**InTown Soccer**

**Coach Information Package**



|  |  |
| --- | --- |
| CCYS In-Town Director:  Email:  Phone: | Andrew Keene  [akeene4542000@gmail.com](mailto:akeene4542000@gmail.com)  (781) 430-9845 |
| CCYS Director of Coaching:  Email:  Phone: | Mark Thomas  [ccysmark@yahoo.com](mailto:ccysmark@yahoo.com)  (978) 831-4174 |
| CCYS Registrar:  Email:  Phone: | Heidi Kidder  [hkidder@comcast.net](mailto:hkidder@comcast.net)  (617) 413-1864 |
| CCYS Eqmt. & Field Manager:  Email:  Phone: | Robin Garrison  [robinccysoccer@gmail.com](mailto:robinccysoccer@gmail.com)  (978) 369-1251 |

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Rule #1

If you have questions about anything, please check the [CCYS website](http://www.ccysoccer.org/) first. There is a Coach section which provides a wealth of information from [how to start coaching](https://ccysoccer.org/node/77) with CCYS to a [Resources](https://ccysoccer.org/node/88) section which outlines skills and games for development of practices. Also, to assist you, there is a great [Coaches](http://www.mayouthsoccer.org/coaches/coach_education/) section on the Mass Youth Soccer (MYSA) website. MYSA is our parent organization and supports us in many ways including providing coach licensing, game plans, player activities and much more.

**Our stated mission is to:**

***Have fun playing soccer***

***Help individual players improve their soccer skills***

***Teach a set of values***

***Foster a sense of community***

By bringing Concord and Carlisle families together, we create a common community in which we can make friends, develop a sense of team cooperation, and establish a proper view of sportsmanship. We enjoy playing soccer, enjoy learning how to improve, and look forward to coming back next season. Of course, we also learn soccer skills.

What We Are Working Towards (one grade at a time)

**Teamwork**

Develop a discreet awareness of the meaning of a team; functioning as a unit; working together to a common goal; getting to rely on each other’s strengths

**Communication**

Develop a high level of verbal connection between players on the field that builds on the notion of the team functioning as a unit, seeing an opportunity and taking advantage of it together.

**Technical proficiency**

To seamlessly be able to perform a legal throw-in, corner kick, penalty kick, etc.

Emphasize a passing game that, again, in turn, connects to the ability of the team to communicate; to see opportunity and to take advantage of it.

Develop skill levels to be in control of the ball and help the player make and complete choices

**Strategy**

Understand the rudiments of zone play, the roles of positions and the value of passing game.

**Fitness/focus/self-esteem/fun**

Encourage a concentrated effort in being fit; on a focused group behavior that helps kids develop a sense of pride for their bodies, their minds, their sense of belonging to something bigger than themselves and having fun doing it.

## Club Organization

**Administration**

|  |  |
| --- | --- |
| **President:** | Lauree Cameron Eckler [lacameroneckler@comcast.net](mailto:lacameroneckler@comcast.net)  **Cell:** (617) 645-5210 |
| **InTown Director:** | Andrew Keene [akeene4542000@gmail.com](mailto:akeene4542000@gmail.com)  (781) 430-9845 |
| **Director of Player Development:** | Jon Grayzel  [jongrayzel@gmail.com](mailto:jongrayzel@gmail.com)  (508) 280-9997 |
| **Director of Coaching:** | Mark Thomas  [ccysmark@yahoo.com](mailto:ccysmark@yahoo.com)  **(**978) 831-8174 |
| **Registrar:** | Heidi Kidder  [hkidder@comcast.net](mailto:hkidder@comcast.net)  (978) 371-5522 |
| **Referee Coordinator:** | Steve Robinson  [ccysreferee@yahoo.com](mailto:ccysreferee@yahoo.com)  (978) 287-4666 |
| **Eqmt. & Field Manager:** | Robin Garrison [robinccysoccer@gmail.com](mailto:robinccysoccer@gmail.com)  (978) 369-1251 |

#### Age Directors

Age Directors (by school or gender) assist with:

Answering questions from coaches before and during the season

Team formation

Coach recruiting

Problem-solving in the age group

Please contact them first with questions or concerns. This table below is also posted to the CCYS web site.

