

GLEN ROCK SHOOTING STARS COACHING GUIDE

Background

This guide is intended to make it easier for new coaches to launch a team within the Glen Rock Shooting Stars club. These are guidelines, and nothing stated here should be construed to supercede the club's bylaws, operating policies, NCSA rules, and/or NJYSA rules.

About Shooting Stars

The purpose of the Club is to develop youth soccer teams and sportsmanship and promote the game of soccer generally. The club's teams compete in a highly competitive environment in order to allow young players to develop and improve their soccer skills. Club teams typically compete in the Northern Counties Soccer Association ("NCSA") or in some cases other leagues as needed to provide a suitable competitive environment. New coaches should receive and become familiar with Shooting Stars bylaws and operating policies as well as the rules of the NCSA.

Becoming a Coach

The operating rules of our club require new coaches to be approved by the club Executive Committee (i.e. club officers). Coaches will be approved based on knowledge of the game, ability to teach young players skills and team concepts, rapport with players and parents, and organizational skills. Once approved, all coaches are required by NCSA rules to obtain a NJ Youth Soccer Association 'F' level (or higher) license. Schedules for upcoming clinics needed to obtain the license are posted on the NJYSA website, www.njyouthsoccer.com.

Participation in Club Activities

Coaches should ensure they attend, or send a representative, to all Club meetings. Club meetings are normally held once per month during the fall and spring seasons. Election of club officers occurs in the spring for the following seasonal year. Additionally, coaches should expect to have their teams participate in club outings, picnics, and fundraisers. Please speak with an officer of the club if you have questions or concerns about these activities.

Forming a Team

Most teams form at the U7 or U8 level; a brand new team ready to "move up through the ranks" as the years progress. Teams also form when response to tryouts is very strong and enough players try out to form a second (or even third) squad. Teams that are U10 and below play "small sided": 8 vs. 8 on a reduced size field. Team rosters for small sided teams are limited to 14 players by NCSA rules. U11 and above play 11 vs. 11, and have a roster limit of 18 players.

Equipment Needed to Start a Team

Every team playing in Shooting Stars should have:

- Corner flags
- 5-10 practices balls
- 2-3 game balls
- First aid kit

Buying Uniforms

Shooting Stars teams purchase all uniforms from The Soccer Post (818 Franklin Ave Franklin Lakes, NJ; Phone: 201-847-2500). Team uniform consists of a red/black jersey, a white jersey, a pair of black shorts, and black socks. Soccer Post will also apply numbers to jerseys, based on a team roster submitted by the coach. Most teams place last names above the numbers (an additional cost) but this is optional. Additionally, Shooting Stars teams and players receive a 10% discount for any equipment purchased at The Soccer Post (corner flags, balls, cleats, shin guards, soccer videos, etc).

Fees for a New Team

Club teams pay a fee to the club based on number of rostered players. In addition, teams must finance necessary equipment, pay for trainer time, and cover tournament registration and expenses. Make sure parents of new players on your team are fully aware of the financial commitment involved. Typical fees for a new small sided (U8, U9, U10) team with a 12 player roster are FOR BOTH FALL AND SPRING COMBINED (20 games) are:

One Time Costs:

- Uniform: \$80/player
- Game Balls: \$100

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| Practice Balls: | \$100 |
| Flags: | \$100 |
| Pinnies: | \$50 |
| First aid kit | \$20 |
| Ball Bag: | \$5 |
| Goalie Gloves: | \$35 |
| Goalie Jersey: | \$20 |
| Coaches License: | \$50 |

Subtotal: \$480
Startup cost/player: \$120

Recurring Costs:

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|----------------|--|
| Trainer Fees | \$2600 (2 training sessions/week per 10 week season x 2) |
| Referee Fees | \$400 (\$20/game x 10 games each season x 2) |
| Player Reg Fee | \$2400 (\$100/player twice a year) |

Subtotal \$5400
Recurring cost/player: \$450

In this example, every parent of a new player should expect to pay \$120 to start the team, plus \$450 (or \$225 in the Fall and \$225 in the Spring) to play the first year, for a total of \$570. Your costs could be higher or lower, based on equipment purchase, use of trainer, etc. Please note this estimate is for the full year (fall and spring seasons) but does not include players' equipment (cleats and shin guards), costs for tournaments or indoor training during the winter (which many teams conduct).

