

CHERRY HILL United Soccer D/B/A Cherry Hill FC

Travel Coaches Manual

Preface

CONGRATULATIONS and THANK YOU for becoming part of Cherry Hill FC Soccer Club (CHFC) Coaching Staff. You are about to become involved in a very rewarding activity as you interact with children in helping them to develop not only soccer skills, but life skills as well. Unfortunately, along with the joy of coaching come a lot of responsibilities. In order for CHFC to insure that the children's soccer experience is a rewarding one, we also need to request your participation and adherence to our processes.

This manual provides guidelines, policies and procedures for CHFC operations. The Board of Directors may, from time to time, approve exceptions to these policies and procedures. Please use this manual as a reference guide, but be sure to ask for assistance whenever needed. We also appreciate your feedback, so feel free to contact anyone on the Board with any comments or suggestions.

Thank you again for volunteering and if we can help you in any way, please let us know.

Club's Goals

CHFC is a non-profit organization created to promote and encourage the sport of soccer for the youth of Cherry Hill and the surrounding communities. Our aim is to provide programs that teach the kids about sportsmanship and fair play. CHFC seeks to provide appropriate levels of play for all kids and offers recreational soccer as well as travel programs. Both recreational and travel programs are of equal importance to the Club. The programs offered by CHFC, in addition to promoting fair play and sportsmanship, seek to provide players with an opportunity to learn the game of soccer, develop skills and an understanding of the game's rules, and promote teamwork, dedication, and discipline. In accomplishing the above, CHFC hopes to support those children who might wish to play soccer in high school either for Cherry Hill schools or elsewhere.

Various studies, and our collective experience, have shown that kids want to play as much as possible, they want to be placed at their appropriate level and have the opportunity to develop to their fullest potential, and they want to be treated with respect and to be supported by their teammates and coaches. While kids obviously prefer winning over losing, players of all levels rarely mention winning as the determinant of whether they have fun playing soccer and whether they stay involved with the sport. Hence, while winning a game is a desirable objective, it should never be the justification for denying a player reasonable playing time, imposing burdensome practice requirements, or tolerating disrespectful or unsporting behavior towards fellow players, coaches, opponents, or officials.

Respect, Sportsmanship and Positive Interactions

It is absolutely critical that everyone connected with CHFC treat everyone with whom they come in contact with respect. As a coach, you must appreciate that every interaction you have in soccer reflects positively or negatively on our Club. As coaches, you must also impart that onto your parents and players. The Club will not tolerate inappropriate behavior from anyone connected with the teams be it coaches, parents, or players.

Coaches: Coaches are expected to address the players in a positive, encouraging manner. Sarcasm or ridicule is never appropriate and is not effective in motivating a child. Coaches lead by example, if you show inappropriate behavior your parents and players will follow.

Players: Three rules: Respect your teammates; Respect your coaches, and Respect the referees.

Players are expected to support one another, and never criticize teammates, be it during games, or after the game on the ride home with parents. Parents are notorious for blaming a team's woes on certain players. Please convey to your kids and parents that while some varying levels of skill are going to be present on the

fields, it is a team sport and a team effort. Coaches should know that Goalkeepers are especially vulnerable in this regard, because, unlike field players, one mistake may have obvious repercussions (a goal). All players should be told that if they criticize a teammate they may be removed from the practice or the game, regardless of their ability or the score. Do not allow teammates to throw their arms up at others in frustration, to blame others for mistakes, or to criticize teammates on the field. If a coach emphasizes this policy at the first practice and periodically thereafter, it will rarely have to be enforced. If a coach does not strictly follow this policy, destructive team dissension may ensue and players may be driven out of the program by a few who are acting inappropriately.

Part of soccer is teaching team discipline and one should start with respecting the coaches. The coaches make decisions. Do not allow kids to negotiate and insist on things such as a certain position. Players should, at all ages, be taught that when coaches speak....kids listen.

The kids should never ever argue or complain about referees calls. The only discussions between the referee and players should be clarifications of calls, at older ages by the team captain (e.g., asking if a kick is direct or indirect).

Referees: Players and coaches may only address referees during the game to ask for clarification of a call in a respectful way. Parents may NEVER address referees during, before, or after games. Just like players and coaches, referees will make mistakes. In our league, many of the officials of the younger ages are children themselves who are just learning how to be a referee. SJSJL and SJGSL have had a great deal of trouble keeping referees because of abuse from coaches and spectators, and have promulgated the "zero tolerance rule" in response. We expect our coaches to refrain from any criticism of referees during the game, and to ensure that players and parents also observe this rule. If you have concerns about the officiating, ask to speak quietly to the referee at half-time or after the game, and **include your ratings and comments on the referee reporting requirements per league**. The only exception is if there is an issue of safety, in which case the coach should try to deal with the situation in as expeditious but unthreatening a manner as possible. However, please note that you cannot verbally abuse the referee no matter what the situation. The bottom line is that the ref is correct whether you think so or not.

With the increase in youth sports violence involving adults, you should be aware that any parent or coach striking a referee, spectator, or coach will be committing a felony (a crime punishable by a fine of a year or more in jail) and face certain significant jail time.

Any player who engages in fighting may be suspended indefinitely with the expectation of expulsion.

Coaches are expected to control not only their players, but all parents watching the match. Referees may issue the coach a yellow card (which would lead to a fine on the coach) for failing to control parents. All fines issued by the league are to be reimbursed to Cherry Hill FC by the offending person.

Registering Teams

CHFC will coordinate the registration of all teams with the appropriate League and pay all associated registration fees. The Directors of Girls and Boys Travel will be available to assist in this process. These registrations are now conducted online from year to year.