In Town Age Directors – Spring 2019

|  |  |  |
| --- | --- | --- |
| **Division/School** | **Contact/Email** | **Phone Number** |
| **Pre-K (U5 4-5 years)** | **Age Director** | **Phone** |
| Alcott/Nashoba Brooks | [Andrew Keene](mailto:akeene4542000@gmail.com) | (781) 430-9845 |
| Carlisle | [Andrew Keene](mailto:akeene4542000@gmail.com) | (781) 430-9845 |
| Thoreau | [Andrew Keene](mailto:akeene4542000@gmail.com) | (781) 430-9845 |
| Willard | [Andrew Keene](mailto:akeene4542000@gmail.com) | (781) 430-9845 |
| **Kindergarten (U6)** |  |  |
| Alcott/Nashoba Brooks | [Seth Van Der Swaagh](mailto:vander74@gmail.com) | (716) 864-1411 |
| Carlisle | [Andrew Keene](mailto:akeene4542000@gmail.com) | (617) 417-0108 |
| Thoreau | [Peter Steffens](mailto:psteffens11@comcast.net) | (617) 645-0331 |
| Willard | [Keith Moritz](mailto:keithgm@aol.com) | (781) 962-0283 |
| **Grade 1 Boys** |  |  |
| Alcott/Nashoba Brooks | [Mike Harney](mailto:michaelharney@mac.com) | (617) 797-8595 |
| Carlisle | [Andrew Keene](mailto:akeene4542000@gmail.com) | (415) 606-4259 |
| Thoreau | [Jon Stephenson](mailto:stephensonj93@gmail.com) | (781) 430-9845 |
| Willard | [Katie Small](mailto:kksmall15@gmail.com) | (617) 872-0511 |
| **Grade 1 Girls** |  |  |
| Alcott/Nashoba Brooks | [Chandler Tyson](mailto:cctyson@gmail.com) |  |
| Carlisle | [Andrew Keene](mailto:akeene4542000@gmail.com) |  |
| Thoreau | [Loren Winters](mailto:lorowin@gmail.com) |  |
| Willard | [Tom Heys](mailto:tbheys@gmail.com) |  |
| **Grade 2 Boys** | [Pete Baty](mailto:peterbaty@yahoo.com) | (781) 962-0283 |
| **Grade 2 Girls** | [Ken Fischl](mailto:ken.fischl@yahoo.com) | (339) 203-1243 |
| **Grade 3-4 Boys** | [Andrew Keene](mailto:akeene4542000@gmail.com) | (781) 430-9845 |
| **Grade 3-4 Girls** | [Todd Kokoszka](mailto:todd.kokoszka@gmail.com) | (781) 430-9845 |
| **Grade 5-6 Boys** | [Andrew Keene](http://akeene4542000@gmail.com) | (781) 430-9845 |
| **Grade 5-6 Girls** | [Andrew Keene](http://akeene4542000@gmail.com) | (781) 430-9845 |
|  | | |

## 

## Meetings

CCYS monthly meetings are usually held on the third Monday of the month at 7:30 pm at the Hunt Recreation Center in Concord. All members are welcome to attend. The monthly meetings are posted to the [CCYS Calendar](https://ccysoccer.org/node/3727)

# Coach Guidelines

Philosophy

To let the kids play without a lot of coaching during games. To smile a lot. To encourage a lot. To let the ball be the teacher. The kids like to keep track of the score. The adults should focus on managing activities and helping the players learn soccer, social skills, and team skills. Be the coach that develops the player both on and off the field.

Jobs of a Parent

* Bring your child to the event
* Take a turn bringing water, fruit and ice for the team during the season
* Talk to your friends
* Drink coffee. Smile
* Cheer randomly. Cheer for both teams equally. Smile
* Take your child home. Smile

Jobs of a Coach or Assistant Coach

* Learn and apply activities to help kids learn ball skills and have fun
* Advise the parents on how to do “Jobs of a Parent”
* Schedule and run practice / play sessions (Grades K and up, one per week) in which you apply the learning activities effectively
* Encourage Grades 2 and up players to attend Monday/Tuesday clinics – players that attend clinics typically show the most improvement over the course of the season
* Attend Monday/Tuesday clinic with your team …there is a lot to be learned from our professional coaches
* Manage teams through games (warm up, line up, substitutions, encouragement).
* Cheer for the kids

Jobs of a Team Manager (optional position depends on coaches)

* Update (from club provided Excel spreadsheet download) parent phone numbers (daytime, evening), email addresses, physician names and phone numbers
* Assign families to bring water, fruit, ice and popsicles (for after games)
* Assist coaches and assistant coaches with scheduling, communication, and feedback

## Practices

Practices are scheduled at the coach's discretion after discussion with the parents and children on their teams, usually on weekday evenings or Sundays.

