

IYSA Competitive Team Coaches Handbook

**2010-2011
For Coaches and Staff**

**Updated
4/21/2010**



This handbook is to be considered an overview and does not include all rules and regulations that are set forth by Florida Youth Soccer Association and the Brevard Youth Soccer League, as well as any additional guidelines enacted by the club itself before and after the production of this handbook.

Comp Coach's Manual
Indialantic Youth Soccer Association (IYSA)

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1. Welcome Message

Congratulations on becoming an Indialantic Force Comp coach! You have accepted a great responsibility that we expect will be a rewarding experience for both you and your team. Your knowledge and ability to positively influence and instruct the youth in our club will help them to learn the great game of soccer while instilling in them proper life values. Your success will not be measured by wins and losses, but by the growth and performance of your team. We all wish you the best of success in this journey and are here to help in any way we can.

Indialantic Force Mission Statement:

Section 1:

Indialantic Youth Soccer Association (IYSA) is dedicated to providing the best Soccer experience to the youth of our community. Our mission is to foster, promote and teach soccer in Indialantic, particularly to children and young adults. We strive to provide maximum opportunity for all eligible individuals to participate in a healthy, positive and safe environment with a strong focus on moral conduct, sportsmanship and teamwork.

Section 2:

- a. The primary purpose of the IYSA is to develop soccer players in conjunction with the stated mission. IYSA recognizes that kids mature at different levels and ages, and strives to develop all its players, regardless of ability.
- b. All IYSA recreational players on a team's active roster will play half of every game they attend with exceptions for injury or disciplinary reasons.
- c. All players on teams age U-12 and under will be trained as field players. There should be no full-time goalkeepers at those ages.

2. IYSA Board Members and staff

The Indialantic Force is governed by a 5 member Board of Directors. The stated positions are; President, Vice President of Player Development /Park District Liaison, Treasurer, Secretary and Registrar of Competitive/Recreational Programs. Additionally, the club has one paid hourly staff member, the Director of Coaching (DOC), who is charged assisting the board in overseeing the training of the REC players and REC coaches.

3. Coach and staff requirements and expectations

Each Comp team will have a designated Head Coach who will be selected by the DOC and VP with a final decision by the board. All coaches will be evaluated and approved by the IYSA Board and must be reappointed each soccer year. Special consideration will be granted to those comp coaches that have shown exceptional and exemplary dedication, good conduct and good sportsmanship. Each coach is strongly encouraged to work with other IYSA coaches and teams to promote a club atmosphere and camaraderie between the players. Cross team scrimmages and mixed practices are encouraged.

Each Head Coach is expected to recruit one or two Assistant Coaches (with approval of the IYSA Board) to help them with team training and a Team Manager to help with the administrative tasks. All coaches, assistant coaches, team managers and any other volunteers are all expected to be a positive role model for the players and represent the Indialantic Force with dignity and class at all times.

Every adult who works with the kids must submit to and pass a formal background check, to include trainers. All trainers are to be approved by the DOC or VP and have a full background check prior to train in our club. This background check must be paid by the trainer, total cost \$15.00. If the trainer already has a current background check with FYSA then just a copy need to be submitted to the Club Registrar.

IYSA's process for Risk Management will be the following:

- ✓ Approved volunteers will provide a current email address to the IYSA Club Registrar.
- ✓ Registrar will enter approved volunteer's information in the FYSA system
- ✓ FYSA will request volunteer (via email) to complete a Risk Management Form online and begin the background check
- ✓ Volunteer is required to fill out the requested information within 48 hours of request from FYSA
- ✓ Volunteer will deal directly with FYSA regarding any disputes with Risk Management

Each coach who will be on the team (player) sideline during a game must have a coach's pass issued by the appropriate league. The fee for the coach's pass will be paid by IYSA...it is covered under umbrella of the registration fees of the players.

It is expected that your staff will be dedicated to the mission of teaching the game of soccer in a way that promotes confidence and growth as well as being fun and enjoyable.

Comp coaches should be prepared to conduct a Maximum of 2 MANDATORY practice sessions per week. If you choose to have a practice session with a trainer, a coaching staff member or a team manager must be present.

