

Bridgewater Soccer Association



**Handbook for Coaches
2006-2007**

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Introduction- The BSA Coaches Handbook is intended to provide member coaches of the Bridgewater Soccer Association with information about the structure of the club, to describe operating procedures, and to provide guidelines for the operation of BSA teams.

This handbook is not a definition of rights to be applied advantageously. The Board of Directors of the Bridgewater Soccer Association shall be the sole interpreter of the provisions of this Handbook.

Mission and Philosophy

Founded in 1975 the Bridgewater Soccer Association (BSA) has grown to become a flagship club playing in the Mid New Jersey Youth Soccer Association (MNJYSA). MNJYSA is the third largest league in the country and first East of the Mississippi River, spanning five counties in Central New Jersey. Today the BSA oversees, manages and offers development as well as training for over thirty teams, comprised of 400 children, ages 8 – 16. Our "Kick-Off Classic" is fast becoming one of the premier fall tournaments attracting over 160 teams, 2,200 players and 7000 fans.

BSA provides an environment which enhances the development of our youth for the rigors and demands of a competitive soccer atmosphere. Our mission is to promote, sponsor and conduct a supervised program of soccer training and competition for our youth in the Bridgewater area. Our commitment to the development of the young soccer player, combining a strong moral, technical and social foundation remains our number one goal.

Our program offers top level teaching, skills training and coaching in preparation for a high level of competition. We accomplish these goals with strong commitment from all club members. In addition, BSA provides all club members with professional trainers to further advance the skills of our soccer players.

The BSA is a soccer club serving boys and girls in the Bridgewater – Raritan area and attracts players beyond those borders to maintain the high demands of competition that is associated with traveling soccer. The club strives to provide quality education and training opportunities for every roster player. The BSA sponsors a select soccer program only.

Although skill development and fun continue to be important, the focus of the select program is on year round competitive play for all players who can contribute to the team. For those players who are accepted to play in the select program, BSA applies progressively higher standards for the selection of players at older, more competitive playing ages.

Overview of Elected Officers, Appointed Committee Members and Election Guidelines

(Please refer to the BSA bylaws for full text and descriptions of the positions)

The business and affairs of the Association shall be managed by the Board of Directors. All powers not specifically described in the bylaws shall remain with the Board of Directors.

TERM OF OFFICE- All directors will serve a one year term. All directors shall remain in office until a successor is elected and assumes office. A director cannot hold the same position on the Board for more than 3 consecutive terms or be a Board member for more than 5 consecutive years.

Elected Officers

PRESIDENT- The President is the executive officer of the corporation. His/her responsibility is to carry out the directives of the Board of Directors. In so doing, the president shall have the authority to execute contracts and other agreements on behalf of the corporation. The President, or a Board member designated by him/her, shall preside at meetings of the Board of Directors. The President must be a resident of Bridgewater Township. Furthermore, he/she must have been active in the organization as a director, coach, or committee member for at least the 3 years prior to election, and have at least 3 years soccer coaching experience.

VICE PRESIDENTS- The primary responsibilities of the Vice Presidents are, first, to ensure that all committees carry out their stated responsibilities and, second, to serve the President in all matters as requested. In their committee oversight capacity the Vice-Presidents shall not be or act as a member of any committee, shall not direct them as to how to carry out their functions or interfere with their decisions as how they will fulfill their mission; rather, they are to remind them of their responsibilities, keep track of their progress, and report on this to the Board when so requested.

The 2nd Vice President shall be the officer responsible for implementing decisions relating to team equipment and uniforms.

SECRETARY- The Secretary shall have charge of all formal documents and records relating to the affairs of the corporation. He/she shall attend and keep the minutes of all meetings of the Association. If unable to attend any meeting, the Secretary shall appoint an assistant to fulfill his/her responsibilities.

TREASURER- The Treasurer shall have custody of all funds, property, and securities of the Corporation, subject to any regulations imposed by the Board of Directors. The Treasurer may endorse on behalf of the Corporation checks, notes and other obligations for credit to the Corporation's account in a bank or banks, or other depository, as designated by the Board of Directors. He/she shall sign all receipts and vouchers and, together with any other officers designated by the Board of Directors, all checks and all bills of exchange and promissory notes issued by the Corporation, except in those cases

where such power has been explicitly granted by the Board of Directors to another officer or agent of the Corporation. The Treasurer shall make all payments on behalf of the Association, as required, subject to Article 9.2 of the bylaws.

TRAVEL-TEAM REPRESENTATIVE- The Travel-Team Representative shall represent the interests of the travel teams and coaches at the meetings of the Board of Directors. He/she shall hold and direct periodic meetings of said coaches, comprising, at a minimum, one fall and one spring meeting. The Travel-Team Representative must be a Travel-Team coach in good standing.

Appointed Officers

TECHNICAL DIRECTOR- The Technical Director shall be responsible for organizing and administering an extensive training program for coaches, players, and referees. He/she will be required to present plans for this program to the Board of Directors within 30 days of appointment to office unless granted an extension by the Board. He/she may oversee a Skills Committee to assist in implementing the training program, provided the formation of such a committee is approved by the Board. The Technical Director shall oversee the Tournament Committee and shall provide recommendations to the Board of Directors on sponsorship of tournaments by the Association. The Technical Director shall be a person with extensive soccer knowledge. He/she must have a soccer "F" license and 5 years coaching experience.

ADMINISTRATIVE ADVISOR- The Administrative Advisor shall serve as advisor to the President and Board of Directors on matters relating to the administration of the Corporation. He/she shall also act as the official guardian of the Association By-Laws. As such, it shall be his/her responsibility to:

- Process all requests for changes and/or amendments to the By-Laws
- In the event of question and/or disagreement, act as interpreter of the By-Laws
- Have available for distribution the most current, copy of the By-Laws.

CLUB REGISTRAR- The Registrar shall maintain an up-to- date list of the members of the Association, shall be responsible for the registration of all players with their respective teams each season, shall review and make recommendations on all applications for membership, and shall manage the recruitment of coaches, referees, players and new members. The Registrar shall be allowed to appoint as many assistants as are needed to carry out the aforesaid duties.

