



United Soccer of Auburn

Fall 2019 -Travel Coach Information

Some reminders for **travel coaches** about season and game day procedures (and pre-game day).

A couple things first:

United Soccer of Auburn – USA - that's us, the local town club

MAYS – Midland Area Youth Soccer: They do scheduling, assign referees, oversee all things travel soccer.

Mass Youth Soccer or Mass Youth – Sometimes MYSA but not usually since it's too easy to confuse with MAYS: State organization that oversees most of the town-based programs in Massachusetts. They make most of the recommendations and rules that we follow like age brackets, field sizes, goal sizes, etc.

You will NOT need a coach passcard this fall. You will need the Background check card. Please see the Coach Credential section later for more details.

Goals MUST be secured after practices: Because of new insurance requirements, all practice goals need to be secured up against a fence if possible, out of the way, at the end of each practice. This applies to every goal EXCEPT - Auburn Middle (we put 200lb of concrete weight on each one) and the FULL SIZE goals at Pappas. These are (or will be) tied to the fence behind them to prevent tipping forward. The U10/12 goals at Pappas, the goals at Bryn Mawr, and the goals at Lemansky. At Bryn Mawr and Lemansky, you can put 2 goals facing each other and secure them to each other by the frame to prevent tipping.

These goals will be secured with a chain and carabiner. However, if we run into issues with them not being secured after practices, we will be forced to go with locks which will be inconvenient at best. Unfortunately, this is a requirement we need to abide.

Enter your practices in TeamApp: On a mobile device, go to www.sportsmanager.us/teamapp, on desktop you can use that link or log into the old SportsManager as Coach/Admin and you will be redirected to the TeamApp version. On the left menu, click Add /Delete Practices. You will get the option to add recurring weekly practices. Check this box. You will have to do this twice, once for each practice day (i.e., schedule Mondays then Wednesdays for example), because we don't know why, but that's how the software is set up.

This is going to help us to keep track of who is where, which is very useful when it comes to rescheduling games, field conflicts, etc. so we can move teams instead of forcing you to cancel practices.

CHECK YOUR SCHEDULE – Make sure the game has not changed field, time, been cancelled etc. Yes, we should receive e-mail notification of changes. No, we do not always receive that notification. So check it.

Lining – be sure grass fields have been lined. U10 Coaches have to take responsibility. This should just be at Mary D Stone School field for U10 this season. All U12 and U14 are played on turf and the fields are permanently lined, or the town lines them.

Again, paint and machines are in box at Bryn Mawr, Mary D., as well as at Lemansky and in the Pappas shed (we do not line Pappas, it just has more storage space). This should take less than 15 minutes since we are just retracing the existing lines at this point. Try to do it once a week or so.

*ALL Lock Box Codes are **1340***

Contact Other Coach(es) – Just always a good idea to verify time, location, special instructions on away fields, etc. If you are the home team and playing at Auburn Middle or Pappas, you **MUST** contact the other coach and inform them about **field restrictions**:

- No sports drinks, juice, coffee, etc. – **ONLY** water
- No food of any kind
- No benches, folding chairs, pop-ups, etc.
- No strollers, bikes, wagons, etc.

You'll find opposing team contact information by looking at your schedule, and clicking on the purple boxes with the question mark.

Cancellations – Weather-related

Weather cancellations are handled by the **Town Rep and coordinators**, not individual coaches. Unless you receive notification from the league or MAYS (via SportsManager e-mail), assume your game is on. This is true up to 2 hours before game time. Inside 2 hours, the call to play or not play based on field conditions will be made by the **referee** at the field, so you need to arrive at the scheduled playing field ready to play. I have only seen a game cancelled at the field once in over 12 seasons.

If there is thunder heard the field should be cleared immediately. If you hear thunder you can be struck by lightning. Referees should know and enforce this rule at games. Coaches need to be aware and enforce this rule at practices as well.

Cancellations – Team Conflicts

Any game changes or cancellations have to go through the Auburn Town Rep and then to MAYS. Do not try to coordinate a change directly with another coach, it won't work. Refs are assigned, fields are assigned, etc.

To do this, login to SportsManager as a coach, find the Cancel Request button on your schedule page, and follow the instructions. The request will go to the Auburn Town Rep for initial approval, then to MAYS for final approval and rescheduling.

Technically you can request cancellation/reschedule due to school events, illness (like if a school is closed due to flu outbreak) and certain weekends like Labor Day, Columbus Day, Memorial Day or the last weekend in August where many teams are missing players. Try to submit these requests ASAP. Generally, USA and MAYS are pretty accommodating with reschedule requests, despite the stricter guidelines. Just be aware there is no guarantee a request can be granted.