The coach should also take the time to prepare a practice plan each week to ensure an organized and progressive nature to the practices. The Director of Coaching (DOC) is available to help in this area and there are many current club coaches from whom you could seek assistance.

Coaches are encouraged to attend all coaches meetings. Coaches meetings will be held periodically at the request of the Board and or the VP. They are generally held on a quarterly basis.

Each team needs to be represented at every general Board meeting by at least one of the team's staff (head coach, assistant coach, and/or team manager).

Competitive Coaches are strongly encouraged to take their team to at least 1 tournament per season and encouraged to participate in any club sponsored tournaments, clinics and camps.

GAME AND TOURNAMENT SCHEDULING

Game Scheduling

The following process must be followed to have your team appropriately schedule for the Fall and Spring Season. It is the responsibility of the coach to provide the registrar with the information requested no later than the date provided by the Registrar.

- ✓ Coach will submit the Season Game Scheduling Form to the registrar filled out completely
- ✓ The Registrar will then provide the information to the league scheduler and to the IYSA scheduler.
- ✓ The League Scheduler forwards the IYSA Registrar and the IYSA scheduler the proposed groupings of the various teams
- ✓ The Registrar will forward this spreadsheet to the individual coaches
- ✓ The Coach must provide feedback within 48 hours
- ✓ If no feedback is provided then it will be considered approval of the grouping
- ✓ This form must be filled out for both Fall and Spring

Teams are responsible for registering for any tournaments. Should there be a tournament which requires the Registrar to register using the FYSA Secure System; the Coach will notify the Registrar in writing as soon as possible but no later than one week from the deadline.

Roster and player pass requests for tournaments must be submitted by *Wednesday 11pm the week prior to the tournament*. Should an emergency arise that requires a new roster, consideration will be given for the circumstance.

Every Competitive Head Coach is required to have a minimum of a state issued 'E' coaching license or higher. Each Assistant coach is recommended to also have an 'E' coaching license, but at the least will have an appropriate age level coaching license. Coaches are highly encouraged to further their soccer knowledge by attending IYSA clinics or seminars.

Coaches are expected to enforce the Positive Parent Pledge to ensure parents are encouraging and positive and not engaging in negative or abusive activities with the players, referees, or other parents.

4. Guidelines and Procedures

- a. Team Age Requirements- Each team is age-based. The age of the player on July 31 of the playing season determines the age group in which they are eligible to play. See website for current age group breakdowns.

Playing Down:

A player cannot play on a team younger than their age appropriate division.

Playing Up:

It is the opinion of IYSA that it is in the best interest of the player and IYSA that a player competes at their age appropriate level. If a player feels they can successfully compete at an older age, and that level of competition is in the best interest of the IYSA, they may tryout for the next available older team. It is at the discretion of the head coach to decide if the player can compete at that level.

It is FYSA's policy that all players compete at a level they are capable of both physically and developmentally. For a player to move up more than one normal age grouping will require approval from the affiliate's DOC or VP or agent of record and FYSA Director of Coaching. Failure to obtain proper permissions may result in the player being removed from the team's roster.

b. Competitive tryouts and registration

Tryouts:

Tryouts for competitive teams are held the first week after the final game of State Cup competition. Once the head coach is approved by the board to coach a comp team he or she becomes responsible for:

- ✓ Selecting and submitting tryouts days and times to the VP or DOC
- ✓ Hosting a Tryout
- ✓ Promoting tryout location and times in whatever media for he/she chooses
- ✓ Expenses related to advertisement
- ✓ Selecting players for the competitive team
- ✓ Providing the registrar with the results of the tryouts within one week of the conclusion

Player evaluation and selection may include but is not limited to:

- ✓ Mental Dimensions (character, discipline, and leadership)
- ✓ Physical Dimensions (endurance, strength, and speed)
- ✓ Technical Competence (skills)
- ✓ Tactical Awareness (ability to read the game)

It is the policy of IYSA that politics, friendships, personal relationships and financial contributions will not enter into team decisions.