Guidelines for good practices:

* PLAN THE PRACTICE IN ADVANCE. WRITE PLAN ON A CARD. CARRY THE CARD.
* Coach smiles frequently and encourages with positive comments, catching players doing things right.
* Every player has a ball at his or her feet.
* **No players stand in line, ever**. They're always doing something with the ball or moving to a ball.
* The kids are having fun. The coach has organized games that teach skills. There are no "rote" drills.
* The practice includes a "live-game" scrimmage for at least 15 minutes (30 minutes for older kids).
* The kids go home tired.

Skills:

See the [Coach section](https://ccysoccer.org/node/77)  of the CCYS website for detailed descriptions of skills we would like the players to learn and activities that will help them learn while having a blast.

## Expectations for Games

Soccer is *supposed* to be a game in which the coach is quiet during the game. At all age groups, we endorse coaches calling directions to players occasionally. We do not endorse constant directing or haranguing of players on the field. Players need to learn to make their own decisions on the field. If a coach needs to correct a mistake, we expect the coach to take the player out of the game and speak to the player about the issue.

*Note: Fall Kindergarten (typically the first season) is the only important exception to this. Until the children understand the basic idea of the game, coach participation and encouragement on the field can accelerate their learning…. Think of it like playing in the back yard.*

## Balanced Teams and lopsided scores

We do our best to make balanced teams. Sometimes we get different results. We ask coaches to make adjustments during games to ensure that the final score is no more than a five-goal differential. Sometimes, that result is not achieved. If you have concerns about coach decisions, please email in confidence to Mark Thomas, Director of Coaching at [ccysmark@yahoo.com](mailto:ccysmark@yahoo.com) with specifics.

## Referees

Referees are our children, too. They are learning. They need encouragement and support. Please give it to them in the same way you would encourage your own team members and children. If you experience challenges with a referee, please CCYS Referee Coordinator, Steve Robinson at [ccysreferee@yahoo.com](mailto:ccysreferee@yahoo.com)

## Uniforms

The basic soccer kit for In-Town Soccer consists of:

* 2 jerseys (one maroon and one white) ordered online from[CCYS-Challenger Team Store](http://bit.ly/CCYSUniforms)
* soccer socks (black is preferred, other colors are OK)
* soccer shorts (black is preferred, other colors are OK)
* shin guards (appropriate for weight and size of child), mandatory
* rubber soccer cleats

If there are issues with shirts please contact **Robin Garrison** at[**robinccysoccer@gmail.com**](mailto:robinccysoccer@gmail.com)

Socks, shorts, shin guards and cleats can be purchased locally at Brines in Concord, Soccer Stuff in Acton or the Outdoor Store in Maynard.

**For all soccer events** (practices and games) players must wear shin guards which are worn next to the skin with socks over them. No jewelry should be worn for safety reason, not even earrings with tape over them. Long hair should be pulled back and out of the face.

## Rosters & Schedules

Rosters are emailed directly to each coach, assistant coach and manager along with medical information and parent contact data. They are typically released about two to three to weeks prior to the season opening or just before the coach meeting. Coaches should contact their team ***as soon as they receive the roster*** to introduce themselves and set up a practice time (Kindergarten through Grade 6). It is helpful to ask parents if there are any other additional medical concerns that were not mentioned as part of registration (and therefore not included on the medical information sheet) that would be important for the coaches to know. It is also important to ask if there is anyone else they would like to be added to the distribution list (the parent/guardian that registered a child for soccer is the only one that shows up on the contact list that is shared with coaches – and it is helpful to have both parents listed).

After rosters are released they can be found on your Team Page as logging into our website using your AdminSports ID and password. A master schedule (when ready) is found on [Schedules; In Town; K, 1, 2, 3 - 4](https://ccysoccer.org/intownschedules) section of our website.

**Schedules**

#### Season – Fall 2019

Pre-K to Grade 4 - Season starts on September 21 and ends on November 9

Grades 5 to 6 – Season starts on September 7 and ends on November 9.

Team schedules are produced and released to coaches just before the season opens. The In-Town program produces game schedules for the K - Gr. 4 divisions. When the draft schedules are generated we review them and take into account the home team’s desired field. We also take into account specific field needs due to limits placed on volunteers who are coaching more than one team. For Pre-K, K and Grade 1, play is on fields closest to their school. For the Grade 2 divisions, games are played on fields in both Concord and Carlisle. For grades 5-6 boys teams we have formed a mini-league with Acton-Boxborough Youth Soccer (ABYS) and games will be held both on Concord-Carlisle and Acton-Boxborough fields. This fall the schedule for 5-6 boys team was designed and updated by ABYS and when ready are posted to the [Schedules; InTown](https://ccysoccer.org/intownschedules) page of our website. Pre-K is located under [Schedules; InTown](https://ccysoccer.org/node/106), PreK as well.