For families with multiple children playing Shooting Stars, a sibling discount is traditionally offered FOR THE SPRING SEASON only. Each successive child receives a \$25 deduction from the normal \$100 registration fee (i.e. 1st child=\$100, 2nd child=\$75, 3rd child=\$50). The sibling discount is subject to confirmation by the club president and treasurer for any given year.

Bank Accounts

Your team will need its own checking account, preferably at a local bank. Bank of America provides no-fee accounts to Shooting Stars teams.

Parents Meeting

Every coach needs to have a preseason meeting with both parents and players. An experienced coach and/or club officer should attend your first meeting, and can be very helpful in answering parent questions and communicating the philosophy of the club.

This is your opportunity to set out your coaching philosophy, explain team rules and to recruit volunteers to help you with administrative tasks. At a minimum, plan on recruiting a team treasurer, a calling parent, a snack parent, and a "special events" coordinator (fundraisers, tournament logistics, etc). You are also required by NCSA rules to read and discuss the Code of Conduct for coaches, players, and spectators at least once every season.

Try to schedule your meeting very soon after your team roster is finalized. Most players will have friends on other teams in your age group, so they will know when their buddies have gotten calls from their coaches. Players can get very anxious when they haven't heard in a day or two, so get your meeting set up quickly.

Be sure to introduce yourself and your assistants (if any) to the parents. Most parents like to hear something about your background and your philosophy of coaching, especially as it impacts their own child. It's also a good idea to go around the room and ask parents to introduce themselves and say which player they're related to. Some of the parents may know one another well, others may not, and they'll be seeing quite a bit of one another! You should also pass around a sign-in sheet and ask people to put their name, phone number, and email address on it. Some parents may be divorced, so bring extra rosters and game schedules to the meeting for the other parent. If you note that the parents are divorced, make a mental note to check with the parent attending the meeting with the child about custody problems (including who is allowed to pick up the child after practice) as well as email and phone notification procedures.

Discuss your plans for the team. Review of practice philosophy, game day preparation, Team Rules, etc. Stress individual points that you feel are important. Be sure to go over the Team Rules, and your expectations for parental behavior (especially at games). Read the NCSA Code of Conduct. Remind parents that children perform worse if distracted or harshly criticized, so you really need their cooperation. Also remind them that Referees are usually inexperienced themselves at lower age groups, and often will make mistakes. Expect the parents to set a good example of sportsmanship for the team. Point out to parents (and remind yourself) that arguing with referees never pays in the end; coaches should do it sparingly; spectators should never do it.

Tell parents to have players always come to practice with a ball, a water bottle, and layered clothing for when the temperature turns colder.

Games, Game Schedules and Driving Directions

NCSA teams play a 10 week season in the Fall and another 10 week season in the Spring. First Fall games are typically the first weekend after Labor Day; first Spring games are the last weekend in March. 5 games will be played at home, and 5 away. Other NCSA clubs are located as far north as Clarkstown NY and as far south as Newark NJ. Games can be scheduled anytime between 9am and 4pm. During the Fall season, boys' teams play on Saturday and girls' teams play on Sunday. In the Spring, all teams play on Sunday. Schedules and directions to fields are available on the NCSA website: www.ncsanj.com. Schedules are typically not available until 2 weeks before the season starts; you will almost certainly not have them to hand out at your parents' meeting. The NCSA website is THE authoritative source for game times, dates, and locations. You and your players' parents should check and re-check this site for updates frequently.

Registering a New Team

U7 teams and any U8 team that has U7-aged players are registered in the "recreation" or "rec" category within NCSA. Registration of "rec" teams is completed by filling out an "NCSA Recreation Division" roster (available on the NCSA website at http://www.ncsanj.com/Download_Service.htm). This form is faxed or mailed to the NCSA registrar (contact info at bottom of roster form).