-Registration Documentation Due By Deadline:

Once the players have been selected, all documentation must be submitted including but not limited to:

Registration form (online if code has been provided or hard copy registration form)

Registration fees (made payable to IYSA)

Player Conduct Form

Parent Conduct Form

Parent and Player Acknowledgement of Guidelines Form

Copy of Birth Certificate or other legally acceptable form of birth verification

Any other forms and fees required by the individual competitive team

Rosters and Players' Passes

The Registrar will provide the Coach with the following:

Roster including all approved and verified players and staff

Signed Players' Passes for all verified players (Coach must get player signature and laminate individually)

Signed Coaches/Staff Passes (Coaches must sign and laminate individually)

Requests for new/replacement Rosters or Passes must be made by Wednesday 11pm of that week for processing by that Friday.

Fees:

A breakdown of the player's fees will be provided to the parents/guardians of the players by the Staff of the Competitive Team. Player fees may include but are not limited to:

Player Registration (good for one year August 1-July 31)
Uniform Cost
Referee Fees
Trainer Fees
Tournament Fees

Any fees directly related to Change of Status charges from FYSA will be communicated by the IYSA Treasurer and the team will be responsible for the reimbursement to the club.

Any fees assessed to the club due to dissolution of a competitive team will be paid by that team before any players are released.

c. Guest Playing

FYSA comp teams may include guest players, if allowed by the rules of a specific competition. These guest players must be registered with FYSA or another US Youth Soccer affiliate organization. FYSA players may be allowed to guest play with another FYSA team or with another US Youth Soccer affiliate, if proper permission is granted by that player's original registering club.

Permission of the player's current primary affiliate must be granted in writing by use of the FYSA guest player form.

Permission to guest play may be denied by the affiliate at its discretion.

Players who guest play shall not be allowed to transfer to the team or affiliate with whom he/she has been a guest player for the remainder of the seasonal year unless written permission is granted by the original affiliate. (Intra-club transfers are exempted with permission of the affiliate.)

Playing a "guest player" without proper permission may result in a charge of playing an ineligible player under Rule 401.3 and/or falsification of a roster as defined under Rule 505.4.

- d. Team Funds – Every competitive team should have an IYSA bank account at the club registered local bank for taxes purposes. Please no online banking. All coaching and/or trainers fees must be paid from this account; an IRS form 1098 should be completed before such payment can be granted. (Please note: There is a minimum \$ amount that does not require a 1098 form) The club treasurer should have access to audit any club related account(s) in case of any discrepancy. Failure to do this will result in a disciplinary action against the head coach. Please be advised that the head coach has the ultimate responsibility regarding all matters with the team funds.

- e. Field Use – fields are designated for use during practices & games. Coaches need to coordinate their practice(s) date & times with the club's field scheduler. Please be flexible and understanding in working cooperatively with the other coaches who may want to arrange some scrimmages and need full use of the field. The field scheduler has the master schedule so please consult with them. Please use

your conservative judgment when determining if a field is playable as the club is liable and may hold the coach liable for damages to fields due to misuse.

- f. Player management – each coach is expected to work with every player on their team. Practices should be designed to involve and challenge all players. If you encounter disciplinary issues with a player(s), you need to discuss those issues with their parents and alert the DOC or the VP of those issues.

If an injury is sustained during a practice or game on one of our home fields, ie, an incident report must be filled out and turned into the DOC or VP. This applies to all people involved in the game including players from opponent team, game officials, or fans. IYSA will provide the official forms that need to be submitted.