Club registration: Prior to receiving a player pass, all players must be registered with Cherry Hill FC. Registration is available online at www.cherryhillfcsoccer.com Players and coaches' league registrations: No player is to participate in any practice or game unless their name appears on your team roster, which indicates that the player has been properly registered with NJYS or US Club, and you have their Medical Release Form in your possession.

In addition, every coach and assistant coach must be registered and have a league Coaches' Pass. All paid trainers must possess a Non-volunteer Pass. All non-paid trainers must possess a volunteer pass. Failure to observe these requirements may result in game forfeits, and could also make you personally liable in the event of an accident. Both the Girls and Boys Leagues require that a carded coach be in attendance at each and every game. **In addition to the game requirements, a carded coach must be present at all team practices, including those run by a paid trainer.** Any person looking to volunteer to help at practices must

possess either a Coach's Pass or a Volunteer Pass. This means that if a parent other than one of your carded coaches is looking to help, they must be carded through NJYS as a volunteer (which is different than a Coach's Pass). Volunteer passes can be purchased from NJYS.

Registration: Each coach will be responsible for assuring that his team is properly and timely registered. The Club Representative to the Boys and Girls League will advise the coaches of the deadlines. When registering, one important aspect is selecting the division, or level, of play where the team seeks to be placed. The coach needs to be as accurate as possible in rating the team to assure that the team is not placed above or below similar competition. The Club Reps can help in this process.

Team Placement:

SJGSL Meeting: Before the season SJGSL will hold a ratings meeting for all coaches wherein they discuss the tentative rating for the team. Coaches are expected to attend the meeting even if they agree with the tentative placement as the League may move your team if you fail to show up and defend your spot. If you seek to move up or down from the tentative rating, you should appear at the meeting to state your case.

SJSL Meeting: Before the season, SJSL will post team rankings on their website based on information given to them by the Director of Boy's Travel and prior season record. Once the rankings are posted on the SJSL website, you will be given an opportunity to request a change in your ranking. SJSL will take your comments under consideration and final rankings will be announced with the schedule prior to the season.

Mandatory League Meetings: Each team must have one coach attend certain mandatory SJSL/SJGSL League meetings. One such meeting occurs the month before the start of the season and at that meeting schedules will be provided, new rules will be discussed, rosters (or roster changes) may be submitted, etc. Failure to appear will result in fines to the Club (which the coach will be expected to reimburse)

Websites: Coaches are expected to be familiar with various helpful websites. Most of our teams are carded by the US Youth Soccer organization, of which NJ Youth Soccer is a member. The Boys league is the South Jersey Soccer League (SJSL) and the Girls league is South Jersey Girls Soccer League (SJGSL). In addition, we have several teams that are carded through US Club Soccer, a national organization. These teams play in the MAPS and JAGS leagues.

Important websites are listed below and contain useful information:

<http://www.cherryhillfcsoccer.com/>

<http://www.sjsl.org/>

<http://www.sjgsl.org/>

<http://www.njyouthsoccer.com/>

<http://www.usclubsoccer.org>

<http://cjysa.org>

<http://jagsassn.org>

Pass Packets: After registering the team, the head coach will receive a pass packet to be completed prior to the team being permitted to play. The Pass Packet consists of a State Roster and Player Passes and Coach Passes. Detailed instructions for completing the Passes and State Roster can be found in the NJ Youth Soccer Handbook. This document can be found on the respective Boys'/Girls' Travel pages of our website. In addition, SJGSL's website also provides some instructions for completing the pass packets - <http://www.sjgsl.org/instructionsforassemblingpasspacket.htm>

After the State Roster and Passes have been completed, they should be provided to the respective Boys or Girls Travel Director for review. Once they are approved by the Club's Travel Director they can then be

submitted to the District Commissioner who will officially approve the roster and stamp the cards with the League symbol making the child eligible to play in League games for the team to which they are carded.

PLEASE REVIEW THE NJYS HANDBOOK FOR THE PROPER PROCEDURES IN COMPLETING THE PASS PACKETS. IN PARTICULAR, PLEASE NOTE THE FOLLOWING:

For each pass the player must: (1). fill out a NJ Youth Soccer Player Membership Form to be signed by both parent and child; (2). Provide a copy of their birth certificate proving they are an appropriate age range for the group; (3). A notarized medical release; (4). Provide a 1 ½ by 1 ½ head shot of the child – pictures must be photo copy quality and the player cannot be wearing a hat. The NJ Youth Player Membership Form and the Medical Release are found on the club's website and the NJ Youth Soccer website listed above. The coach fills out the Player Pass and affixes the photo as instructed by the Handbook. The child then signs the Pass. Be very careful in filling out the Pass, if you make a mistake on the Pass, the Pass is no good and you must use a new one. If you run out of Passes you must buy additional ones from the League (see respective Club Rep).

On the Pass, the picture goes where it says "Attach picture here". The player signs on the top line (Member Signature) spelled the same way it is written on the State Roster Form.

The player names should be written in alphabetical order on the State Roster. The Pass numbers are written on the State Roster and also on the Player Membership Form.

For all SJSJL and SJGSL teams, the following information should be written in on the State Roster:

Girls League Number 15
Boys League Number 14
District (DC) Number 49
CHFC Club Number 9462
League Name: SJGSL or SJSJL
Club Name: Cherry Hill FC

Paperclip the Player or Coach pass, NJYS Membership Form, Medical Release Form and Birth Certificate together for each player. Place ALL Forms and passes in the same order as they appear on the State Roster.

Coaches' passes must be filled in completely with a copy of their NJYS coaching license and coach membership form attached. Place all completed forms in an envelope and write your club name, team name and a phone number on the front of the envelope. Drop the paperwork off at the home of the DC. You will find a container for this information on the DC's porch.