For all other teams registering in NCSA, a registration packet for the team is given to the prospective coach. The following registration instructions must be followed:

Prior to receiving a team packet (which includes the paperwork below) you must submit your team registration fee (\$100/player) to the club treasurer. Check with the Club Rep, Tomi Kilgore, for cutoff dates of registering a new team.

Step 1 Make sure you have all paperwork needed for submitting your packet to the District Commissioner:

- 1) A completed 4-part NJYS Team Roster.
- 2) A current 1 x 1 picture – no polaroids, photocopies, or computer pictures
- 3) Player AND coaches Membership Forms
- 4) Player Medical Releases
- 5) Player AND coaches passes
- 6) Birth Certificate for every player (if unavailable, a passport or visa copy is acceptable).
- 7) Copy of coaches license certificate
- 8) Employee/Volunteer Disclosure Statement (aka "Kidsafe Form")

Step 2 Complete your paperwork

1) NJYS Team Roster Form

- a) List players in alphabetical order – always enter the last name first
- b) if you make a mistake cross out the entire line and enter the information on the next available line – do not write over or use white-out
- c) enter League number: **13**
- d) enter Club number: **9231**
- e) enter DC number: **30**
- f) in the column for pass numbers – in first column enter the complete pass number then the remaining columns enter "-02, "-03, etc or list last four digits only, 99-02, 99-03, etc.
- g) be sure the pass number on the roster agrees with the pass number on the card assigned to that player
- h) use a ball point pen so the information goes through all 4 copies

2) Player Pass

- a) glue a current "headshot" photo of the player on the back – must be photo stock paper - no polaroids, photocopies, or flimsy computer paper
- b) player signs back of pass. NOTE: the player's signature must be exactly the same as the printed name on the front of the pass, as well as, the roster. If player signs "TJ Smith", then that is the name you enter on the pass and roster. (suggestion: have player sign pass first – then complete roster and front of pass)
- c) signature on pass must be identical to signature on Membership Form. Parents cannot sign for their child.
- d) no crossouts or whiteout. **If a mistake is made the pass is void.** Complete a new pass making note of the new pass number. If your roster was already filled out you will need to cross out the corresponding line and enter the information, along with new pass number, on next available line
- e) complete front of pass – print player name (as signature appears), enter birth date, enter complete team name, enter age group. **Do not add flight letter.**

3) Coaches Pass

- a) make sure you use the 'coaches pass'
- b) follow guidelines above
- c) a coach can only be carded to one team. If you have a trainer that is already carded to another team DO NOT include him/her on your roster

4) Membership Form

- a) signed by both player and parent
- b) enter the age, league #, club #, and team #. (Team # is the four numbers on NJYS Packet)
- c) enter player pass number – remember, if you had to make a change because of an error on the player pass this form may also need to be changed
- d) if completing for a coach - be sure you enter the coaches pass number on the line for the coach and add the coaches license level

5) Medical Release

- a) must be notarized with raised seal or signed by an attorney
- b) MUST BE NEW MED RELEASE EACH YEAR; DISTRICT COMMISSIONER WILL NOT ACCEPT RELEASES FROM PREVIOUS YEAR
- c) the original must be submitted with your packet – do not make a copy
- d) must include COMPLETE SS#, or passport or visa number
- e) make sure the insurance carrier and policy number are filled in
- f) next to "Therefore, I grant" have the parents list the coaches, assistant coaches, and/or trainer's name

Step 3 Assemble and Submit the Registration Packet

- 1) For the player: using a paperclip, attach the Medical Release, Membership Form, Birth Certificate, and Player Pass. Repeat this for every player. The pass should be on top.
- 2) For coaches: using a paperclip, attach the Membership Form, Disclosure Statement, Coaches License Certificate, and coach's pass. Repeat for each coach – pass on top.
- 3) Put all paperwork in a large envelope (don't fold paperwork). Write your name, club, team number, age and flight, email address, and phone number on outside of envelope
- 4) Leave packet on front porch of our District Commissioner, Ed Seavers [address, email address]. DO NOT PLACE PHONE CALLS TO ED SEEVERS ... COMMUNICATE VIA EMAIL ONLY.