LEAGUE CONTACT- The League Contact shall serve as the principle contact point between the Association teams and the leagues in which they compete.

COMMITTEE CHAIRPERSONS- The heads of the Publicity, Fund-raising and Social Events committees shall serve on the Board of Directors and provide recommendations and timely information on all matters relating to their area of responsibility. The chairpersons shall be allowed to appoint as many committee members as are needed to carry out the duties of the position.

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ASSISTANTS- As deemed necessary, the Board may appoint by resolution assistants to the officers to aid them in carrying out their responsibilities. They shall have no vote on the Board.

1. Responsibilities for Team Leadership Positions

- **Head Coach**

- **Selection of head coaches-** Any person interested in becoming a head coach must submit a Coaching Application (see appendix). The Technical Director presents candidate applications to the Board and makes his/her recommendations for each head coaching position. Each appointment is determined by a vote of the Board. Head coaches are appointed for one year.
- **Monthly coaches meeting attendance-** Head coaches are expected to attend the monthly coaches meetings. If the head coach cannot attend a meeting, he/she is responsible for seeing that a representative from the team attends the meeting.
- **Team goals and objectives-** It is the responsibility of the head coach to establish the directional objectives and standards for the team. Some factors that dictate and/or impact the direction of the team include:
 - developmental objectives
 - frequency and level of tournament play
 - frequency and level of additional training
 - playing time standards and policies
 - positional assignments
 - attendance and discipline policies
 - Amount and frequency of scrimmages
- Specific responsibilities of the “A” team head coach
 - Acts as a informational contact for sub-team coaches
 - Establishes developmental objectives for his/her age group and communicates them to the sub-team coaches
 - Responsible for gathering performance and pertinent personal information about the players in his/her age group, including (but not limited to) abilities, commitment level, punctuality and overall attitude
 - Periodically observes sub-team matches
 - Responsible for facilitating annual tryout
 - Determines the final ranking of tryout candidates by gathering information and by compiling and reviewing data from tryout evaluators.
 - Makes selection notification phone calls (or other communications) to tryout candidates.
- Specific responsibilities of a sub-team head coach
 - Provides player performance and pertinent personal information about his/her players to the “A” team head coach.
 - Carries out developmental objectives for the age group, as determined by the “A” team head coach

- Periodically observes matches of the other teams in his/her age group. This is particularly useful for evaluating the relative performance of his/her players within the age group, and for observing the technical/tactical performance of higher level teams
- Coach's relationship with professional (paid) trainer- It is the head coach's responsibility to have ongoing communication with the team's trainer(s). Three general scenarios exist with professional trainers:
 1. Trainer conducts one session per week
 2. Trainer conducts two or more sessions per week
 3. Trainer conducts two sessions or more per week AND attends games

In each case, the head coach should discuss the developmental needs of the individual players and the whole team, and should work with the trainer to develop and carry out an appropriate training program, that serves to meet those needs.

It is the responsibility of the head coach to monitor the performance of the trainer, particularly with respect to the trainer's methods of interacting with/teaching the players, their promptness to training sessions (and games), as well as their overall professionalism. The degree to which the trainer assumes tactical and game management responsibilities for the team will vary from team to team, but said responsibilities should be discussed and mutually agreed upon at the outset of the relationship. In the case of a team that utilizes a full-time trainer (scenario 3), the technical and tactical responsibilities are shifted to the trainer, and the head coach should support the trainer accordingly (see assistant coach responsibilities.)

- **Assistant Coach**

- **Selection of assistant coaches-** assistant coaches are appointed by the Board, upon the recommendation made by the head coach and with the consent of the Technical Director. All assistant coaches must possess, at a minimum, an F-level coaching license. Advanced teams may require a higher level license.
- Attendance at monthly coaches meeting is recommended, but is optional.
- **Role and responsibilities-** The role and responsibilities of the assistant coach will vary with level of the team and the degree of trainer involvement. In general, the assistant coach is expected to assist the head coach and/or trainer during practices and games, as directed by the head coach. Assistant coaches should be assigned logistical responsibilities that, in turn, will allow the head coach to focus on the instructional, tactical and technical aspects of practices and games.

- **Team Treasurer**

- Responsibilities
 - **Collection of fees and other payments-** The treasurer is responsible for collecting the annual registration fee, as well as any other fees/payments that are needed to cover team expenses

throughout the year. It is suggested that, beyond the \$325.00 registration fee (or \$210.00 fee for U17 and up), each team should collect an additional amount from each player's family, in order to cover specific expected costs. The amount will vary by team, but should include the cost of tournaments in which the team expects to participate, anticipated additional trainer costs, and/or any other anticipated costs that are to be shared among the member families.

- **Financial Reconciliation-** All payments and expenses for the team are to be recorded by the treasurer, particularly those for trainers, referees and tournaments. At the end of each season, a financial reconciliation form must be completed by each team treasurer, and submitted to the club treasurer.
 - **“Spirit Wear” (team orders, rolling orders)-** Collect payments from individual families for team orders and draft a single check that is submitted via the team Spirit Wear coordinator
 - **Referee payment accounting-** the treasurer keeps a running record of fees paid for referees at league games and the records are entered into the financial reconciliation form, which is submitted to the club treasurer at the end of each season. (NOTE: the club will issue a check to each team, in the amount of two hundred dollars, to cover the majority of the referee fee costs. If a team pays out more than is originally issued, the club treasury will reimburse the team after the financial reconciliation form (see appendix) is turned in.
 - Trainer record- the coach should keep a record of the number of training sessions and games that the team trainer attends. The association pays for eight (8) training sessions per season. The treasurer must collect the balance in trainer costs from the team and the team must reimburse the association for all trainer costs that exceed the cost of the eight sessions.
 - Checking account setup suggestions
- **Team Manager**
 - Attend monthly coaches meeting and disseminate any pertinent information to team parents
 - Coordinate collection and submission of player registration forms (Medical Release, Membership, SAGE, etc)
 - Coordinate and communicate game, scrimmage, practice and tournament schedules.
 - Communicate information regarding all cancellations or postponements.
 - Provide game schedules and directions for away games.
 - Coordinate rescheduling of make-up games with BSA field assigner, league representative and opponent. If you are rescheduling a home game, first check with the BSA field assigner for allowable make-up dates/times before offering to opponent. (Away games are scheduled at the discretion of the opponent with a mutually agreeable date and time from both teams.)