Allow at least **one** week for processing. Coaches should NOT contact the DC. You should check the DC's front porch box for your completed passes after a few days. If he had any issues with your paperwork, the DC will leave you a note with what you did wrong and you will need to correct and re-submit your paperwork.

CHFC's District Commissioner is:

John Laskey, 46 Lakeview Dr, Cherry Hill, NJ 08003
856-489-0089
johnlaskey@aol.com

Club Suggestions

After receiving your pass packet:

- Schedule a meeting with parents and players. Send the parents the Medical Release Form along with the letter detailing the specifics of the meeting and request that the Medical Release Form be completed AND NOTORIZED and brought to the meeting. See talking points for parent meeting in the "Meetings" section of this manual.
- Have the Membership Form and Passes signed by the players at the meeting.

After receiving your completed pass packet back from the DC:

- Laminate ALL passes. This insures the pictures remain attached and the condition of the pass.
- Keep passes in a small plastic bag or pouch. Always keep passes in the same place and remember to get back from the referee at the end of the game. Some referees will request that you give the passes to the players during pre-game check-in.
- Make multiple copies of your state roster and keep with you at all times. These will come in handy for tournaments, etc.
- Create a team roster with address, e-mail, phone numbers, etc and distribute to the team. Laminate your copy and keep with you at all times so you can reach players if they are late for games. The lamination protects these items during inclement weather.

Team Selection

To achieve real and perceived fairness, and to provide the best soccer experience for all children, players are grouped according to ability, not geography or social relationships. A highly skilled player placed with less skilled teammates may feel excessive pressure to perform and frustration at being held back in terms of soccer development. A player noticeably less skilled than teammates will feel intimidated and inadequate with this lack of confidence inhibiting any real chance for growth. Inappropriate placements take the fun out of the game for everyone.

Tryouts: Teams will be selected for the **next playing** season based on open tryouts held in the spring, along with evaluations from the current coaches and trainers. Potential players will be evaluated based on soccer skills, athletic aptitude and commitment. All players must have an equal opportunity to compete; undue preference should not be given to players already on a travel team or based upon coach's children. In some cases, this will mean dropping a current player from the program. This is never easy to do, but we must be fair to new players trying to get into the program. Make sure parents and players understand this before the tryouts.

Player Placement: The strongest players will be assigned to the highest rated team, the next strongest to the next rated team, and so on. The goal is to place players at the appropriate level of competition, not to keep teams or friends together. Players may only participate in either age or grade appropriate (Can play up, but not down) team. Recruiting and communicating: CHFC seeks to publicize its annual registration times in Cherry Hill Schools as well as by signage. Participation on a CHFC team is open to non-residents at all age brackets. The South Jersey Soccer Leagues prohibit recruiting of players from other teams by coaches, parents, players or friends during a season. This is referred to as poaching and can have significant penalties (please refer to the League Rules). Coaches are permitted to invite players from another team to attend the next year's registration and tryout. If a coach is approached by a player asking to join the team either mid-season or mid-year (between Fall and Spring seasons), the player must ask for a release from his/her current team before discussing those possibilities (please refer to the League Handbook).

Roster size: Teams are expected to carry adequate sized rosters (up to eighteen players for 11v11 and fourteen players for 8v8). Particular attention should be paid to the number of players available in a particular age group during tryouts and avoiding cutting players when possible. While smaller rosters are nice in theory, since each player will get more time on the field, they have proven problematic. Injuries, illness, family commitments, recitals and other typical child activities often mean players will miss games, and it is demoralizing to play with too few players.

Vacancies and Fall to Spring changes: It is often necessary to fill roster vacancies during the year. Whenever possible, vacancies on teams may be filled by promoting players on lower teams once the teams are playing full sided soccer. Coaches of lower ranking teams are not required to provide players to higher ranked teams due to player loss **however**; they should encourage their strongest players to move up to higher divisions. It may be hard to give up one of your better players, but the guiding principle is what will be

best for the player, and this usually allows other players to move into more assertive roles. At the same time, coaches will be sensitive to team spirit, chemistry, teamwork and cohesion. Transfers of marginally better players are discouraged, especially during the fall to spring transition. The player moving from a lower team should generally be expected to be a significant contributor before any such moves will be made. It makes no sense to pull a top player from one team if they can be expected to receive minimal playing time after the move.

Dropping a player: Once a player is carded to a team, they are on your roster for the entire year (unless they request to be dropped). In rare instances because of non-participation, disciplinary problems, safety issues, or other things it may be needed for the coach to have discussions with the parents and child about the continued participation. Before any such discussions are held, a coach must discuss the situation with the Travel Director. Any/all changes must then be processed with the appropriate league paperwork and adhere to league rules.

Eligibility Rules:

Important points:

- U-7 Players may **NOT** play travel soccer.
- U-8 Players may **NOT** play on a full sided 11v11 team.
- U-9 Players may **NOT** play on a full sided 11v11 team.
- U-10 Players **MAY** play on full sided team but only the U-11 age & majority of players on team must be U-11
- A U-9 team **MAY** have U-8 players on it.
- A U-10 team **MAY** have U-8 & U-9 players on it.

Selecting Coaches

CHFC coaches are selected each year after the teams have been selected. The Club recognizes the importance of the coaching staff for all teams. Our coaches and players are our most important components of our club and therefore very thorough discussions are held prior to appointment of coaches for all teams.

Selection Process: The selection of coaches and assignment of teams is solely at the discretion of the Travel Directors in conjunction with the Board.