Until the field schedule is available, the table below lists the Playtime Schedule for the season. It is the guideline used to produce the actual field schedule. This table can also be accessed on the CCYS website at [Schedules/In-Town](https://ccysoccer.org/playtimeschedule)

|  |  |
| --- | --- |
| **CCYS In Town Playtime Schedule\* (Updated 9-12-19) \*This schedule may be updated at any time without notice** | |
| **Division/School** | **Time/Field** |
| **Pre-K** | **9:00 am** |
| Alcott & Nashoba Brooks | Emerson |
| Carlisle | Emerson |
| Thoreau | Emerson |
| Willard | Emerson |
| **Kindergarten** | **10:30 am** |
| Alcott & Nashoba Brooks | Ripley |
| Carlisle | Spalding |
| Thoreau | Cousins |
| Willard | Willard |
| **Grade 1** | **12:00 pm** |
| Alcott & Nashoba Brooks | Emerson |
| Carlisle | Emerson |
| Willard | Emerson |
| Thoreau | Emerson |
| **Gr. 2 Boys** | **9:00 am (Ripley, Sanborn, Banta Davis)** |
| **Gr. 2 Girls** | **12:00 pm (Ripley, Sanborn, Banta Davis)** |
| **Gr. 3-4 Boys** | **10:30 am (Sanborn, Ripley, Rideout, Banta Davis)** |
| **Gr. 3-4 Girls** | **9:00 am (Sanborn, Ripley, Rideout, Banta Davis)** |
| **Gr. 5-6 Boys** | **1:00 pm (Cushing Field Home Games)** |
| **Gr. 5-6 Girls** | **N/A** |

## Changing the Schedule (if absolutely necessary)

Two coaches can agree to change the time and day of a game due to weather challenges or schedule challenges. It must be a mutually amicable decision. **For the Gr. 2-6 divisions schedule changes, please notify CCY Field Manager, Robin Garrison at** [robinccysoccer@gmail.com](mailto:robinccysoccer@gmail.com) **and CCYS Referee Coordinator – Steve Robinson at** [ccysreferee@yahoo.com](mailto:ccysreferee@yahoo.com)

An Age Group Director may change the time for all games with (we would hope) the advice and consent of the coaches for their age group and the approval (in advance) of the In-Town Director and/or Registrar.

# Fields

**PLEASE ADD THE BELOW NUMBERS TO YOUR CELL PHONE**

**Emergency Dispatch for Concord: (978) 318-3400**

***Please note that if there is a medical emergency AT A CONCORD FIELD, a 911 call from a cell phone goes to the state police, not the local Concord dispatcher,*** *so they may not know where your field is.* The street addresses for fields are listed below.

**Emergency Dispatch for Carlisle: (978) 369-1155 or 911**

***Please note that if there is a medical emergency AT A CARLISLE FIELD, a 911 call from a cell will go directly to the local Carlisle dispatcher.*** The street addresses for fields are listed below.

**Addresses for CCYS fields:**

**In Concord:**

**CCHS Upper Turf Fields behind Concord Carlisle High School** at 500 Walden Street in Concord

**Memorial Stadium Turf Field below Concord Carlisle High School** at 500 Walden Street in Concord

**Cousins Field** at the corner of Brown St. & Prairie St. in Concord (across from 146 Prairie St.)

**Cushing Field** behind the Peabody Middle School at 1231 Old Marlborough Road in Concord

(also accessible from Old Pickard Road across from 93 Old Pickard Road)

**Emerson Fields** behind the Hunt Recreation Center at 90 Stowe Street in Concord

**Rideout Field** at the corner of Lawsbrook Rd. & Conant St. in Concord (by 97 Lawsbrook Rd.)

**Ripley School Fields** at 120 Meriam Road in Concord

**Sanborn School Fields** at 835 Old Marlborough Road in Concord

**Willard School Fields** at 185 Powdermill Road in Concord

**In Carlisle**

**Spalding Fields** at 120 Church Street in Carlisle

**Banta Davis Fields** at 304 Bedford Road-Route 225 in Carlisle

**Acton & Boxborough Fields**

**AB Regional High School Lower Turf Fields** at 66 Hayward Rd in Acton

**Great Hill Fields** at 54 School Street in Acton (behind the South Acton Fire station)

**Flerra Field** at 400 Stow Rd. in Boxborough

**Liberty Field** at 1100 Liberty Square Rd. in Boxborough

***Practice field notes:***

*Practice fields:*

Field info: <https://ccysoccer.org/Practice%20Fields>

*Pre-season: Please practice on grass fields.*

7v7 Fields: Banta Davis, Ripley, Willard, Sanborn

9v9 Fields: Cushing, Ripley, Willard

Please refer to Robin Garrison [robinccysoccer@gmail.com](mailto:robinccysoccer@gmail.com) for any field questions; please be good citizens and share the fields with other CCYS teams.