When feasible, managers are advised to poll for player availability as makeup dates are being considered.

- Team contact list (player names & uniform number, parent names, address, phone number, e-mail address)
- Communicate home game schedules and BSA field directions to opponents. Opponents contact information can be taken off their respective club websites. (See <http://www.mnjysa.org/Clubs.aspx>). Contact away game opponents for date, time and field directions. Coordinate team jersey colors.
- Collect feedback from team parents on any issues.
- Schedule team meetings on an as needed basis, and invite BSA Team Representative to meetings.
- Relay team objectives decisions and concerns to BSA Board, as the result of team meetings. Concerns that are to be expressed to the Board, from individuals, should be communicated, either through the team manager or directly, to the Board's Coaches Representative (Travel Team Representative.)
- E-mail distribution list
- Phone chain (for urgent contacts)
- Call in league game scores to the BSA's league representative
- Coordinate refreshment and (injury) ice schedule for all league games, tournaments and scrimmages.
- **Website Manager-** Each BSA team has the opportunity to create a team web site, which is linked from the BSA web site. The website manager is responsible for keeping current information on the team site such as, updating team schedule (games, tournaments, practices, etc.), field directions, and posting game statistics. (For assistance in setting up a team site, contact the BSA Webmaster, as identified on the BSA directors page)
- **SAGE Representative-** The S.A.G.E. (Set A Good Example) representative is responsible for seeing that the players, coaches and fans exhibit positive, sportsman-like attitudes and behaviors at games. Responsibilities of the S.A.G.E. representative include:
 - Mandatory attendance an annual SAGE meeting, at which guidelines of conduct are reviewed and updated information is provided
 - Should review best practices with the players, coaches and parents prior to the first game of the year
 - Responsible for monitoring the sportsmanship of players, coaches and fans at games.
- **Uniform and Spirit Wear Coordinator-** The uniform and Spirit Wear coordinator is responsible for obtaining uniform size and player number information when uniforms need to be ordered. An existing team receives a new set of uniforms every two years. New players to an existing team receive a new uniform. Also, one or two times each year, the BSA processes "Spirit Wear" orders. Spirit Wear consists of sports apparel, blankets, car magnets, and other items. The Spirit Wear coordinator receives order forms from each family and compiles a team order, which is turned in to the BSA Spirit Wear order forms can be found on the BSA website. The Spirit Wear coordinator should also obtain

BSA patches from the club Spirit Wear coordinator for any upcoming tournaments, as needed (mainly for younger age groups.)

- **Social/Team Building Coordinator** (optional role) - In order to foster relationships off of the field, social events can be planned. An individual can take responsibility for planning social events for the team, the parents or the entire family. Events for players and such as swim parties, pizza parties, holiday parties, and end-of-season parties can be considered. Trips to professional or college soccer games can be organized, for individual teams or with multiple teams.

2. Role and responsibilities of Parents

- Commitment to the program/team- One of keys to the success of a team, and to the entire Bridgewater Soccer Association, is the expected commitment to the standards of the club, by the parents and the players. Every player is expected to make their commitment to their team the top priority in their sports schedule. Players are encouraged, particularly at the younger ages, to experience other sports. However, when choices must be made to resolve scheduling conflicts with other sports or other recreational commitments, it is expected that their soccer team is the first priority. Therefore, it is the responsibility of the player's parents to instill and support that sense of commitment in their children.
- Players are expected to be on time to practice and games. In most cases, players are required to arrive at field sites several minutes prior to practices and games, as determined by the coach. In most cases, the parent is responsible for transporting the player, or making transportation arrangements. It is expected that those who are transporting the player(s) are aware of the expected arrival time, and ensure that the players are at the field site when required. Repeated lateness or absenteeism may result in sanctions to the player, even if the parent is responsible for the lateness or absenteeism.
- The role of the parent at practices and games is to be a supporter of the players and their team. At younger ages, players sometimes need some logistical and emotional support from their parents. Working with the coaching staff, the parents should interact appropriately with the players before (once the player joins the coaches and team) and during games and practices, having as little interaction with the player as possible. , as a part of their development in sports, the players should learn to be as independent as possible.

Role of parents as spectators. Parents should act as FANS during games. It cannot be emphasized enough that parents (or other fans/onlookers) are not to call out advice or instructions to the players (either their own children or other players) during games or practices. This is important for two reasons:

1) The players must learn to think for themselves as much as possible when playing soccer. It is a sport that requires constant, and immediate, independent decision-making, by observing and evaluating situations on the field and acting on one's decisions as quickly as possible. Instructions

that are **continually** yelled out, whether from the parents, other fans or even coaches, becomes distracting to players and minimizes their ability to develop those critical decision-making skills.

2) At appropriate times, the coaches need to communicate with players on the field. All players must develop the ability to hear and react to the instructions of their coaches. At the early stages of player development, several instructional communications may be warranted. With more highly developed players and teams, coaches may communicate critical tactical information to players. In either case, players should not be subject to the attempts of others to make instructional comments.

Appropriate, positive “cheering” from fans is encouraged. Fans should show excitement and provide shouts of encouragement and praise. Players will respond positively to cheering and words of encouragement, and are not distracted, as they do not have to actively process and try to respond to any “commands”.

