

Coaches' Handbook

Falmouth Soccer Club

2017

1) Age Groups

Players in the Falmouth Soccer Club (FSC) shall play in their appropriate age group as defined by the Massachusetts Youth Soccer (MYS), or by the grade they play in school. Exceptions may be granted by the FSC Board of Directors if it is determined to be in the best interest of the player and teams involved. No player may play in a younger age group.

See age group listings at http://falmouthsc.org/Registration_agegroups.htm

2) Residency

Players living outside the town of Falmouth may be placed on a FSC roster only when there is space available after accommodating *all eligible* Falmouth players. Such placement is subject to the rules of play and bylaws of the South Coast Soccer League (SCSL) regarding residency. A waiver signed by the town soccer club where the player resides is required. The waiver form may be found here:

<http://falmouthsc.org/Waiver.pdf>

If out of town players are needed to field a team and they receive a waiver, these players are entitled to the same privilege in subsequent years.

3) Tryouts

GR2/U08 and GR3/U09 teams will sign up without tryouts. GR4/U10 through Gr8/U14 teams shall be formed following a formal tryout procedure, held each year following the spring season. GR9/U15 through GR12/U18 teams will sign up without tryouts unless more than eighteen players sign up, in which case a tryout will be held.

A notice about team tryouts shall be made in advance via the local newspaper, the schools, the recreational soccer league, through the registration system, email, phone, on the FSC website, and by any other reasonable means.

Tryouts shall be conducted in such a manner that all candidates have an equal opportunity to display their talents, and independent evaluators will be employed. Previous year coaches are welcome to rate players from the previous season by giving feedback to the Coaching Director, but may not be present for tryouts involving teams they wish to coach. The tryout will consist of drills during which the evaluators grade individual skills and also small-sided scrimmages so players can demonstrate skills in a game situation.

FSC is a competitive program and tries to accommodate as many players as possible, but there may be times when cuts are necessary.

In the case where a “known” player is unable to make a tryout due to injury or other unavoidable reason, she/he may be placed on a roster at the discretion of the Board of Directors.

At tryouts, FSC will distribute information with details about the program and any other relevant information. Following tryouts, players are informed of placement decisions via FSC’s website so all players learn tryout results at the same time. The Board has the option to hold open two Division 1 spots on the roster, and use additional observation to place a player. The fall season can be used for this purpose.

4) Other Sports

Player commitment rules have been developed for coaches to follow, especially for Division 1 teams; see the FSC web site.

Division 2 teams: Coaches shall, to the extent possible, make participation in other sports (and other activities in general) possible for their players. In no case shall a coach “prevent” a player from playing other sports, and the coach should be as flexible as possible in allowing players to experience new sports and activities, especially for school-sponsored sports teams and activities.

Players may not be benched the entirety of a game for missing a practice or game due to a conflict with another activity. Conversely, it is expected that players will make a real commitment to their FSC team; therefore, repeated absences without a “reasonable” excuse and/or the failure to notify their coach of absences may result in disciplinary action, including the loss of playing time or starting position.

5) Playing Time

For Division 1 teams: Playing time is earned by commitment to attending practices and games, and by demonstrating the ability to play Division 1 soccer. The Club recognizes players develop with game experience, but playing time is at the discretion of the coach.

For Division 2 teams: Players on FSC teams shall play a significant portion of each game, unless being held out for injury or disciplinary reasons, which is up to the coach of each individual team. Players are not required to receive equal playing time. However, FSC and SCSL policy dictate that all players should play at least the equivalent of half of every game.

6) Coach Selection Procedure

Coaches and assistant coaches will be nominated by and agreed upon by the FSC Board of Directors. Prospective coaches should submit a coach’s application to the Coaching Director. Coaches who have previously coached for FSC should update their applications each year.

Selection Criteria: Coaches and assistants shall be selected purely on the basis of what the Board feels is in the best interest of the players. When more than one qualified coach is available for an age group, the selection shall be made so as to offer the players the

best opportunity to improve their skills. Adherence to FSC policies, deadlines (subject to fines and disciplinary action), attendance at meetings and licensure may all be used as criteria for coach selection. If the Club decides to compete in a fall season, the coach's willingness to coach the team year round may be a factor. In most cases, this will mean not having the same individual coach the same group of players year after year.

7) Coaching Qualification Guidelines

Coaches: Coaches are encouraged to possess a valid MYS coaching license before the first regular season game. It is also recommended that coaches have at least two years prior coaching experience at or near the age level to be coached and at least one year prior experience as a coach or assistant coach of an FSC team or equivalent. MYS offers various coaching development courses and clinics, and FSC will reimburse coaches for license course fees.

Assistant Coaches: It is recommended that assistant coaches have at least one year prior coaching experience at or near the age level to be coached.