Single Team: Unless approved by the Board, a coach will not be appointed head coach of two teams regularly scheduled to play on the same day

Number of Coaches: NJYS rules allow for one head coach and three assistants regardless of the level of play (8v8 or 11v11). License Requirements: Coaches must conform to minimum requirements set by NJSYS. It is a state requirement that all coaches will have, at a minimum, an "F" license by the time the pass packets are due to the league administrator. A list of classes is available on the club website, www.cherryhillfcsoccer.com, and the New Jersey Youth Soccer website – www.njyouthsoccer.com.

Coaches are encouraged and expected to continue to improve their soccer knowledge by taking additional courses as they progress to coaching higher levels of play.

The Board of Directors may remove a coach for conduct detrimental to the team, individuals or club.

Player Responsibilities

While each player has individual needs and desires, soccer is a team sport. For everyone to be successful and have fun, players must be informed that they have individual and collective responsibilities, in addition to the standards of respect and sportsmanship addressed above.

Attendance: Each player is expected to show up at required practices and games. Conflicts with other activities are inevitable, but should be viewed as the exception. To the extent possible, try to accommodate other activities, but emphasize to players that in the event of conflict, their obligations to their travel team should be given priority.

Absences: Players should be told that if they will not be at a practice or game the coach must be informed ahead of time if at all possible.

Equipment: Players are responsible for showing up at practices and games on time and properly equipped. No player should be allowed to play at any time without shin guards. Referees are forbidden from allowing players on the field without shin guards, which must be covered by socks. Coaches should adopt a similar policy for practices. If you permit a child to play without shin guards and (s)he gets hurt, you may well be held to be legally liable. Players should also be encouraged to bring their own ball (with their name on it) to practice, and to bring their own water to games and practices. Although cleats are technically not mandatory, as a practical matter all players should have them. Some referees will not allow a player to play without cleats if it creates a safety hazard. In addition, all jewelry should be removed prior to practice or games.

Parents

Parents are an invaluable resource to the team if mobilized and handled effectively. Communicate clearly and often with them. Although most of your players' parents will be polite, courteous, and appreciative of your contribution, there may be one or two who simply don't ascribe to Club principles. Some will "motivate" their children with pressure to perform; others will reinforce the notion that "winning is everything".

Soccer Knowledge: Most parents do not know the game. Schedule an early season get-together where you or a Club member gives a soccer tutorial. It will be greatly appreciated and will pay large dividends. The Directors of Boys & Girls Travel are available to assist in these preseason meetings. Specifically discuss some of the more controversial rules of the game. The off sides rule, for one, often gets parents worked up because their child is called for off sides infraction, and they don't understand why (or that the player was "not in the play" and therefore not off sides). The "advantage" rule is another touchy subject. It's often helpful to explain the rule – even show the referee signal for "Play on" – so parents know that the call was in the best interest of their child.

Communication: Communicate in writing with the parents, providing them with practice and game schedules, your expectations of them and their children. A team website is a perfect tool for these tasks. Parent Coaching: Explain to parents before the first game that you appreciate their presence and support, but they may not attempt to give directions or coaching to kids on the field. Becoming a good soccer player is about learning to process the many variables going on at a given time and creating a solution. The importance is that the child must be the one who makes the decisions and addresses the consequences. It is in making mistakes and having successes that they will learn to play and grow as a player. Having parents (or coaches) yell detailed instructions to players during games does not advance their soccer ability, but in fact impedes it. Constant sidelines instructions may work in the short term, but all it means is that a child may re=act if you tell them what to do. That is not a soccer skill. Further, instruction from the sidelines causes the team itself to stop communicating with each other a crucial part of the game. Often children hear an instruction from the sideline they may stop turn around to focus on the person speaking, which does not help anyone. Further, parental instructions often are directly at odds with the coaches' instructions thus creating conflict and confusion. (For example, you want the players to possess and control the ball and parents yell at the child to "just kick it".) Tell the parents "generic cheering" only -- "nice play, way to hustle, let's go team" -- but absolutely no using names or giving instructions. We also suggest you advise parents, particularly of younger kids to make every effort to cheer for all of the kids, but be reserved in the cheering for their own child as it develops better team chemistry.

Please remind your parents that, like you, they are representatives of our club and need to conduct themselves appropriately.

Referees: Similarly, explain to parents our firm expectation and the leagues rule that they will not make any comments to the referee. As coach, you are responsible for the behavior of your players' parents, and you have the duty to ask a parent to leave a game if they are not acting appropriately. Explain to your parents that you can be ejected from the game due to inappropriate parental behavior.

Spectator locations: Both SJSL and SJGSL mandate that players and coaches are to be positioned on one touchline and that all spectators are to be on the opposite touchline. No parents on the team sidelines at any time. No parents are allowed onto the pitch (field) unless invited by the referee or a coach after an injury.

During tournament play, these rules may not be enforced, but you should have the parents stay a reasonable distance away from you and the players on the sideline. Tell the players to stay with the team and away from their parents while waiting to enter the game. It promotes team cohesiveness, keeps the players' heads in the game, and enables you to substitute more easily. Keeping all the parents away will reduce your tension level during games by insulating you from the rare parent who insists on making suggestions, or criticizing you, a player, or the referee. No fans are ever allowed behind any goals!

Roster Changes: Communicate in a firm but compassionate way about roster changes, both moving up and moving down, before the player and parents learn from other sources. Be clear in your explanation of the reasons based on club policy of placement of the child in an appropriate level based on soccer skills, athletic aptitude and commitment. Avoid citing specific skills or shortcomings, lest they be misunderstood for what is certainly a more general picture than can be easily put into words.

Trainers

Through our tournament ad book sales, CHFC provides for a certain amount of Training for each team within the Club. The training program is designed to help facilitate a soccer environment that is educational, competitive, and fun for all players. The training staff is comprised of various coaches and trainers whose playing and coaching experience helps to continue the growth of "quality" soccer. All of the Club's trainers and coaches must be approved by the Board of Directors by recommendation by the Director of Training and Training Committee.