3. General Procedures and Guidelines

1. **Coaching Application-** At the beginning of each year, all coaches must submit a coaching application. The Technical Director makes a recommendation to the Board for each head coaching position and a vote of the Board determines the appointment of each of the positions.
2. **Tryouts**
 - a. Tryout procedures- parent/player information (link on website with detailed information; 1 page flyer distributed at tryout with basic information and link)
 - i. When a player tries out for a BSA team, they are trying out for a spot on the top, or “A” team in their age group. Age groupings are determined by the New Jersey Youth Soccer Association. (See appendix for age group definitions). During the tryouts, players are put into various situations and are observed and evaluated by a group of coaches and trainers. At the end of the tryout process, all players are ranked, from “one” (1) through “n” (the number of players who attended the tryout). For players who have been involved with BSA in the past, historical information and prior observations are factored into the final rankings. The “A” team is determined by making offerings to, and receiving acceptances from, the top ranked players, until a roster is filled for that team. If enough players are available for subsequent teams (i.e., a “B” team, a “C” team), the process of offers and acceptances continues, until subsequent rosters are filled. Players who are not offered a spot on any team receive notification to that effect. Important: Players DO NOT have the option to play on a team lower than the one for which an offer is made. In other words, a player

who receives an offer to play for the “A” team cannot forego that offer, and ask to play for the “B” team.

- ii. Age group head coach responsibilities at tryouts – the head coach of a given age group is responsible for coordinating the tryouts with the Technical Director and all evaluators. It is the intent of the BSA to have a professional trainer design the logistics of the tryout sessions. The head coach of the age group participates as an evaluator, compiles and reviews the evaluation documentation, and then determines the final player rankings. The rankings then must be approved by the Board. The head coach, then, makes the offerings, receives the acceptances for all teams forming within his/her age group, and contacts those who do not receive an offer to play.
- iii. suggestions for involvement of other coaches in the tryouts:
 1. Assist the trainer(s) in setting up equipment
 2. monitor movements of players (younger age groups)
 3. facilitate non-evaluated portions of the tryout session

b. Tryout session guidelines:

Evaluation

- Every age group will have at least 2 tryouts sessions. Depending upon the number of players trying out the coach can request additional sessions.
- Players are given numbers as they arrive. We do not predetermine who gets the tryout t-shirt. First person is #1 the last would get the highest number.
- There will be at least 2 if not more paid trainers at each tryout session.
- Only the head coach of the age group will participate in the tryout process. No assistant coaches can evaluate on the field or participate in the written evaluation. (Remember all assistant coaches are approved again each year and only after the teams have been selected.)
- 2 part evaluation forms are used by each evaluator. Each form must be returned to the technical director at the end of each session.
- At the end of the last session 1 part of each form is given to the head coach to summarize the tryouts and rank the players. The technical director uses the other part and does exactly the same process.
- Each evaluation form must rank each player from 5 to 1 (5 being Outstanding).
- At the end of each session each evaluator must rank players from 1 to the total number in attendance.
- Goalies are ranked separate then field players.

Tryout Session

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- Trainer and coach should agree on what they want to see from each session. Individual skills vs. game situation. Most of the trainers will tell you that game situation is the best method of choosing a team, because the individual skill will show in the game.
- Game Situation: Divide total to get as many small sided (6v6, 7v7) teams as needed.
- Determine which is the A field.
- Parents should be as far as possible from the tryout field. Players should play without any coaching from parents or coaches.
- The player field number is recorded on what field the player started on at the beginning of the session and where he/she ended.
- At the end of each time period (designated time by trainer to get an idea of talent) Players will move from one field to another. The 3 weakest players move from A to B, from B to C, and from C to D (if 4 fields are used). The strongest 3 players move from D to C, C to B, and B to A. This rotation is used throughout the whole training session.
- At the end of each training session you would hope that the best 12 or 14 players are on field A, the next on B and so on. The field the player ends on is recorded at the end of the session.
- The same process is used for each training session. This gives players an opportunity to make up for a bad day. That is why it is beneficial for players to come to every tryout session.

Final Selection

- Each evaluation form is totaled by the coach and one by the technical director.
- A ranking from 1 to the last player is given
- The A team coach will decide on how many players he/she wants on the A team.
- A line is drawn at the cut off.
- Only the players immediately above and below the line can be questioned by the coach and technical director. For example, if the cut off is 14 and players 12 through 16 have the same numbers. A decision is made by the head coach about the order in which they will be ranked.
- The board decides if they want to have an additional team. Usually, it based on the overall number of players who tried out and on the number of quality players.
- If the board decides on the additional team, they then look for a quality coach or trainer to coach the team. If there is one presently, the next set of players should be presented to the B team coach. They will then decide on how many players they want (most cases we like to fill the B team roster). Like the A team only the players immediately at the cutoff can be question.
- The rosters are then voted on and approved by the Board.
- After the rosters are approved the A team coach makes all the calls to the players.

- c. HANDOUT- Tryout FAQ for parents (see appendix)

3. Notification of player selection

- a. Players are contacted after Board approval of the rankings and after the end of spring league play
- b. Selection notifications are handled by the head coach of the “A” team of each age group, and are not to be delegated to other individuals.
- c. Players are to be notified in evaluation rank order.
- d. Once a player/parent receives an offer to play, they must accept or reject the offer within 24 hours. This is required so that the selection process can continue in a timely fashion, until all team rosters are filled.
- e. If traveling at time of notification, the family of a player must provide alternate means of contact
- f. Once an offer is verbally accepted, a player commitment to the team is solidified when the club fee is paid. No fees are refunded, unless approved by the Board.
- g. Roster Maximums
 - i. NJYSA small-sided max. = 14, full sided = 18
 - ii. US club soccer max. = 28

4. Initial team meeting (led by Technical Director or BSA team representative)

- The following topics shall be covered at the first team meeting of each year.
 - a. Club fees and description of items covered by fees
 - i. Club fee is non-refundable, except by board approval
 - b. Practice twice per week, one scheduled game per week (on either Sat. or Sun.)
 - c. Team must play all scheduled games
 - d. Makeup games may need to be arranged. Polling of player availability is suggested when planning makeup dates. It must be understood that not all players may be available for a given makeup date and time, although due consideration should be made for each player.
 - e. Tournaments- discuss planned tournaments and team objectives
 - f. Parent responsibilities and expected commitment
 - g. Player responsibilities
 - h. Discussion of coach selection (as needed)
 - i. Determination of other team roles (role description made available ahead of time)
 - j. Summer/Winter training options and expectations
 - k. BSA tournament
 - i. Dates
 - ii. Family responsibilities
 - 1. One parent from each family is required to work one time slot during the tournament.