Visit http://www.mayouthsoccer.org/about/coaching_courses_and_licensing.aspx for more information.

8) Player Commitment and Tournaments

For Division 1 teams GR4/U10 and above: Although playing in the fall season and optional tournaments is encouraged, it is not required. Playing the spring season requires a commitment to both practices and games. Players must attend two practices per week, and can miss no more than one game per season. They must also be available from early March through June in the event the team makes it to MTOC (Massachusetts Tournament of Champions). If this commitment cannot be made, the player should play Division 2.

Practices will be held on Monday and Wednesday, with a makeup held on Friday. Attendance at two practices per week is required. If one practice is missed, the player sits out one half. If two practices are missed, the player must attend the game, but will not play. If they miss the two practices and don't come to the game, they will sit out the next game they attend.

Coaches are required to keep attendance and enforce this policy.

- Players are given credit for practice if:
- They are injured
- They are sick and miss school
- Practice is cancelled due to weather or any reason pre-approved by the Board
- They attend a school function pre-approved by the Board
- Special circumstances will be reviewed on an individual basis

9) Uniforms

Uniforms are purchased by each player prior to the start of the season from Falmouth Sports Exchange. Registration & Uniform Night is offered in the fall where players fill out necessary paperwork and order a uniform if needed. Players own and are responsible for uniforms and should be sure to wear the proper shirts, shorts, and socks to each game. Falmouth Sports Exchange, with the FSC, maintains a database of available numbers. Coaches are not involved in uniforms or number selections.

New players or those that need to purchase a new uniform *after* Uniform Night should consult the FSC uniform web page: <http://falmouthsc.org/uniforms.htm>.

10) Team Finances & Equipment Ordering

The coach of a FSC team is responsible for the finances of the team. Each head coach will be given a check to cover home game referee fees for spring games. The Club handles referee payments in the fall season. In the spring, coaches are responsible for bringing exact cash to pay the center and both assistant referees (if required) at each home game. The coach may appoint a team treasurer, but the coach retains overall responsibility for finances. The Club is not liable for any financial issues regarding a specific team. Coaches are expected to handle the team's monies responsibly and keep the team (and parents) informed regarding financial issues (e.g., fund raisers, tournament fees, etc.).

Coaches are strongly encouraged to have a team Liaison or Manager to handle issues such as referee payments, field lining, club communications, etc.

Prior to the start of the season, each coach is allotted an equipment budget based on player numbers for spending on additional and new equipment, from balls and cones to pinnies and medical supplies. The Equipment Manager will contact coaches in January to order equipment, and will then contact coaches when their equipment is ready to be picked up.

11) Coach Complaints

Any dispute or disagreement that a player or parent has with a coach should first be brought to the attention of the coach. Parents and players are expected to give the coach the opportunity to rectify the problem. If, *after* talking to the coach, the player or parent is still not satisfied, they should then direct concerns to the Coaching Director. If still not satisfied they can take matters to the Board.

12) MYS Registration

All players *must* be registered with MYS before participating in any club activities, including all practices, tryouts, and games. MYS registration provides supplemental injury insurance (see Section 14, below). A player is considered registered (and insured) once a completed MYS membership form has been given to the Club. The form can be found here: http://www.falmouthsc.org/Registration_forms.htm.

13) FSC Registration Procedures

June

- Tryouts for travel soccer take place at Trotting Park fields
- MYS Membership forms must be filled out by all players and signed by parents *prior to* the first tryout, practice or game. Please make sure the forms are legible. Coaches keep these forms throughout the season as medical waivers.
- A waiver is required for any player residing in a town other than Falmouth who is playing on any FSC team. The form can be obtained here: http://www.falmouthsc.org/Registration_forms.htm.
- All players will be notified whether or not they made a team following tryouts. Recommended maximum roster size for U08/GR2 and U09/GR3 is 11, U10/GR4 is 13, U11/GR5 and U12/GR6 is 17. Maximum roster size for U13 and U14 is 18. Maximum roster size for U15 thru U19 is 22, but must be reduced to 18 for MTOC (Massachusetts Tournament of Champions). There is no roster limit for Division 2 teams U11 and older.
- Coaching positions are finalized based on turnout from tryouts
- Players and coaches must register online with SportsPilot via the link on the FSC home page. Click on the red button labeled “On-line Registration” and follow the prompts. Players may pay the fee online or choose an alternative payment option and send in a check to address listed for the Club Treasurer. There is no fee for coach registration.
- Coaches must submit their team rosters to the FSC Registrar, so that registered players may be placed on the appropriate team.
- Coaches must complete mandatory online CORI procedures. The FSC Registrar will distribute relevant information to coaches.
- One related child per Board member or head coach is eligible for an exemption from the Club registration fee