If your opponent needs to cancel and contacts you, tell them they MUST go through SportsManager and they should contact their own club's Town Rep. ***Many coaches mistakenly believe the home team must initiate the cancellation. This is not the case. The team requesting the reschedule must initiate the process.***

Rescheduling: The HOME coach will receive an e-mail asking to begin the rescheduling process ***regardless of who requested the cancellation.*** The home coach selects up to three dates/times for the makeup, hits send, and that goes to the away coach. If the away coach agrees to one of the times, he or she accepts, and the game is rescheduled. If none of the times are agreeable, the process starts again with the home coach.

Games always take precedence over practices. We ask that you try to schedule weeknight games at 5pm or 6pm as those are the practice slots and will create the least disruption for other teams. It's not always possible, we get it.

In practice, it is usually easiest to call or e-mail the other coach, agree on a time, THEN put it into the rescheduling e-mail. Just saves a lot of back and forth. As a rule, Pappas is unavailable on Sundays. Other fields may be (Mary D and AMS)

Coach ID/Credentials -Every coach must be background checked through Mass Youth Soccer. You will receive a card to be worn in a plastic sleeve on a lanyard. This is supposed to be worn anytime you are on the field, practice or games. Realistically, you should have it at the beginning of practice, but can put it away if it is in your way during practice. They must be worn at all times during games.

We will NOT be issuing coach passcards any longer. Player and coach photos are on the roster itself, and you will provide **2 copies** of that roster to the referee prior to each game.

Only 3 coaches may be on the sidelines at a game.

Rosters - You must have 2 copies of your MAYS approved roster to present to the referee on check in. No rosters, no game. Nothing except jersey numbers and your signature may be hand written on the roster form. Most clubs (including USA now) already have jersey numbers in there since we assign them. You can't write in a player name or birth date.

When you log into the Sportsmanager TeamApp, on the left side, you will see "Official Roster Download". Use this link. Save that roster and print about 20 copies and keep them in your coach bag.

IF your roster changes during the season, you will be notified and will have to download a new approved roster. You can use the most recent approved roster for games if for some reason your roster with changes is not approved in time for a game, just note that any player or coach added and not yet approved will NOT be allowed to participate in that game. Removing players/coaches from rosters does not usually create issues.

Game Day – Field Open and Close

Corner Flags, Goal Weights, Game Balls– These are in the box at Bryn Mawr near the baseball backstop, in the box under the bleachers at the Middle School, in the storage box at Mary D. Stone, and in the

Pappas shed at Pappas. There is a lockbox on each of these storage units with a key for the lock(s). The Middle School box also contains a lanyard with a key fob that accesses the restroom, located to the left of the main entrance near the soccer field. Blip once to open it once, blip it twice and it should stay unlocked for the duration of the game day (weekends only).

ALL passcodes for the lockboxes are 1340.

Put goal weights and corner flags out before the start of each match, if you are the last match, put them away back in the box at Bryn Mawr, Mary D. and Pappas. At the Middle School, you only need to put away the corner flags. Leave the goal weights.

Game Conduct- Encourage your players. Do not yell at them. Do not yell and scream on the sidelines. Players should receive more or less equal playing time. We can't be perfect, but this is the goal.

If we receive a Critical Game Report you will be suspended 1 game without question, perhaps longer after we hear from MAYS. Two Critical Reports and you are done for the season.

Do not get on the ref. You will get written up and you will be suspended. Technically, we are not even supposed to SPEAK to the official during play. MAYS' approach is punish first ask questions later.

Coaches are responsible for the behavior of their parents on the sidelines. This is the MAYS rule. If parents are yelling, getting on the ref, etc., you will have to pay field cop and tell them to knock it off. If the referee speaks to you about parents you must take action or the game will be abandoned, the offending team forfeits, usually fines and suspensions are handed out, and everyone is mad. Don't be mad.

8 goal rule - You will get a warning from MAYS if you lead a game by 8 goals or more. The second time it happens is a fine and the third time is a suspension. Do not let this happen. If you are up by 3-4 goals, take action at that point. Start passing. Stop shooting. Put players in new positions. If it is extreme, take a player off the field. Do not wait until it is 7-0.

Field Restrictions and Clean Up – Abide by the field restrictions for turf fields listed above. Make sure the bench areas and fields are clean when you leave, even if it was not your mess. Please help us take care of these fields and keep them tidy.

Scoring - After games, coaches should enter the game score via SportsManager. You can also enter any game comments. Either coach can do this. If you look and the score is there, and correct, you are done. If you have a dispute about the final score let me know. What the ref writes on the roster sheet at the end is the official score.

If you have questions, concerns, or other issues, or if I missed anything important here, my e-mail is president@usauburn.com and my cell is (508) 648-7614.