2. If a family has two or more players in BSA, the parent will work for the oldest player's team.
1. Out of town players- Each BSA team can carry up to three out of town players. If a team wishes to consider having more than three out of town players, a vote of the in-town family members of the team must be taken, per club bylaws, once the current roster of in-town players have been determined. A secret-ballot vote is taken by the Board in which the families vote on the question of whether or not to have more than three out of town players on the team. No special considerations or conditions are to be included in the vote.

5. Summer Training

- a. Once teams have been selected for the upcoming year, training may begin, as determined by the coach. Attendance at summer training sessions are encouraged, but should not be held against a player if missed.
- b. Summer training sessions can take place up until the regular fall training schedule is determined.
- c. Coaches should contact the BSA field assigner for availability of field space during the summer.

6. Registration of a Team

- a. Timeline:
 - i. Forms and fee payment should be handed in to team manager ASAP, after team is formed
 - ii. Registration packets are due to club registrar by August 1st
- b. Contents of team registration packet (MNJYSA):
 - i. Blank player passes
 - ii. Blank coaches passes
 - iii. Team Roster Form
 - iv. Instructions for completion of the team registration packet are located in the NJYS Handbook, on the NJYS web site at:
<http://www.njyouthsoccer.com/regforms/CoachesHandbook.PDF>
- c. Items needed from players and parents (forms- see appendix)
 - i. Club fee of:
 1. \$325.00 for U7 through U14, non-refundable
 2. \$210.00 for U15 through U18, non-refundable
 - ii. Signed player pass (NJYSA)
 - iii. 1 Inch portrait photo (NJYSA)
 - iv. 2 Photocopies of birth certificate (one copy to the league and **coach keeps one copy**) (NJYSA)
 - v. SAGE form (NJYSA: parent/guardian signature)
 - vi. Player Membership Form (all leagues: parent/guardian signature)

- vii. Medical Release Form (NJYSA: signed and notarized, or witnessed by parent who is an attorney)
- d. Submission procedures (to club registrar; **name and contact info on web site**)
 - i. One check per team to club for all fees
 - ii. All forms and certificates should be collated, as directed by the club registrar
 - iii. Team roster, completed by head coach, listing players in player pass-number order (should be completed in alphabetical order)
 - iv. signed player AND coaches passes, with photos attached, in pass-number order (should be completed in alphabetical order for players)
 - v. Proof of coaching certification (record of “F” license needed) for all coaches
 - vi. Volunteer Coaches complete the NJYS Coach Membership Form and Paid Trainers/Coaches complete the NJYS Non-Volunteer Membership Form. Volunteer coaches are registered on an NJYS Member Pass, with the word “coach” preprinted thereon.
- e. Guidelines for registering a team with NJYS are found in the NJYS Handbook:
(<http://www.njyouthsoccer.com/regforms/CoachesHandbook.PDF>)
- f. Corrections/changes
 - i. Information on the player passes and the team roster form must be FREE OF ERRORS. If errors exist on a pass, a new pass must be issued by the club registrar. Errors on the Team Registration Form must be corrected using the Player/Coach Status Form.
 - ii. Only three (3) roster changes (additions or subtractions) are permitted per YEAR (e.g., removing one player and adding another counts as two changes)
- g. Return of items from club registrar, which will include an approved roster form, approved player and coach passes, and original medical releases, upon approval of the team application. These items need to be returned to the coach/manager prior to BSA Tournament.
- h. TIP: it is important to get passes laminated for durability throughout the year

7. Team Meetings

- a. Team meetings should be held AT LEAST once before the start of each season. Other meetings can be held as needed
- b. AT LEAST one parent from each family must attend the pre-season team meetings.
- c. The objectives for the first meeting are outlined in part 4 of this section. The second team meeting (for two-season teams) should be held to review team objectives, issues and plans for the season (such as tournaments.)

- d. Either the BSA Board's team representative or the technical director should be invited to attend the pre-season meetings, and should be either invited to attend, or notified about, other meetings.

8. Practice scheduling and field assignments

- a. Head coaches are required to request time and day of week for weekly practices. Coaches should first poll parents for player availability/weekly conflicts. Practice requests are strongly considered, but not guaranteed.
- b. Practice session assignments are assigned by the club field assigner, after a review of the requests and consideration of field space, trainer availability and age of the team.
- c. Coaches should contact the field assigner to request an individual make up session or change in session.
- d. Practice field layout diagrams (see appendix or web site)
- e. All practices must occur at an approved site (contact club field assigner for acknowledgement of approved sites)

9. Game responsibilities- It is the responsibility of the head coach, or his/her designee, to prepare for home and away games. Responsibilities include:

- a. Confirm date, time and location of home and away games with opposing teams
- b. Must carry copies of medical release to all games
- c. **Home Games** (league by league variations)
 - i. Game card, with rosters affixed
 - 1. NOTE: link to Avery Label roster template on web site
 - ii. Referee payment
 - iii. Player and Coaches Passes
 - iv. Provide corner flags (given to team prior to 1st fall game)
 - v. Provide game balls
 - vi. Call in game score and referee count to league contact (**name and contact info on web site**)
 - vii. Inclement weather and cancellation/postponement procedure for home fields:
 - 1. Field condition-related game cancellations are made at least two hours prior to visiting teams' expected departure time. If games are not cancelled in advance, cancellations are made at the field, at the discretion of the referee.
 - 2. Administrative cancellation of games- The BSA field assigner is the sole determinant of advance notice game cancellations, and will communicate with the head coach. If the game is NOT cancelled by the field assigner, both teams are expected to show for the game and it is the duty of the referee to determine the playability of the game.

3. Visiting teams **MUST** be notified of administrative cancellation of games **AT LEAST** two hours prior to kickoff **PLUS** travel time allotment. (This is usually three hours prior to kickoff.)
- d. **Away Games** (league by league variations)
 - i. Must carry copies of medical release to all games
 - ii. Roster labels (2) ready
 - iii. Referee payment
 - iv. Passes
 - v. Call in game score and referee count to league contact (**name and contact info on web site**)
- e. Rescheduling of games
 - i. Games should only be rescheduled as allowed by the league
 - ii. Team manager should first work cooperatively with opposing teams to determine a mutually acceptable alternate date/time (as permitted by the league guidelines)
 - iii. All changes **MUST** be reported to and approved by the club game assigner, including “no plays”.