Program Objective: The goal of the training program is designed for players to develop technical skills and field awareness. The idea is to let the game be the teacher. The more frequently players are given an opportunity to touch the ball in a competitive environment, the quicker they can develop technique and confidence.

Training Sessions: Each team requests a trainer in the summer prior to the season. If the team has met its obligations in connection with the tournament, the Club will pay up to \$1,200/year (split between Fall & Spring seasons) for team training. The club has allotted extra training funds to those teams that earn over their minimum tournament fundraising requirement.

Matches: Trainers are encouraged to attend matches in each season as an observer to assess team and individual strengths and weaknesses.

Trainers Role: The primary role of the trainer is to work collectively with the players and coaches of the team to make the training sessions as competitive, educational, and fun as possible. Trainers are asked to "demonstrate" and "play" as much soccer as possible with the team. When trainers are not present, coaches are asked to be consistent with activities that are structured by the trainer when (s)he is not present.

General: The Club believes training is best when you have No Lines; No Lectures; and No Laps. Sessions should be geared to ensuring that each child spends most of the session with a ball on their feet. Small sided games (1v1, 3v3, 4v4, 1v2, 2v3, etc) are crucial in the development of soccer players.

Additional Sessions: Any additional training sessions arranged between the trainer and an individual team is to be worked out between the coach and the trainer at the standard rate.

Indoor Training: The Club leases spaces at one of Cherry Hill's middle schools for winter training from mid-January to end of February. Indoor training time is scheduled through the Director of Fields.

Practices

Practices are where instruction takes place and where the coach has the opportunity to impart new skills and strategic concepts. To be worthwhile, a good practice must be carefully planned so that the players have fun while learning.

Objectives: The goal of a practice is to maximize the number of times each player touches a ball. Plan your practices to avoid drills that have one of two players moving and the rest standing on line. Use waiting time

only as integrated rest periods during particularly strenuous activities. Incorporate frequent games that utilize the skills or strategies being taught. Work with your assigned trainer to develop practice plans and/or contact one of the more experienced coaches for help in planning effective practices. Avoid lines, laps and lectures in your practices.

Scheduling: All practice times for DeCou turf and Johnson Elementary must be scheduled through the CHFC Fields Director. Coaches should not assume that field space will be available without prior approval. A schedule of Field usage will be placed on the website. Prior to the season the Fields Director will request from the coaches the specific practice days they seek for trainer sessions and coaches training sessions. It is often impossible to accommodate every request, so you need to request various practice days. Beck Middle School is NOT available for practice. The club also holds leases for many elementary schools and they are listed on the Training page of our website. Practice at schools is on a first-come basis and is not scheduled by the club.

For all facilities, please be courteous to each other and share space and goals equally. For timed sessions at DeCou and Johnson, please keep to the allotted time scheduled for your team. Do not wait for another coach to have to ask you to move or leave.

General: Coaches must be the first to arrive and last to leave. Do not leave children unattended. Do not allow children to leave the field and walk to the parking lot...even if they tell you their parent is waiting. Make the parents come onto the field and take the kid from you.

Games

Games are where the players get the chance to use what they have practiced, to learn to make decisions for themselves in competitive conditions, and to experience the joy of simply playing soccer.

Game logistics: A coach or assigned parent should contact the opposing coach to confirm the game time, location, opposing team's uniform colors, and receive directions. The home team must change uniforms if both teams have the same colors. Pinnies, which the coach should keep, will serve this purpose.

Rules: The basic rules coaches should be familiar with are found on the SJGSL and SJSL websites.

http://www.sjgsl.org/Fact_Sheet.pdf

<http://www.sjsl.org/images/FactSheet-Aug2008.pdf>

<http://www.sjgsl.org/rules.htm>

Game equipment: Bring to each game a game ball (for home games); a goalie shirt which will clearly differentiate the goalie from all other players; game card/referee appraisal form (which will come with the pass packets); appropriate referee fee (preferably exact amount) – note that the club provides each coach with a check at the beginning of each season to pay for single-ref/multi-game location for the entire season; player and coaches' passes; ice packs and first aid kit and the parental consent/medical release form for each player.

Teach promptness: Instruct players and their parents to get to all games at least thirty minutes before the starting time. Tell them to leave more than sufficient time to find away fields. Nothing is as disconcerting as trying to restructure a line-up to account for a missing player, only to have the child show up at the last minute. Parents should be told that it is unfair to their child, as well as to the team, to have a child put into a game without sufficient warm-up or mental preparation.

Home Responsibilities: Depending on when your home games are scheduled, you may be responsible for setting up or taking down corner flags. The Director of Fields will communicate your team's assignment prior to the start of the season. Prior to both seasons, coaches are expected to get parents to volunteer to assist in getting the fields ready for use. This means marking and lining fields, repairing goals and netting, picking up trash and other responsibilities. During the season, teams will be assigned various duties such as lining game fields, etc. A team's failure to assist in providing volunteers to accomplish these tasks will require the coach to appear before the Board and could result in lost training sessions or practice times as punishment.

Linesman: For almost all games, you will have a single ref which means you will also need to provide one parent at each game to serve as a linesman, signaling to the referee when the ball has gone out of bounds. Linesman should be instructed not to comment on the game play or argue with the referee. Please note that the ball is not out of bounds until the entire ball has rolled across the line. Linesmen are not expected to call offside or any other violations.

Keys: Coaches should make sure they have keys to the sheds at DeCou and the lockbox at Beck so that they can access the equipment. The Director of Fields can provide those keys.