Step 4 Provide following forms to Shooting Stars

- 1) Provide KidsSafe form to Club Secretary, Andy Zolper
- 2) Provide all registration checks to the Treasurer, Dave Hughes
- 3) Provide copy of your pink roster to Club Rep.

Using Professional Trainers

Use of professional trainers is highly encouraged for all teams in the club. Professional trainers introduce exceptional knowledge of the game, proven training techniques, and objectivity about player development and skill levels. Additionally, professional trainers used by Shooting Stars' teams are great youth coaches, and have considerable experience with young soccer players, and can be relied upon to properly gauge parent and coach expectations about pace of development, amount of practice time, capacity for team play, flighting, and many other aspects of team development. Almost without exception Shooting Stars teams use a trainer for at least one practice a week; many teams use a trainer for all practice sessions, and a number of teams use a trainer to coach games.

The club has a number of approved trainers, which includes trainers from UK Elite as well as other private trainers. If you would like to use a trainer not currently affiliated with the club, that trainer's qualifications must be reviewed by the Executive Committee before the trainer will be approved for use by your team. Please speak with a club officer if you have questions about trainers.

Although use of a trainer is not mandated by the club, prospective coaches who do not plan on using a trainer should expect to discuss their soccer and youth coaching qualifications with the Executive Committee of the club prior to being approved as a club coach.

Tournaments

Tournaments are a fun and challenging opportunity for teams to play different competitors, develop skills rapidly, and enjoy the excitement and activities that come along with well-run tournaments. Shooting Stars coaches should discuss with their trainer which and how many tournaments make sense for a particular team. Additionally, it is very important for coaches to discuss with parents expectations about tournaments at the beginning of the

season, since they represent a significant investment of time and money for all concerned. New coaches are encouraged to speak with experienced coaches about previous tournament experiences to better help match teams to tournaments. Historically, the club has used monies from fundraising activities to reimburse teams for one tournament played during the spring season. The club also normally encourages teams to select the same tournament for this spring event, to increase club camaraderie and team support. More information about this will be relayed during monthly club meetings.

Practice Times

Discuss practice times with parents and trainer. Communicate your preferred time/locations to the club Director of Fields as early as possible. The Director of Fields will assemble a training grid. You may not receive the time/day/location of your choice.

Flighting

"Flighting" is the method used by NCSA to group age group teams into competitive schedules of play. Typical age groups will have anywhere from 4 to 6 flights, A through E, with A being most competitive. Speak to the Club Rep, Tomi Kilgore, about flighting, cutoff dates for requesting flights, and the appeals process should your request not be accepted by NCSA. Make sure your team is flighted properly. After going thru the Fall season, if you have a .500 record and your goal differential is about even ("goals for" vs. "goals against"), then you are flighted properly. If you are winning in your flight or are losing in your flight by lopsided scores then you are not flighted properly and plan to move up or down accordingly the following season.

Field Prep for Games and Practices

Secure / Anchor Goals (with spikes or sandbags) before every game and practice. Get parent volunteers to be your team's "Field Reps" if possible to help ensure that this is done - make sure goals are secure even if you are the Away team.

Before the Game

Confirm game info with opposing coach in advance (location, time and uniform colors). Also double check NCSA web site, and communicate changes to parents as soon as you know about it. Distribute directions to fields, and require players to get there at least 1/2 hour early. Create e-mail lists as well as telephone lists of cell phone / emergency / home and distribute to all parents. Determine in advance the colors of jersey but tell players/parents they must always bring both red/black and white jerseys to all games.

Have your game forms ready: 2 copies of your NCSA Roster, Players' Passes, Coaches' Passes, and Medical Release forms. The Game Roster form is available from www.ncsanj.com as a Word document so that you can input data once and print up in advance. Cross off players' names that are not playing. Give two copies to the ref and get a copy of the opposing coach's NCSA R&CC form for your records. Also make sure to get the Ref's name for filling out the referee eval form later on (note that the ref is required to give you his or her name and to also put it on the NCSA Roster forms). You should pay the referees fees as you give your paperwork to the ref at the start of check-in.