10. Tournaments

- a. Each team determines the amount of participation in tournaments. The head coach should, with input from the team, determine in which tournaments the team will play.
- b. Trading of club patches between teams is common for the younger age groups. BSA patches are distributed by the Spirit Wear coordinator.
- c. NOTE: must carry copies of medical release to all games
- d. It is suggested that, at start of season, players’ families should pay for any in-season tournaments that the team plans on attending. All players on the team should share the cost, regardless of whether or not they end up playing in the tournament(s).
- e. Link: (http://www.njyouthsoccer.com/travelntourn/tourn_list.htm)

11. Winter Training

- a. Routine training between the fall and spring seasons is done at the discretion of the team, and is encouraged by the BSA.
- b. All training facilities must be included under the club’s insurance policy. Coaches should check with the club president to determine whether or not a facility is already included in the club’s policy

12. End of season/end of year responsibilities and procedures

- a. Financial reconciliation to club
- b. All corner flags are to be returned at the end of the **year**.
- c. Uniforms are retained by players. New uniforms are issued for each team every two years.
- d. Collection of additional fees and reimbursements to
- e. At the end of each season, it is recommended that coaches/trainers complete and distribute player evaluations. The evaluations should be based on the developmental objectives for the age group. The

evaluation should provide an assessment of player performance that identifies the player's strengths, identifies areas in need of improvement and offers suggestions about how to take corrective action.

Appendix

- 1- Financial Reconciliation Form
- 2- 2006-2007 NJYS Travel Team Age Range Table
- 3- BSA Coaching Application
- 4- BSA Tryout Frequently Asked Questions
- 5- NJYS Player Membership Form 2006-2007
- 6- US Club Soccer Player Membership and Medical Treatment/Waiver Form
- 7- NJYS Coaches Membership Form
- 8- Medical Release Form
- 9- SAGE Pledge Form
- 10- Kidsafe Form



TRAVEL TEAM AGE DIVISIONS FOR THE 2006 – 2007 SEASONAL YEAR

U19 [Div I]										U18 [Div I]													
1987					1988					1989													
A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
u	e	c	o	e	a	e	a	p	a	u	u	u	e	c	o	e	a	e	a	p	a	u	u
g	p	t	v	c	n	b	r	r	y	n	l	g	p	t	v	c	n	b	r	r	y	n	l

U17 [Div I]										U16 [Div II]													
1989					1990					1991													
A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
u	e	c	o	e	a	e	a	p	a	u	u	u	e	c	o	e	a	e	a	p	a	u	u
g	p	t	v	c	n	b	r	r	y	n	l	g	p	t	v	c	n	b	r	r	y	n	l

U15 [Div II]										U14 [Div III]													
1991					1992					1993													
A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
u	e	c	o	e	a	e	a	p	a	u	u	u	e	c	o	e	a	e	a	p	a	u	u
g	p	t	v	c	n	b	r	r	y	n	l	g	p	t	v	c	n	b	r	r	y	n	l

U13 [Div III]										U12 [Div IV]													
1993					1994					1995													
A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
u	e	c	o	e	a	e	a	p	a	u	u	u	e	c	o	e	a	e	a	p	a	u	u
g	p	t	v	c	n	b	r	r	y	n	l	g	p	t	v	c	n	b	r	r	y	n	l

U11 [Div IV]										U10 [Div V – Small Sided]													
1995					1996					1997													
A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
u	e	c	o	e	a	e	a	p	a	u	u	u	e	c	o	e	a	e	a	p	a	u	u
g	p	t	v	c	n	b	r	r	y	n	l	g	p	t	v	c	n	b	r	r	y	n	l

U9 [Div V – Small Sided]										U8 [Div VI – Small Sided]													
1997					1998					1999													
A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
u	e	c	o	e	a	e	a	p	a	u	u	u	e	c	o	e	a	e	a	p	a	u	u
g	p	t	v	c	n	b	r	r	y	n	l	g	p	t	v	c	n	b	r	r	y	n	l

Players born after July 31, 1999, the U7 age group and below, are not eligible to play travel league soccer.

Bridgewater Soccer Association Coaching Application
Fall 20__ - Spring 20__ Season

Name: _____

Address: _____

City: _____ State _____ Zip: _____

Email: _____

Phone (H) _____ (W) _____

(C) _____

Current BSA Team/Position:

BSA team you wish to coach in and position:

Age group in Fall/Spring 20__ you wish to coach

(Circle):

Boys U7 U8 U9 U10 U11 U12 U13 U14 U15 U16 U19

Girls U7 U8 U9 U10 U11 U12 U13 U14 U15 U16 U19

Experience: Soccer teams coached/program:

Do you have your coaching license? YES NO

If yes, what level? _____

Will you be able to attend a monthly meeting YES NO

Signature: _____ Date: _____

Bridgewater Soccer Association

Tryouts: Frequently Asked Questions

What is the Bridgewater Soccer Association?

Founded in 1975 the Bridgewater Soccer Association (BSA) has grown to become a flagship club playing in the Mid New Jersey Youth Soccer Association (MNJYSA). MNJYSA is the third largest league in the country and first East of the Mississippi River, spanning five counties in Central New Jersey. Today the BSA oversees, manages and offers development as well as training to almost 30 teams for players ages 7-19. Our "Kick-Off Classic" is fast becoming one of the premier fall tournaments attracting over 160 teams, 2,200 players and 7000 fans.

What is the BSA Mission?

BSA provides an environment which enhances the development of our youth for the rigors and demands of a competitive soccer atmosphere. Our mission is to promote, sponsor and conduct a supervised program of soccer training and competition for our youth in the Bridgewater area. Our commitment to the development of the young soccer player, combining a strong moral, technical and social foundation remains our number one goal. Our program offers top level teaching, skills training and coaching in preparation for a high level of competition. We accomplish these goals with strong commitment from all club members. In addition, BSA provides all club members with professional trainers to further advance the skills of our soccer players. The BSA is a soccer club serving boys and girls in the Bridgewater – Raritan area and attracts players beyond those borders to maintain the high demands of competition that is associated with traveling soccer. The club strives to provide quality education and training opportunities for every roster player. The BSA sponsors a select soccer program only.