**Field Conditions**

What to do if it rains at game time or the night before a game:

* For field closures, check our website at [www.ccysoccer.org](http://www.ccysoccer.org) We try to update field conditions by 7:30 am on Saturday mornings.
* Recommend getting all your parents signed on one of the new Apps that helps with team communication – we don’t recommend a specific one but will note that some teams are using TeamSnap, Remind and TeamApp
* Call the other coach. Decide together whether to play or not play.
* If the fields are muddy or very slippery, don't play.
* If there is driving rain, don't play
* If there is any threat of thunder, don't play
* If there is thunder during a practice or game, you and your players must immediately clear the field and seek shelter inside a car or building. You must wait 30 minutes from the last sound of thunder to being practicing or playing again.
* You can reschedule the game if you and the other coach can agree on a time.   
  You don't HAVE to reschedule.
* If you cancel a grade 2 – 6 grade game in Concord or Carlisle, please contact Steve Robinson, CCYS Referee Coordinator at [ccysreferee@yahoo.com](mailto:ccysreferee@yahoo.com) ASAP to cancel the referee and Robin Garrison, CCYS Field Manager at [robinccysoccer@gmail.com](mailto:robinccysoccer@gmail.com) to reschedule the game.

**Practice Space and Times**

**Important Concept:** Please share field space. You can run an excellent practice in a half-field or less space. There are many activities involving space and pressure that can be run in less. Ask for ideas if you need them.

**No sign up needed –**Find a practice space in the table below**.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Game Practice Space – Fall 2019 In Town** | | | | |
| **Division** | **School** | **Goals Needed** | **Fields** | **Times** | |
| **Pre-K** |  |  |  |  | |
| Kindergarten to Grade 1 | Alcott/Nashoba Brooks | Pugg Goals (provided by the club), grab “green space” | Ripley | 4:00pm to dusk | |
| Carlisle | Pugg Goals (provided by the club), grab “green space” | Banta Davis | M-F 5:00pm (or after school teams are finished) to dusk | |
| Thoreau | Pugg Goals (provided by the club), grab “green space” | Cousins | Daily | |
|
| Willard | Pugg Goals (provided by the club), grab “green space” | Willard School Field | 4:30pm to dusk | |
| Grade 2 |  | 5x5 Fold-A-Goals | Banta Davis, Sanborn, Ripley | See times above | |
| Gr. 3-4 |  | 7 v 7 - Kwik Goals | Banta Davis, Ripley, Sanborn, Willard | See times above | |
| Gr. 5-6 |  | 9 v 9 - Kwik Goals | Cushing, Ripley, Willard | -Cushing - 5 pm to dusk or after school teams are finished.  -Ripley (See times above) | |

Field Directions and Layouts

Check the [Fields](https://ccysoccer.org/node/113) section of our website for directions to fields and maps of field layouts.

We have put together a summary table showing the age groups and their game characteristics. It can be useful particularly in the fall in moving up a division. This document can also be found on the [*Game Characteristics*](https://www.bays.org/content/gamerule-summary-coaches-referees-and-parents)  pages of the BAYS website.

**Game Characteristics by Division**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Division | Size | Length | Size | Type | Size | Keeper | Ref | Ins | Headers |
|  |  |  |  |  |  |  |  |  |  |
| Pre-K | 3 v 3 | 10 min | 12 x 15 yds | Pugg | 3 | No | No | No | No |
| Kinderg. | 3 v 3 | 12 - 15 minute halves, 5 - 8 minute intermission | 14 x 20 yds | Pugg | 3 | No | No | No | No |
| 1 | 4 v 4 | 12 - 15 minute halves, 5 - 8 minute intermission | 20 x 30 yds | Pugg | 3 | No | No | No | No |
| 2 | 5 v 5 | 20 minute halves, 5 - 8 minute intermission | Lined fields (approx 25x30 yards) | Fold-A-Goal | 3 | No | Yes | Yes | No |
| 3 & 4 | 7 v 7 | 30 minute halves, 5 - 8 minute intermission | Lined field (approx 40x55 yards) | Kwik Goal Roughly 6.5 ft x 12 ft | 4 | Yes | Yes | Yes | No |
| 5 & 6 | 9 v 9 | 30 minute halves, 5 - 8 minute intermission | Lined field (approx 50x70) | Kwik Goal Roughly 6.5 ft x 12 ft | 4 | Yes | Yes | Yes | No |