Carry team's (original) Medical Release forms etc. to all games and practices. They should be available at all training. A licensed coach must be available at all games, practices, and training sessions. The medical release form should list all coaches and assistant coaches.

Place Player Passes in the same order as roster, and place in a Ziploc bag or wrap with rubber bands. Teach players to line up in order, to hold their own cards, to be quiet and to pay strict attention to the referee, who is in charge for the duration of the game. Players typically line up on the touchline, facing the referee, ready for check-in. Before the referee begins the check in, check that all non-allowed items are removed (jewelry, earrings, etc), jerseys are tucked in, socks cover shin guards, and cleats are tied properly.

First Aid Kit is an absolute requirement! "Instant Ice" packs will be needed frequently, and a player who is bleeding (from a scraped knee for example) cannot return to the game without a proper band aid.

Whether you are Home or Away team, be sure to clean up sidelines after games.

Substitute players and coaches of both teams stand on the same sidelines, while parents of both teams are on opposite sidelines. Please take note of NCSA rules concerning spectator behavior – as coach YOU are responsible for your parents/spectators' behavior. Coaches can and are shown yellow and red cards (and subsequently fined) for the inappropriate behavior of spectators. Coaches must stay within the "technical area" while coaching, which is approximately 20 yards of the sideline starting from the center mid-field towards the penalty area. Neither you nor your players should be standing past the midfield line in the opposing team's technical area. No one (coaches, substitutes, parents, spectators) should be anywhere near the goals – tell them to move or ask for the referee to address the situation if it occurs.

After the Game

Immediately after the game finishes, both teams will line up to shake hands. Younger teams love the "post-game parent's tunnel" so inquire about that if you aren't familiar. Remember to thank referees and to retrieve your players' and coaches' cards from the ref. Count your cards to be sure you received them back as it is very difficult to track down referees once they leave the field.!

Call in or email scores to your Division Commissioner (see NCSA website for names and contact info) within 4 hours of the game. The winning team reports the score; the home team in case of a tie.

If you are the last home team on a particular field for the day, move the goals to one side of the field, out of the way of other sports' requirements.

Problems

Bad Weather / Cancellation of Games: If you are the Away team, contact the opposing coach. If you can't get in contact you must show up. If you are the Home team, check the Glen Rock Fields hotline ((201) 251-8494) to see if fields are open. If the town hotline says they are open, you need to show up. Once at the field, it is up to the Ref on whether the field is playable or not. If all games will be canceled due to bad weather, and you are the 1st Shooting Stars home team scheduled to play on that particular field you need to go and pay the ref a \$25 (not the usual fee) games cancellation fee.

In case of extremely bad weather, although the NCSA rules specify what can or can't be worn by players, most referees enforce their own standards, and typically give more leeway for long sleeve shirts and sweat pants, gloves and hats etc to younger teams.

If your referee does not appear, wait 15 minutes before arranging for substitutes with the opposing coach. If a spectator is a qualified referee or experienced coach and is acceptable to both coaches, this is an alternative. Another option is to have each coach referee a half (but don't try to coach while you're referee). Always have a whistle in your kit. It is OK to re-schedule the game if you can't agree on a fill-in referee. If Home team, please note that the referees are not assigned by Shooting Stars or the Club Rep, but by NCSA. Note on Ref evaluation form that ref was missing (or late) and also notify NCSA division commissioner.

If you think you will not have enough players for a game, you can "guest" up players from a Shooting Stars team in a lower age group, or from a Shooting Stars team in the same age group but lower flight. You cannot guest players from another club. The number of guest players is only limited by the overall 18 player roster restriction (14 player for small sided). Therefore, an entire team (of lower age or flight) could "guest" up in an extreme situation. However, each guest player may only "guest up" a maximum of 3 times per season. A girl may play up on a boy's team, but a boy cannot play up on a girl's team.

Scheduling Issues

TBS games (or games that need to be re-scheduled): Contact Club Rep Tomi Kilgore. TBS games need to be scheduled within 2 weeks of the date of the original game. This doesn't mean you have to play the game within 2 weeks of the original date - just have it officially re-scheduled within that time frame - or face a fine.