- g. Parent relations – At least one parent/guardian of each player must read and sign the Parent’s Code of Conduct document regarding the expectations of their behavior regarding players, coaches, referees, and other parents. It is recommended that every coach review these expectations with the parents so they understand the consequences of their actions. There are additional documents available from the club with information on positive parenting for athletes if you would like additional materials to supply to your parents. Also, IYSA recommends the coach hold a parent’s meeting at least once each season to go over questions, concerns, expectations and any planning (tournaments, game changes, fundraisers, camps, team events, etc) for the season.
- h. League affiliation – All teams are generally registered to play in Brevard Youth Soccer League (BYSL), Greater Central Florida League (GCFL) or the Florida Soccer League (FSL). These leagues are affiliated with Florida Youth Soccer Association or US Club Soccer and those governing bodies oversee most organized youth soccer programs in Florida.
- i. League processes – Each league will have a registration process to register players to your team. The registration process is for the period of August 1, 20xx until July 31 of the following year. This is known as the “soccer year.” When kids register with a club, they do so for the entire soccer year and cannot switch clubs until after the soccer year is over without signed permission from the head coach of the team to which they are registered. However, after June 1st, players are allowed to try-out for any club they would like to try-out for without permission from the club they are currently registered with. In other words, the period from June 1st until July 31st is like a “free agent” period to allow players the opportunity to explore options with other soccer clubs. Additionally, each league will assign the division, level of competition, and create the game schedule for each season. Coaches will have input into their team’s level of competition and opportunities to move up or down each season based on their team’s performance.

- j. Fines – any coach receiving a Red card during a game is expected to pay the associated fine out of their own pocket. Under no circumstances will the club reimburse a coach for fines received because of poor conduct.
- k. Transfer of Players / Solicitation & Poaching-
There is to be NO improper contact between the prospective team and the player/parents of currently registered and/or rostered players. Any coach or member of a team having contact with a player after a player is registered and/or rostered, without first obtaining written permission from that player's coach, will be construed as having had improper contact with a player, and such action can result in a charge of poaching.
Improper contact is defined as any communication with a player other than the most casual, cordial communication necessary such as congratulations at the end of a match or similar such conversations. This contact specifically includes, but is not limited to, players participating in practices, training sessions, scrimmages or other soccer-related functions.
Improper contact shall also include, but is not limited to, meetings with players/parents, attendance at team social functions when the player is not registered to that team, etc.
Any such improper contact, no matter how generated, is prohibited without prior written notification and written consent of the player's current head coach, the club director of coaching and/or players, or the Agent of Record of the club to which the player is currently registered and/or rostered. A coach/volunteer or member of a team having contact with a player is charged with the knowledge of that player's registration and/or roster status and shall be held accountable for any unauthorized contact with any player currently not rostered to his team, regardless of how that contact is initiated or by whom.
No coach, assistant coach, trainer, team representative, registered player, parent or advertisement may offer any kind of inducement to recruit a player and/or to transfer from his/her respective team, during the seasonal year as defined September 1 through August 31.
Inducing a player includes, but is not limited to solicitation to leave the current affiliate, offering a currently rostered player a roster spot on an existing team, or a roster spot for the next seasonal year.
Coaches are responsible for the actions of the all of the above listed participants of their team.
- l. Dual Roster-Players wishing to dual register to play on two soccer teams may request such status from the coach of his/her current team. Should there be a conflict; the player's commitment to the primary team must take precedence. There is a fee required for dual registration payable to the primary team club. The current fees are posted on the IYSA website. It is at the discretion of the head coach to approve a dual registration for submittal to the Club Registrar. If there are no rule violations and both clubs agree to the outlined terms, then a dual roster will be approved and generated.

- m. Player Release-Players may decide that he/she no longer wishes to participate as a competitive player on an IYSA team. This player can request that he/she be dropped from the roster by the coach. Since this is a team sport, a drop request places pressure on the remaining players on the team and therefore will not be taken lightly. If the drop action reduces the team size below a required minimum, this action may render the team ineligible for league or tournament play. There shall be no limit to the number of removals per team unless prohibited by special rules of competition (i.e., State Cup).

Any comp player wishing to drop from an IYSA team must first request the change of status in writing from the head coach of the team. If the head coach refuses to allow the drop, the player can request a review from the VP and then the IYSA Board of Directors. In all circumstances the player is responsible to the team for all registration, tournament entry, equipment and training fees owed prior to release from a team. There is a fee required for player requested release payable to IYSA Soccer. The current fees are posted on the IYSA website.

Players shall not be removed from a team's roster or released by the affiliate under any circumstances if the player is:
Rostered to a team currently subject to roster freeze or
Is serving a suspension (red card).