# Rules Highlights

|  |  |
| --- | --- |
| Kindergarten  *The idea is: Keep the action moving quickly.* | Off-side rule not used.  Do not "park" offensive players in front of opponent goal.  Do not "park" "goal keepers" in front of your own goal. Everybody plays up.  Start from kickoff at mid-field at beginning of half and after goals scored.  Restart from ball out of touch anywhere on field – pass in from sideline  No corner kicks |
| Grade 1  *The idea is: Keep the action moving quickly.* | Off-side rule not used.  Do not "park" offensive players in front of opponent goal.  Do not "park" a "goal keeper" in front of your own goal. Everybody plays up.  Start from kickoff at mid-field at beginning of half and after goals scored.  Restart from ball out of touch anywhere on field – pass in from sideline  No corner kicks |
| Grade 2  *The idea is: Keep the action moving quickly.* | Off-side rule not used.  Do not "park" offensive players in front of opponent goal.  Do not "park" a "goal keeper" in front of your own goal. Everybody plays up.  Start from kickoff at mid-field at beginning of half and after goals scored.  Restart after ball crosses touch line – pass in from touch line. *No throw ins.*  Restart after ball crosses end line  Offense retains possession – corner kick  Defense takes possession – goal kick (in front of goal) |
| Grades 3 – 4 | FIFA rules except  Off side rule not observed   1. Keeper punt or goal kick must first bounce on keeper's side of midline. |
| Grades 5 – 6 | Standard FIFA rules |

# Equipment

## Pickup

Equipment pickup takes at Ripley Field Equipment Shed on April 20,21 & 24. Please make an appointment and tell us your needs by going to this [website](http://bit.ly/InTownEquipS19). If you are unable to pick-up your equipment, send someone in your place or contact our Equipment and Field Manager [Robin Garrison](mailto:robinccysoccer@gmail.com)

#### Fall

Coaches should pick up enough of the following items for their team during the pre-season pick up times (above):

* Balls, goals, cones, disks, etc.
* Pugg goals (Pre-K to Grade 1)

#### Spring

##### We replenish what you already have. Pick up *only* the balls, cones, discs and Pugg goals needed to fill out supplies for your team.

## Return

* Second Saturday in June – at entrance to your playing field\*
* Balls – Distribute to your players.
* Pugg goals, discs and cones – leave at field
* Gr. 5-6 divisions drop off to Robin Garrison at 53 Middle Street in Concord after your season concludes. Please mark equipment with team and coach name.

Other Guidelines

Adding Children to Teams after Rosters are released to coaches

Refer the families to the appropriate Age Director located under [**Contacts**](https://ccysoccer.org/node/3726) on our website). In general (like 99.99% of the time) we’ll add kids only if their families are new to town OR your team is significantly short players with coach approval and age group director approval. In other words, go through the age group director for any changes or additions to your roster. It is extremely important that all players be listed on a roster. Every player who is registered is affiliated with our club and is covered by insurance issued through Mass Youth Soccer (MYSA). If they are not registered and playing and something happens, all of us are liable. Thanks for your cooperation on this.

**End of Season Trinkets**

Philosophy about trophies and medals: **PLEASE DO NOT buy, encourage or distribute.**

Medical Conditions

Rosters distributed this spring include medical information. However, please update that information by asking parents on your team to tell you about any updates to medical conditions their children may have since registering to include such things as asthma, allergies to bites or stings, diabetes, etc. that could cause an emergency situation. We recommend you insist that a parent, guardian, or authorize care provider of a child having such conditions be present for each practice or game.

**First Aid Kits** are distributed to every team at equipment pick up.

Checklists

Coach/Assistant Coach Season Kick-off Check List

Conference with coaches, assistants, and managers on your team to choose roles.

Manager typically responsible for communicating with families about practices etc.

1. Assistants and coaches responsible for designing and running practices/play sessions and supervising games

Decide when your first team meeting/practice will be.

Decide what times during the week will work for the coaches for a team practice.

Decide whether you will have a “first meeting” before the first game.

Establish communication protocols to communicate to your team’s families

When you’ll communicate about practices, cancelled games, etc.

