.
- Do not allow non-registered players (siblings, etc.) to participate in games or practices. Should that player get hurt or hurt one of your players, liability issues could come into play.

# Have a Great Season!

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- Be enthusiastic, supportive and positive
- Smile a lot
- *Have fun* watching the kids have a great time!

Adm. Note: The RUSC Coaches Guide was originally created as a Powerpoint Presentation by Roger Frechette. This .pdf file has been edited and updated for the Spring 2011 season with permission and grateful acknowledgement.