Prior to August 1st

- The Club will collect the following items but may ask coaches for help with the following:
 - 1) A 1" x 1" head/shoulders color photograph (no photocopies) for the pass card, if not previously collected
 - 2) A photocopy of a certified town birth certificate for any player who has not played for Falmouth in previous seasons. Hospital certificates, passports and driver's licenses are acceptable substitutes, but baptism and confirmation certificates are not. If a player's name is different from the birth certificate, supporting documentation must be provided.
 - 3) Payment for the season (check or payment by credit card when registering online)

September/December

- FSC Registrar creates an official roster plus coach and player pass cards for each FSC team and delivers materials back to coaches for final processing
- Falmouth declares teams to SCSL and submits preliminary rosters. No new teams may be formed after this point, although players may be added to teams through

the following May. Limited player registration fee refund policy takes effect after this point (see Section 20).

- Coaches affix photos to the back of all pass cards where indicated (use a glue stick – no staples or tape)
- Coaches sign the official roster, attach any birth certificates or necessary ID to the appropriate cards, and return the completed package to the FSC Registrar

September/January

- Game schedules are posted on the SCSL website: <http://www.southcoastsoccer.org>. Reschedule period begins; check your schedule and notify the FSC SCSL Director if changes must be made due to academic or religious conflicts.
- Register as a coach on the SCSL web site so you can see schedules and standings for your age group and report scores during the season
- Rosters and pass cards are due for teams GR8/U14 and below
- To drop players from the roster, use the form at http://www.falmouthsc.org/Registration_forms.htm

Early November

- Registration and Uniform Night for new players

February

- Spring reschedule period ends; rosters and pass cards are due for teams U15 and above
- Final schedules are posted on the SCSL web site

March

- Pre-season Joe Kirk Memorial Tournament for all teams.

April

- Season opens late March or early April. No games scheduled for Easter Day or Memorial Day weekends.

Mid-May

- Final deadline for roster alterations

Early June

- MTOC rosters must be cut to 18 players
- Season closes

Late June

- MTOC - Mass. Tournament of Champions (state tournament). Playoffs among SCSL Division 1 teams U11 and above during the preceding 10 days determine qualification for MTOC.
- Tryouts for the following season

14) Insurance

Each registered player is covered under a supplemental medical insurance plan through MYS. If a player is injured, he/she should first employ any family health insurance. The MYS insurance will cover any uninsured player, or pay any portion of the expense not covered by the player's own insurance. To submit a claim, the player's parents should contact MYS and ask for a claim package. For more information see <http://www.mayouthsoccer.org/insurance.aspx>.

15) Game Schedule

A preliminary schedule will be issued by the League in September or January. We have approximately one month to reschedule any games due to religious or academic conflicts. Coaches should contact the Club SCSL Director to reschedule a game. Once the final schedule is issued in February, no additional reschedules will be allowed, except for issues regarding field availability and or/conditions.

Forfeited games incur a steep fine, so make sure you have a registered assistant coach who can cover for you if you are unable to attend a game. If you or your assistant(s) cannot cover a game, contact the FSC Board of Directors to help you find a stand-in coach.

Typically GR9/U15–GR12/U18 girls and boys, GR5/U11 and GR6/U12 Div 2 boys and GR3/U09 and GR4/U10 boys play Sundays. All other teams play on Saturdays.

16) Referees

FSC is responsible for assigning referees to all home games. Each FSC coach is given the exact amount of money to cover the referee costs for every home game of the spring regular season. Additional funds must be collected from the FSC Treasurer for home games during the playoffs. The Club will reimburse the cost of the referee training course to anyone interested in becoming a referee.

SCSL and FSC enforce a Zero Tolerance Policy concerning treatment of referees (see Section 18).

17) Rainout Procedures

Rainy conditions do not automatically mean cancellation of soccer games. Games are only cancelled due to unplayable field conditions. Further, coaches do not cancel games; the decision is made by the Board on a case-by-case basis. In the event of unplayable field conditions, you will be notified of the cancellation approximately three (3) hours before the scheduled start of the game. The FSC President is responsible for notifying coaches, who are responsible for notifying players and parents. The Club's VP/SCSL rep will call the visiting coaches to let them know if a game has been postponed. Likewise, you will get a postponement call from the home club's SCSL rep if your game is postponed. *Do not contact the President or others – they will contact you.* If the game is not called off prior to the scheduled start, players and coaches should proceed to the field

and expect to play. The referee shall determine the playability of the field at the scheduled start of the game.

In the event of a thunderstorm, the referee has the authority to suspend or terminate the match if there is any threat of lightning.

18) Parental Conduct

At practices:

Parents may not participate in the running of practices. Only properly credentialed coaches are allowed to help at practice due to insurance and CORI regulations.