Who they call with questions

1. How to reach you and get a response in a reasonable time period

Write a letter/email to the families (see example in this packet) to:

1. Let them know what team they’re on,
2. Give them the coach’s name and phone number,
3. Announce the team first meeting/shirt distribution,
4. Announce game times and places,
5. Ask them whether they have any questions,
6. Ask them which of the practice times would work for them,
7. Confirm their e-mail addresses and telephone numbers,
8. Ask whether their children have any medical or other conditions that might affect soccer time
9. Suggest that they check the CCYS website for information about rules, schedules, etc.

Go to CCYS website ([Guidelines and Policies](https://ccysoccer.org/node/85)) to download and read thoroughly the information for your grade. Game rules. Learning objectives. Practice activities.

Educate yourself about soccer for children

*Catch Them Being Good* by Tony DiCicco is good (it’s about creating team connections more than soccer).

*Just Let the Kids Play* by Bob Bigelow. Agree with his point of view. Become an advocate for his point of view. It is also this Club’s point of view.

Positive Coaching Alliance (PCA) <http://www.positivecoach.org>

Go to Concord library or other libraries for additional books/information.

Conduct a “team meeting” with parents to review essential rules of parenting

Make sure your child has a water bottle for game.

Bring child to game or practices on time and pick them up on time.

Talk to other parents on sidelines during the game. **No coaching** from the sidelines.

Zero tolerance – no questioning or criticism of referee calls.

If there’s an injury, the parent is responsible for managing care delivery, not the coach.

Bring oranges/water/ice on days requested.

In-Town Season Start Check List

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| --- | --- |
|  | Team roster, schedule, special medical information |
|  | Make copies (if needed) for parents of rosters, team list. |
|  | Water, juice, snacks: ask team manager (or another parent) to prepare schedule of which families will bring water, juice, and snacks (orange sections, Popsicles, etc.) to games and practices. |
|  | Pick-up equipment: balls (1 for each child), cones (8), disks (8), whistle (if needed), Pugg Goals (for K and Grade 1) |
|  | Call/Email all players/parents to introduce yourself and tell them about game and practice schedules. |
|  | Reach to your fellow co-coaches. |
|  | Schedule and complete the “Season opener” conversation with parents in which you lay out your expectations and goals for the team and for them, as parents. (See notes on this.) |
|  | Attend the initial coach meeting or other coach meetings to develop ideas for practices and game management. |
|  | Please review [Guidelines & Policies](https://ccysoccer.org/node/85) for your age group. THIS IS IMPORTANT! |
|  | Schedule yourself for some [Coach Education](http://www.mayouthsoccer.org/coaches/coach_education/) CCYS will reimburse upon presentation of a course completion certificate. |
|  | Meet with your co-coaches (just the coaches) to talk about the season, your roles, and your experiences in coaching children in this age group, planning practices, running games. This is about a 1-hour discussion. |
|  | Sign up for a Positive Coaching Alliance (PCA) workshop sponsored and scheduled seasonally by CCYS. We are hoping to schedule the next workshop in early December. |
|  | If you need or want a coach mentor, e-mail [lacameroneckler@comcast.net](mailto:lacameroneckler@comcast.net) |
|  | Write a letter and mail to all players (not their parents) welcoming them to the team, telling them that they’re going to have fun, and that you’re looking forward to being their coach. (See example.) |

Pre-Season Meeting with Parent/guardians

Ideally, this is done before the season, not at a practice, so you can take 30 minutes to talk to people and have them talk to each other. If you can’t arrange this, have this conversation before a practice. Find someone to watch the kids (give them soccer balls, engage them in a couple of learning games) while you talk to the parents/guardians.