Should the affiliate deny the request, a reason must be given. Affiliates have the right to deny any release or transfer request for the following reasons:

The player has guest played with the affiliate during the current seasonal year (FYSA Rule 209).

The coach or team staff member is the player's ODP coach (FYSA Rule 208).

There is a financial obligation to the affiliate.

The request is received by the affiliate after December 1st of the seasonal year.

Other contractual obligations to the affiliate.

Players released to the FYSA unconditional (S1 FYS 998 FYS) pool of players may be transferred to any affiliate for the remainder of the seasonal year, without notice to the original affiliate. **PLAYERS IN THE FYSA UNCONDITIONAL POOL MAY NOT PARTICIPATE IN ANY SANCTIONED EVENT.** They must be properly registered to a club.

In rare occasions, there may be irreconcilable differences between the coach and a player that is affecting the performance of the team. The head coach may deem it necessary to release the player from the team. Any player release must be carefully documented and approved by the VP or IYSA Board. If a player is released for non-payment of fees, IYSA may request that the player pass is suspended by FYSA until all fees are paid in full.

Released players **ARE NOT ELIGIBLE** to compete or participate in any FYSA sanctioned or sponsored event. **IN NO CASE IS A RELEASED PLAYER**

ENTITLED TO KEEP THEIR FYSA/US SOCCER PLAYER PASS. The pass must be given to the Registrar upon release.

Once tryouts for the next seasonal year have begun, players who have no financial or other obligation to an affiliate must be released when the affiliate receives the written request from the parent of a minor player or the written request of a player who has attained the age of 18.

- n. Injuries – as mentioned earlier, all injuries or suspected injuries during practices or games (home or away) must be report it to the DOC or the VP in writing within 24 hours of such injury.

5. Equipment

As a coach you are responsible for making sure that all players are wearing the proper equipment at practices and games. All players should always wear the following equipment;

Boots/Cleats

Shin pads

Socks

If the player wears glasses, they must have protective eyewear, including a safety strap, approved for sporting activity. Jewelry is prohibited during games. If a necklace is worn for religious reasons, it must be taped down. Alterations to the uniform (including any alternate jersey) are not allowed.

PLAYER RESPONSIBILITIES

Players will receive a general Handbook with outlined expectations. They will also be required to sign and adhere to the Player's Code of Conduct on a yearly basis. It is recommended that each coach produce an individual document providing the player with the team's expectations and their responsibilities.

6. Complaint / Dispute resolution

Any complaints should be handled professionally in an adult-like manner. ALL complaints should initially be raised with the Director of Coaching or the VP. The DOC or the VP needs to notify the board with in 24hrs of the complaint. Email is not a recommended form of communication for dispute resolution. It is fine for mass communication and to arrange meeting times, but lengthy or emotional / difficult discussions are more appropriately handled through personal meetings at the earliest possible time.

7. Miscellaneous Items

Uniforms:

Competitive (Ordered Every Year)

- 1 Jersey (home) with IYSA logo (Brand/ Style/ & Color TBA)
- 1 Jersey (away) with IYSA logo Brand/ Style/ & Color TBA)
- 2 Shorts (Brand/ Style/ & Color TBA)
- 2 Pairs Socks (Brand/ Style/ & Color TBA)

INDIALANTIC YOUTH SOCCER ASSOCIATION COMPETITIVE HANDBOOK ACKNOWLEDGEMENT FORM

I acknowledge that I have received and been given the opportunity to read the Indialantic Youth Soccer Association (IYSA) Competitive Handbook and have had the opportunity to ask questions regarding its application to our involvement with the IYSA. I understand that the Handbook is not a contract, express or implied, with the IYSA.

I acknowledge that I have read and understand the IYSA's policies and agree to abide thereby including, but not limited to the Player's Code, the Substance Abuse Policy and the Parent/Spectator Code.

COACHES PRINTED NAME AND SIGNATURE

DATE

OFFICIAL USE ONLY:

REGISTRAR SIGNATURE OF RECEIPT

REGISTRATION YEAR

TEAM CODE

COACH NAME

COACH VPN NUMBER