Do I need to attend both tryout dates?

Yes, each age group is assigned two tryout dates and players are expected to attend both. If needed a third tryout date will be added.

What if I cannot make both tryouts or I am injured?

If you cannot make both tryouts please call the tryout coordinator. If you are injured please attend the tryouts anyway and still register. Then speak with the tryout coordinator.

What does registration consist of?

There will be tables set up at each tryout for each assigned age group. Bring your registration form to the table. You will be given a shirt with a number, which you must wear on both nights

of tryouts, and is yours to keep. Although you do not need to bring paperwork the second night you will need to wear your shirt and sign in like you did the first night. Please be at registration ½ hour before your tryout is scheduled to begin or you will run the risk of getting to the tryout late due to standing in line.

What should I bring to tryouts?

All players should bring a ball and water and wear cleats and shin guards.

Can the parents watch?

Yes, parents are more than welcome to attend the tryouts and observe. We ask that you do not coach from the sidelines and stay in the designated parent areas, which will be marked off by cones and/or tape. Parents should not step on the field unless asked to by the trainer.

Will I be notified if my player makes the team or not?

Yes, all players are notified if they make the team or not via a phone call. At the actual tryout each age group will wrap up with a little meeting after the second tryout and at that time we will let you know when you can expect to be notified.

When do I have to commit to the team by?

If you are unable to commit to the coach when you are notified if you made the team then you are expected to make a decision within 24 hours and notify the coach. If you cannot make the decision in 24 hours you may lose the spot.

What is the approximate cost for the year and what does that cover?

The cost for the 2006-07 soccer year was \$325. This fee includes uniforms, ref fees, field maintenance, players passes and registration packets and a professional trainer 1x per week for 16 sessions.

What happens if it rains?

Please check the website and if there is no update you should go to the field prepared to play. A determination will be made at the field. If tryouts are cancelled a make-up date will be posted on the website.



New Jersey Youth Soccer
PLAYER MEMBERSHIP FORM
(Type or Print Legibly)

First Name: _____ **Last Name:** _____

Address: _____

Town: _____ **State:** _____ **Zip:** _____

Telephone: (_____) _____

Date of Birth: _____ **Male:** _____ **Female:** _____
[Month/Day/Year]

League: _____ **League #** _____

Club: _____ **Club #** _____

Team # _____ **Player Pass # NJ7** _____ **Age: U-** _____

IMPORTANT

I, the parent/guardian of the below named player, a minor, agree that I and the player will abide by the rules and regulations of the USSF, USYS its affiliated organizations including NJYS and its sponsors. In consideration of the player's participation in the soccer programs intending to be legally bound, hereby release and indemnify the USSF, USYS, the owners and operators of the facilities used for the Programs and their respective directors, officers, employees, agents and representatives from and against all claims, liabilities, damages or causes of action arising out of or in connection with the player's participation in the Programs including, without limitation, player's transportation to/from any Program, which transportation is hereby authorized. I further grant the USSF, USYS, NJYS and their sponsors right to use the player's name, picture and/or likeness in printed, broadcast and other material concerning the Programs provided such use is related to the player's status as a participant of in the Programs.

Name: _____ **Player:** _____
Print Name of Parent/Guardian Print Player Name

Signature: _____ **Signature:** _____
Signature of Parent/Legal Guardian Signature of Player

Date: _____ **Date:** _____



7716 8th Ave. North
 8Myrtle Beach, SC 29577
 9Phone: (843) 429-0006
 10Email: admin@usclubsoccer.org
 Website: www.usclubsoccer.org

CLUB REGISTRATION CONFIRMATION

Club Name _____ **City** _____ **State** _____

I hereby consent to the above-named club registering me with US Club Soccer. I understand that I may be registered to only one US Club Soccer member club at any time. [Note: it will not be necessary to complete this form again as long as the player is with this club; which will hold this form unless requested by US Club Soccer.]

Player's Signature **Date** **Parent/Guardian Signature** **Date**

PLAYER'S MEDICAL INFORMATION

Player's Name _____ Birth Date _____
 Street Address _____ City _____ State _____ Zip _____

Father's Name _____ Home Phone () _____ Bus Phone () _____
 Mother's Name _____ Home Phone () _____ Bus Phone () _____

In an emergency when parent/guardian cannot be reached, please contact the following:

Name _____ Home Phone () _____ Bus Phone () _____
 Name _____ Home Phone () _____ Bus Phone () _____

Allergies _____
 Other Medical Conditions _____

Physician _____ Home Phone () _____ Bus Phone () _____
 Medical/Hospital Insurance Company _____ Phone () _____
 Policy Holder's Name _____ Policy Number _____

MEDICAL TREATMENT AUTHORIZATION AND LIABILITY WAIVER

I hereby give my consent to have an athletic trainer, coach, team manager, emergency medical technician, nurse, medical treatment facility, and/or doctor of medicine or dentistry or associated personnel provide the applicant/participant with medical assistance and/or treatment and agree to be financially responsible for the cost of such assistance and/or treatment. I understand treatment for injury will be based on information provided herein. I hereby authorize emergency transportation of the applicant/participant to a medical treatment facility should an individual listed above consider it to be warranted. *I recognize the possibility of physical injury associated with soccer, and hereby release, discharge, and otherwise indemnify the club, US Club Soccer, their sponsors, the USSF and its affiliated organizations, and the employees and associated personnel of these organizations, against any claim by or on behalf of the soccer player named above as a result of that player's participation in US Club Soccer programs and/or being transported to or from the same, which transportation I hereby authorize.*

Signature _____ **Date** _____

 (Relation to player: father, mother, guardian)



New Jersey Youth Soccer
COACH MEMBERSHIP FORM
(Type or Print Legibly)