Keep games on time: CHFC fields are tightly scheduled. As home coach, it is your responsibility to see that games are started on time. If the previous game is running late, encourage the referee and opposing coach to do warm-ups and player check-ins on the sidelines.

Coaching during games: Games are not the place for coaches to issue high-volume instructions to players, attempting to control aspects of the action remotely. In general, coaches may give occasional and gentle reminders about positioning to younger players, but should limit detailed instructions or comments to players after they come out of the game, or to the team, before or after the halves. Remember,

- **The players often do not hear you;**
- **If they are listening, they are not focused on the game;**
- **If they hear you, they won't hear their teammates, or talk to them;**
- **The game is the best teacher!**

Coaches should not roam the sidelines following play, but should stay in one location with the substitutes. If parents or coaches from the other team follow the play, politely ask the referee at halftime to instruct them to cease.

Playing time: At the younger ages, we expect all players who have participated regularly in practice to play at least half the game. You are not required to keep a stopwatch, but please make sure that players play half the game as parents are watching. It is fun to play; it is not much fun to just watch others play, even if they are winning. Once the teams become full sided, we expect the players regularly attending practice to play at least one third of every half.

If a child is not going to play as much because (s)he has not attended practice regularly you should communicate that to the child and the parent before the game. If you do not, you will face a parent who has built up steam through a whole game if they came and did not expect their child to sit more than others.

We suggest you use attendance at practice as a reward. Indicate to the players that those who attend the most regularly will start the games (but all will play). If they all attend regularly rotate the starters sitting you better players (and most importantly the coaches' child) to show that you are being fair with all.

Explain your rules to the parents early on because playing time issues is the most problematic area for coaches to address.

Playing positions: Children should not be assigned fixed positions – e.g. defender, striker, midfield, left, right, goalkeeper – until they are at least playing full-sided (11v11), if not later. They need to develop all-around skill to fully execute any assignment on the field. The right-footed player who never plays on the left because you have a lefty on your team will be slower to develop the two-footed skills necessary to play well (and vice versa).

Substitution: There are many techniques for substituting players to ensure that everyone gets their fair share of time on the field, while maintaining a solid and cohesive team and attempting to win the game. Players can be grouped into balanced units or sub-units (such as halfback lines) or can be moved in and out individually. Remember that a child would rather play in three different positions, even though that is not an easy thing to do, than sit on the sideline.

Goalies: As a Club we do not believe that children should be fixed on any position at an early age and this is particularly true about goalies. You should not have a fixed goalie for your team below U11. If you have a fixed goalie at the lower ages you are impeding the child's ability to play soccer. A younger child should not be compelled to remain in goal for extended periods, even if they are the best keeper and the team is trying to preserve a lead. We suggest that every child on the team be given a turn to play in goal from the earliest ages. One major reason for athletes quitting the sport is the feeling that they were stuck in goal. Try rotating each of your players for a half into goal. Your players will benefit from the experience of seeing the field through the eyes of the goalie. They will also learn to be less critical of the goalie when they make the inevitable bad play if they have shared the experience of being a goalie themselves. Some children will be reluctant to play goalie, but at the younger ages they should be given the choice to play their turn in goal or remain on the bench. Do not allow the children to dictate where they will play and reward them by playing them elsewhere upon their refusal to play.

Extended Playing Time: A common mistake of coaches is to leave a successful player in the game for too long at a stretch. It is important to rest a player before fatigue sets in. Once the lactic acid from overexertion builds up in the muscles, the player will never regain full strength, even with a rest. Also, it is important to the team and the individual to avoid the belief that any one player is indispensable. Resting the starting center halfback and giving other kids the opportunity to function in that key position will take pressure off the starter and add depth to your team, which you will appreciate when the starter is sick or having a bad day. The need for rapid substitution is especially important in 8v8 games, since the players are young and the intent of the game is that the action will be continuous, with no opportunity for resting on the field.

Parent Discussions: Make it a point with parents to not have discussions right before or right after a game. Do not engage an irate parent after a game when tempers may be higher and children will undoubtedly be present. Agree to talk with the parent later that day or the next day after some period for reflection.

CHFC Suggestions

- Be sure to have game cards prepared before the game. You can pre-print your roster and attach in the appropriate space on the game card. (See League websites for .pdf fillable game cards).
- Arrange players alphabetically when referee requests to "check-in" the players.
- Have your players not wearing jewelry, shirts tucked in, and socks over shin guards at check in.

Reporting Scores: Each League requires coaches to report their game scores online generally by the end of the weekend. Failure to report the scores timely will result in fines to the Club, which the coach is expected to reimburse.

Post-Game: All kids are expected to show sportsmanship at the conclusion of the game and line up and shake hands with their opponents and the referee. Be aware of the penchant for some children to slap or hit the hands of the other kids and do not allow that activity. Position the players that may be upset after a game directly in front of the coach so you can monitor them in the line.

In addition, as with practices, please do not let children wander off. Establish a rule that parents, or a responsible party, take charge of players after the game.

Note: League Rules specifically prohibit one team from joining hands and forming a bridge through which they expect the other team to pass under. It is not allowed and is viewed as unsportsmanlike behavior.

Rescheduling Games

Given limited resources – fields, referees, and daylight – rescheduling games is not permitted, except for specific reasons as specified by the league, when the Club closes fields or a field is declared unplayable by the referee.

Field Availability: To reschedule a home game, contact the Club's Fields Director to find out when a field will be available.

Time Limits: Games postponed due to bad weather must be played within specific time limits listed in the league rulebook. Failure to observe these rules may result in forfeits. If you and the other coach cannot agree on a new playing date, contact your Club Rep for assistance.

Foul Weather & Cancellations

The Director of Fields will determine if the club's fields are playable. Cancellations of home games due to unplayable fields are determined and all coaches with a scheduled home game will be notified. If the entire league is cancelled, it will be posted on the league and club's website.