At games:

Parents are required to remain on the opposite side of the field from the teams. No one is allowed behind the goal lines or goal area. Cheer and encourage our players in a positive manner. There is no smoking and use of alcohol is forbidden. Teams and coaches are held responsible for the behavior of their fans, and coaches may be penalized for fan behavior. The Player and Parent Code of Conduct must be followed at all FSC events.

NOTE: SCSL and FSC have a **ZERO TOLERANCE** policy regarding behavior toward soccer referees. All persons responsible for a team and all spectators shall support the referee. Failure to do so will undermine the referee's authority and has the potential for creating a hostile environment for players, the referee, and all other participants and spectators.

After games:

No one likes negative comments after a loss. Please try to focus on the positive aspects of the game and your players' performance. Let the coach identify the team's weak spots at a subsequent practice. The parent's job is support of the player and the team.

In general:

Please remember that kids take their cues from the actions of the adults around them. Your example of good sportsmanship will do more for the kids than all the lectures in the world. The Parent/Player Code of Conduct should be signed prior to the first practice, and kept with coaches at all times along with the MYS registration form.

19) In-Season Responsibilities

- Game scores must be reported by a coach or assistant within 48 hours after each game at www.gotsoccer.com. Coaches are expected to create an account and learn how to properly use the website. If a coach has trouble accessing their account or using the web site, contact FSC's SCSL Director.
- Coaches are to print the game cards for all home games. Game cards must be signed by both coaches and the referee.
- Regular practices are expected to be held for teams. Prior to the start of the season, the Club will have a meeting to determine practice time slots for each team.

- Coaches are responsible for paying the center referee and both assistant referees (if required) at each spring home game. See Section 10 for more information.
- Coaches are expected to attend monthly FSC meetings, generally held on the second Thursday of each month at the Falmouth Recreation Center at 7 pm.
- Coaches are responsible for keeping their home field lined. The Club provides materials and equipment, and coaches will be assigned fields to line during the season. Fields should be lined no sooner than the Wednesday prior to your assigned weekend. The paint and the paint machine are located in the shed. All lines (exterior, interior, center circle, arcs, and corner arcs) of the field must be traced over, even if they look “good enough”. The technical area (team area) and spectator line must be lined. These lines are very important to the referees. If there are any issues with the fields please contact the Field Manager immediately.
- Coaches are also responsible for corner flags for the field on which they are playing. Flags can be found in the shed. If there is no FSC match following your game on that field please return the flags to the shed. There are folding benches in the shed for use for FSC teams – please return them after your match. There are sand bags on the back of each goal. If they have been moved please replace them. Additional bags and sand are in the shed or behind the shed. Please discard the trash after your game.

20) Fee Refund Policy

Falmouth Soccer Club charges a fee for the travel soccer program to cover costs incurred by the Club. These costs include Massachusetts Youth Soccer Association and South Coast Soccer League player dues, referee payments and equipment purchases. The Club makes every attempt to keep the fee as low as possible each year, and charges only enough to cover costs.

The Club fee refund policy is as follows:

Prior to registration	100% fee refund
After registration, but prior to first game	Fee refund minus \$25 to cover FSC fixed costs
After first game	No refund

Extraordinary/hardship refund requests will be considered on a case-by-case basis, and any refund decisions require discussion by the FSC Board of Directors.

21) Malicious Blowouts

Malicious blowouts of opposing teams are not acceptable and do not represent the Club’s fair play values. Blowouts may be referred to the Sportsmanship Committee of the SCSL for disciplinary action. Please use common sense and be respectful of opposing teams and clubs. Consider the following ideas for ways to help your team avoid creating a malicious blowout:

- All shots must be with the off foot
- No shots unless you’ve completed 6 passes in a row
- Only those players who haven’t scored in the past 3 games can score

- No dribbling, only 2-touch play
- All shots must come from outside the penalty area
- Give different players different position opportunities on the field
- Have your weaker players challenging the other team's strongest players
- If you've got a great goalkeeper, don't play her/him in goal

22) Nantucket Games

The Steamship Authority gives us \$15 tickets for players and 3 adults on the high-speed ferry. Discounts are offered for others going to the game if you have 10 or more going. The Group Sales office number is 508-548-5011 x 244/344.

23) Resource List

- www.mayouthsoccer.org - Mass. Youth Soccer Association
- www.southcoastsoccer.org – South Coast Soccer League
- www.falmouthsc.org - Falmouth Soccer Club
- www.falmouthsc.org/Officers.htm - FSC Officers
- www.falmouthsc.org/Registration_forms.htm - FSC, MYSA, SCSL Forms
- www.massyouthcoachingcourse.org - MYSA Coaching Courses & Clinics