First Name: _____ **Last Name:** _____

Address: _____

City: _____ **State:** ____ **Zip:** _____ **Phone:** _____

Email Address: _____

League: _____ **League #** _____

Club: _____ **Club #** _____

Team # _____ **Coach Pass # NJC** _____ **Coach License Level** _____

IMPORTANT

I will abide by the rules and regulations of the USSF, USYS, NJYS its affiliated organizations and its sponsors. In consideration of the my participation in the soccer programs intending to be legally bound, hereby release and indemnify the USSF, USYS, NJYS the owners and operators of the facilities used for the Programs and their respective directors, officers, employees, agents and representatives from and against all claims, liabilities, damages or causes of action arising out of or in connection with the my participation in the Programs including, without limitation, player's transportation to/from any Program, which transportation is hereby authorized. I further grant the USSF, USYS, NJYS and their sponsors the right to use my name, picture and/or likeness in printed, broadcast and other material concerning the Programs provided such use is related to the player's status as a participant of in the Programs.

I hereby certify that I am not being compensated for my services and I am a volunteer.

Name: _____ **Date:** _____

Print

Signature: _____



Medical Release Form

Function: _____

Player's Name: _____ U. S. Citizen Yes _____ No _____

Address: _____

City/State/Zip Code: _____

Birthdate: _____ Sex: _____ Social Security Number: _____

Parent's Phone: (____) _____ Home (____) _____ Work

Emergency phone number other than Parent/Guardian

Name: _____ Phone: (____) _____

Primary Medical Insurance Company: _____

Policy number: _____

Known allergies or other pertinent medical information: _____

Recognizing the possibility of physical injury associated with soccer and in consideration for USYS/USS and its affiliates accepting the registrant for its soccer programs and activities (the "Programs") I hereby release, discharge and/or otherwise indemnify USYS/USS, its affiliated organizations and sponsors, their employees and associated personnel, including the owners of fields and facilities utilized for the Programs, against any claim by or on behalf of the registrant's participation in the Programs and/or being transported to or from the same, which transportation I hereby authorize. My child has received a physical examination by a physician and has been found physically capable of participating in the Programs.

Therefore, I grant _____ and/or _____ permission to act as my surrogate for my child in the area of obtaining medical treatment by a doctor of medicine or dentistry. I also assume the financial responsibility for any medical treatment for my child.

Signature of Parent/Guardian: _____ Date: _____

Subscribed and sworn to me this _____ Day of _____ 19 _____

Signature _____ My commission expires _____

Notary Public

Sportsmanship Pledge



Kindly sign this pledge after you have seen our video,
Kids Come First: Let them have fun, Let them learn, Let them be.

This Pledge summarizes important elements of the youth sports experience and sets out your commitment to Sportsmanship and Fair Play. Signing it is a condition of your participation in the Mid-New Jersey Youth Soccer Association.

Important information about youth and sports

Kids participate in sports primarily because it's fun. Adults need to keep it fun. Some adults get too emotional about youth sports because they are too concerned about how their kids are doing, have the mistaken belief that winning is very important, or have a desire for glory through their kids' success. That last one is part of the concept of living through your kids.

Kids need to know that if they're trying their best, they are winners. Parents need to remember that their kids will not be great at everything. Recognizing that, parents can help most by relaxing and enjoying these fleeting years.

Placing too much pressure on kids to perform well creates stress that can detract from their fun and can affect their self-esteem. Instructions shouted to players are distracting, usually too late, and sometimes inaccurate or in conflict with what the coach is teaching.

My Pledge to Set a Good Example

I will not be loud or negative towards players, referees, coaches or spectators. I acknowledge that failing to show respect for the people who are doing the best they can sets a bad example for our children and can result in my expulsion from the field. If someone else makes an inappropriate comment, I will not make a negative response that could lead to a confrontation.

When I coach, I will remember that encouragement and praise for every child, not just the best athletes, are critically important to their self-esteem and their ability to achieve the most they can.

I recognize that *striving* to win, rather than winning itself, is what is important in sports and in life. Striving to win means doing the best you can.

I recognize that players must get adequate playing time to improve and gain the confidence that helps them do the best they can. I acknowledge that this is more important than winning games. If I feel that my team lost because a player of a lesser ability received appropriate playing time, I did the right thing.

I acknowledge that making mistakes and losing are part of life. I pledge that I will be tolerant of the mistakes of players, coaches, referees and others. I recognize that mistakes are opportunities for learning.

I recognize that within the parameters of competition, sportsmanship and fair play remain paramount. I pledge that I will commit to promoting an atmosphere of healthy competition to ensure fun for all participants.

Signed: _____
(Circle one: Player, Parent, Coach, Other)

Signed: _____
(Circle one: Player, Parent, Coach, Other)

Signed: _____
(Circle one: Player, Parent, Coach, Other)

Signed: _____
(Circle one: Player, Parent, Coach, Other)

[**Note:** If a parent is also a coach, that parent should sign as a coach.]



New Jersey Youth Soccer

EMPLOYMENT/VOLUNTEER DISCLOSURE STATEMENT

First Name & Initial	Last Name	Social Security Number
Address	Town	State and Zip code
() Home Phone	() Business Phone	Date of Birth
Coaching License	Referee Grade	State
Drivers License Number	State	Expiration

- | | | |
|---|--|---------------|
| 1. Background in work with youth | Position _____ | Year(s) _____ |
| 2. Experience in soccer | Position _____ | Year(s) _____ |
| 3. Experience in youth soccer | Position _____ | Year(s) _____ |
| 4. Previous residence(s) (for last 5 years) | City _____ | State _____ |
| 5. Have you ever been convicted of a crime or disorderly person offense? If yes, please explain (Use back of form if necessary) | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 6. Have you ever been convicted of a crime against a person? If yes please explain (Use back of form if necessary) | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

I understand that:

- a. It is the intent of New Jersey Youth Soccer to deny certification to any person who has been convicted of a crime of violence or a crime against a person.
- b. This disclosure statement must be updated at least every year.

Signature	Printed Name	Date
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THIS FORM IS TO BE HANDED IN TO YOUR CLUB'S KIDSAFE COORDINATOR