Communication: Set up a reliable form of communication between yourself and your parents. E-mail works for many as well as phone chains. Just be sure to communicate to your parents as soon as you know of any cancellations. Also, have your parents check the club's website as home field closures are generally posted on the website.

Games: Tell parents to assume that a game will be played unless they hear otherwise. Weather and field conditions vary from town to town, and games will generally be played in rain if the field is in good and safe shape.

Home Games: If CHFC cancels its games, you must call the visiting coach immediately. It is not necessary to call the referee scheduler; the respective League Representative will handle that.

Canceling practices: Decide on a similar system for calling off practice in inclement weather, including notification to the CHFC Director of Fields. The Director of Fields will e-mail the coaches groups if any fields are being closed due to weather.

Tournaments

There are an enormous number of tournaments held in the immediate area, especially on Labor Day, Columbus Day, Thanksgiving, and Memorial Day weekends and at the end of each season. These tournaments can be an enjoyable, bonding experience for the team, and participation is encouraged. Our Club holds an annual tournament in early June.

Tournament Participation: It is up to the individual teams to register for the tournaments and to pay the entry fees. Club patches are frequently exchanged, and you can obtain CHFC patches from the President. **ALL CHFC TEAMS ARE EXPECTED TO PARTICIPATE IN THE CHERRY HILL TOURNAMENT AND PROVIDE VOLUNTEERS.** Our teams play in our tournament free of charge; however, you are still responsible for submitting an application to the tournament.

State Cup Tournament: NJYS holds an annual State Cup tournament in the Fall for ages U11-U14. In the Spring, the State Cup tournament is for U15-U18. The club reimburses teams for the cost of State Cup registration fee and referee fees. Information about the State Cup tournament can be found on the NJYS website.

Permission to Travel: Participation in out-of-state tournaments requires written permission from New Jersey Youth Soccer, which is the governing body for sanctioned youth soccer in the state. Requests must be submitted to NJYS office at least a month prior to the tournament date.

CHFC Suggestions

Record Keeping: it will be helpful for future tournaments if you keep a record of your team's results in each tournament. Most tournament applications request previous tournament results to help in rating your team into the appropriate bracket.

Suggested Local Tournaments: Pre-Fall: Moorestown Labor Day, East Brunswick; Columbus Day: Arby Hudson/Hamilton, Mt. Laurel; Thanksgiving: West Deptford; End of Season: Voorhees Memorial Day, Cherry Hill FC

The NJ Youth Soccer website lists all NJYS sanctioned tournaments. Got Soccer.com is also a great source for soccer events in all states.

Health & Safety

The fundamental obligation of the coach is to ensure the health and safety of the players. No game is worth risking the physical well being of a player. The guiding principle must always be the exercise of an excess of caution.

General: If play is stopped during a game, the coach is not allowed to enter the field until invited to do so by a referee. Once the coach enters the field the players must be removed by rule (except for a goalie). We recommend that if a player is hurt enough to cause a stoppage of the game that they be removed and replaced even if they insist they are fine.

Notification: For insurance purposes, a coach is required to notify the Club rep of any serious injury (i.e., one that a child was hospitalized, required medical attention, will be forced to miss a game or more with the injury, any other injury that could be considered severe).

Dealing with injuries: While serious injuries in soccer are rare, coaches must educate themselves to be aware of the signs and symptoms of serious injury. A fallen player should not be casually rolled over or made to stand up without some assessment of the possibility of a head, neck or back injury, or a limb fracture. Movement in such cases has the potential for gravely aggravating the injury. A useful rule of thumb is that if the player is unable to turn over or get up without assistance, summon emergency assistance (911).

Unconsciousness: Any player who has been knocked unconscious **MUST NOT** be allowed to resume playing until having been cleared by a doctor. If a player has been removed from a game because of an apparent minor injury, such as after a collision, make the player run at full speed on the sideline before putting the player back in the game. If the child exhibits any difficulty running, do not allow the child to play.

Head Injuries: If a child absorbs a blow to the head during a game, we recommend that they be removed and not allowed to play EVEN if no loss of consciousness occurred. It is simply too difficult to assess whether a concussion has taken place. It can be very damaging to send a seemingly healthy player back into a game with a possible head injury. Do not take the chance no matter what the risk! For concussions, we need a doctor's note to allow the child to play. **Serious Injuries:** If the child has received a serious injury (any head injury, loss of consciousness, broken bones, tears, or anything that requires them to miss time, we ask that you insist on a doctor's note before allowing the child to participate. This is a coaches' NOT a parents' decision. Often a parent will try and tell you they are fine, if you are uncertain at all do not let them play and insist on a note.

Applying Ice: Since it will prevent or reduce swelling and accelerate healing, the prompt administration of an ice pack is the prescribed treatment for bangs, twists, and strains. Have ice packs at every practice and game.

Hazardous items: A child with a cast may not be allowed to play. Some referees will allow a player to wrap their cast in foam padding. Please have the referee check the player prior to pre-game check-in. It is solely the referee's decision as to allow or not allow the child to play. Players must be instructed to remove all watches and other jewelry (including earrings and barrettes) before coming onto the field. Eyeglasses have proven hazardous; some referees may forbid wearing them during play. Players needing glasses should be urged to use athletic goggles.

Heat & dehydration: On hot days, insist that all players drink water frequently. If they wait until they feel thirsty, they will have already begun to dehydrate.

Bleeding: If a child is bleeding from a scrape or a bang on the nose, apply direct pressure with a clean cloth. If a player is bleeding they must leave the field, and may not reenter the field until the referee has checked to make sure the bleeding has completely stopped and there is no blood on the uniform or shoes.

First Aid Kit: All teams should have a First Aid Kit with them at all times.

Kid Safe Forms: Each of the coaches in the Club must fill out a Kid Safe Form and provide it to the Board. The Club also performs an independent background check of the coach.

General Awareness: Coaches need to be sensitive to appearances and should avoid situations where the coach would be alone with a child in a private setting. For example, if a coach volunteers to drive a child home he should ensure that either his own child or another adult accompanies him at all times.

Rules

The rules are an important part of the game. It is vital that coaches learn the rules by reading the rulebook and materials provided by the league, and then teach the rules to the players during practice.

Handbook: The specific league by-laws governing topics like length of games, rules for substitution, minimum number of players, and postponing and rescheduling games, as well as special rules governing 8v8 games are in the New Jersey Youth Soccer Handbook. Coaches should have both the NJYS and FIFA rulebooks at games.

http://www.sjsl.org/images/SJSL_Rules.pdf

<http://www.sjgsl.org/rules.htm>

Cards: The Leagues impose fines on players and coaches who receive yellow or red cards. Those fees will be reimbursed to the Club by the coaches and team. A player receiving a red card will be suspended for the number of games determined by the disciplinary committee of the respective league. Similarly, a player receiving two yellow cards will also be suspended for the number of games determined by the disciplinary committee of the respective league. The leagues take yellow and red cards very seriously and players and coaches can, and most likely will, receive multiple game suspensions.

Meetings

There are several standing meetings scheduled to keep all interested parties informed of activities.

League Meetings: Each League (SJSL & SJGSL) holds monthly meetings that are attended by the appropriate Club Representative. The League Representative's responsibility is to disseminate pertinent information to the Board of Directors and it's member coaches.

Mandatory Coaches Meetings:

SJGSL holds two (2) mandatory coaches meetings per season. The first is the ratings meeting and the second is the meeting held the week prior to the start of the season and at which the season schedules are distributed.

SJSL holds one (1) mandatory coaches meeting per season.

Fines are applied to each team not attending these meetings. These fines are the responsibility of the head coach and will not be reimbursed by the club.

Parent Meeting: It is expected that prior to each season the coach will hold a parent meeting to discuss the expectations he has (and the parents have) for the team. This is a very important meeting. We have outlined some suggestions/talking points:

- Hold meeting prior to season
- Prepare handouts such as an outline of meeting, team roster, team calendar, team goals/rules
- Have NJYS forms that you need completed for pass packets
- Introduce yourself and assistants

- Discuss your philosophy
- Discuss team specifics – practices/games/playing time/equipment required
- Discuss coach, player and parent responsibilities as previously outlined in this manual
- Recruit team volunteers if needed

Team Monies

Team Funds: Each team may decide to collect some monies from the parents to pay for equipment, tournaments, additional training, etc. Coaches should set up a budget to determine how much money is needed and discuss the reasons for the request for additional money.

Bank Account: The money collected from the team should be segregated from your other funds in a bank account. It is strongly recommended that you maintain a record of additions and expenditures each year.

Uses: The monies can be used for any purposes in furtherance of the team.

Further Reading-Coaches Development

It is highly recommended that you look to the web to develop some ideas about coaching. There are a great number of sites dedicated to soccer including many giving tips on practice plans and soccer drills and strategies.

There is also a coaching manual online that is very comprehensive and covers everything from what to cover at the parents' meeting to in-depth strategies.

<http://www.ucs.mun.ca/~dgraham/manual/>

<http://www.ucs.mun.ca/~dgraham/manual/manual.pdf> (pdf version)

Lending Library: CHFC is at work on creating a lending library of books and tapes dealing with soccer techniques and training. We intend to make those materials available on loan to coaches who seek to enhance their knowledge base.

Coach development: The Club will, on occasion, provide training courses or opportunities for coaches. The Club recommends that coaches review the available opportunities to pursue higher level coaching licenses, particularly for those coaching players beyond U13.

Suggestions

Mid-Year: Solicit any comments from your team parents at the mid-point of each season as to their and their child's experience. If parents are unhappy you should want to know why. The parent, if unhappy, is likely talking with other parents and complaining to them. This could lead to a destructive team environment.

End of Year: Each child should be given specific evaluations, in writing, explaining to them their perceived strengths and weaknesses and areas where they can work on at improving over the summer.

Equipment

Uniforms: The Club purchases two sets of jerseys for every player, but those jerseys are expected to last for a two year period. All uniform issues are handled by the Director of Equipment. No child will receive a jersey or be rostered to a team until they are shown as being fully paid on the registration system

Procedures: After teams are selected coaches should take steps to ensure that all children who need uniforms go to our uniform provider (currently Soccer Locker) and be sized for the coming year as soon as possible. The coach is responsible for assigning numbers to each child to ensure that there is no duplication.

Lost Uniforms: If a uniform is lost the family is responsible for purchasing a new uniform. All sales will be of both color jerseys. Accordingly, a parent would have to buy both a red and white jersey even where only a red jersey was lost.

Guest Uniforms: The Club maintains a certain number of uniforms to be used as guest uniforms. These uniforms are distributed by the Director of Equipment and are given out on a first come-first served basis. The Club will not pull from its inventory of new uniforms to satisfy the need for guest uniforms. Requests for guest uniforms should be made no later than three weeks prior to the need for such uniforms.

Purchase of Additional Uniforms: Teams may decide to purchase some additional uniforms to keep as guest uniforms. Those arrangements should be made with the Director of Equipment.

Hardship

Financial Hardship: If your parents are having financial hardships that preclude them from being able to pay, or timely pay, for their child to pay soccer, the coach should notify the club President. In some instances the fees may be waived or postponed.