|  |  |
| --- | --- |
|  | Say your name clearly. Give your address, phone number, cell phone number, and e-mail address on a card or sheet of paper. (You’d be surprised at how often we forget to do this!) |
|  | Thank the parent/guardians for enrolling their children in the program.  Share the CCYS Club Mission: “Have fun playing soccer with friends." |
|  | Tell parent/guardians three or four sentences about your background in coaching and soccer. If you have no previous experience, tell them that, and tell them that (I hope you’ve done this) you’ll be taking a coaching course this spring. |
|  | Ask your co-coaches to introduce themselves. |
|  | Tell parent/guardians: If any of you have soccer experience and want to assist or participate in practices, please talk to me. We’d love to have you involved and to hear your ideas – although they will need to first be CORI’d with Heidi Kidder. |
|  | Tell parent/guardians: I also want to hear your feedback about how the season is going. If you don’t feel comfortable talking to me, e-mail In-Town Director, Andrew Keene at Andrew Keene at [akeene4542000@gmail.com](mailto:akeene4542000@gmail.com) |
|  | Tell parent/guardians about the CCYS’s learning philosophy  The skills and objectives for learning soccer are at [Players Skill Guide](https://ccysoccer.org/node/3741). Please check it out.  We operate on two philosophies  The game is the best teacher. The more times kids touch the ball, the more they learn. We want to have them touching the ball several hundred times during practices.  Role of parent: Drink coffee. Talk to your friends. Smile. Cheer randomly.  In a good practice, each kid has a ball, they don’t stand in lines for more than a few seconds, and they learn by playing games, like PacMan or Sharks and Minnows that are fun and through which they learn ball control and team work.  Until the age of 10 or 12, we don’t worry much about positional soccer. I will give some instructions about field position, but I’m not going to emphasize it a lot.  Our objective is to play games in which the final score is a difference of 3 goals or less. We do that by adjusting rules and playing conditions. The reason is: We want kids to be challenged and to have fun.  We give equal playing time during games, whether or not kids come to practice. |
|  | Introduce the Team Manager – if there is one (this position is by coach preference – some coaches don not use Team Managers). Ask Team Manager to outline the role and talk about assignments for snacks, etc. |
|  | Talk about practice schedules. We encourage one “practice” per week. Work with the parent/guardians to find a time that is convenient for you. (Remember, we don’t schedule fields, so you may need to adjust once you see what other teams are doing.) |
|  | Talk about game schedules. Hand out the rosters and schedules to parent/guardians. |
|  | Parent/guardian e-mail addresses and phone numbers (make sure you have them all). |
|  | Review expectations of parents (see note). |
|  | Explain Zero Tolerance to parents and let them know that you as a coach can get carded and thrown out of a game if they are carded for yelling at, openly questioning a call or criticizing a referee. |
|  | Ask parents/guardians to tell you about their children’s medical situations (e.g. allergies, diabetes) that could result in an emergency situation. Tell parents that parents/guardians of children with such conditions must be present for all practices and games. |

Agenda for Pre-Season Meeting with Parent/guardians

Please do more of this…

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| --- | --- |
|  | Smile. The best things you can do for your children are smile and cheer their efforts. At any age. |
|  | Cheer for players on both teams. Reinforce good play and good sportsmanship. This is especially true when players work well together (talking to each other, passing, using their skills well). |
|  | If you have time, play with your child for 10 – 15 minutes at home two or three times a week. Pass the ball, play tag with the ball, mimic our practice activities so they develop their ball touch quickly. Go to the website ([www.ccysoccer.org](http://www.ccysoccer.org)) for specific games and activities you can try. |
|  | While games and practices are going, watch the game and talk to the other parents. If you’re not able to have some social conversation along the sidelines, you’re paying too much attention to the game. |
|  | Read the book, “Just Let the Kids Play,” by Bob Bigelow. |
|  | Become familiar with “guidelines for a good practice” from the [www.ccysoccer.org](http://www.ccysoccer.org) web site. |

Please do less of this….

|  |  |
| --- | --- |
|  | No “coaching from the sidelines.” Coaching means “telling what or when to do something.” It confuses the kids. It annoys the kids. It embarrasses the kids. “Nice shot” is not coaching. “Pass to Eddy” is coaching. |
|  | Curb your personal competitive juices. Forget about instilling a “will to win,” particularly for children aged 6 to 10. Focus on their learning and whether they’re having a good time. If they’re having a good time, they’ll want to come back. If they keep coming back, they’ll develop a will to win. Tell them what you see them doing better each week. Cheer when they do something new. |
|  | Don’t “debrief” the game with your children after the game. Ask them, “Did you have a good time?” and “What did you enjoy most about the game?” If you want to help them learn a new skill, focus on that when you play with them during the week or talk to the coach about it. You’re not the coach (unless you’re the coach, in which case, the same guideline applies.) |

If there are problems…

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| --- | --- |
|  | If you hear coaches or other parents “misbehaving,” or being too vocal, you can (1) contact your Age Group Director or In-Town Director (2) speak to the parent, saying “please, no coaching from the sidelines.” All notes will be treated discretely. If possible, provide the parent’s or coach’s name in your message. |
|  | Do not, under any circumstances, question or criticize a referee’s call at a game. If there is an issue with a referee please reach out to Referee Coordinator, Steve Robinson |
|  | If you have a problem with a coach, what happened in a game, etc. contact your Age Group Director or the In-Town Director. Don’t complain to yourself. Don’t whisper to your friends. Please tell someone who can do something about it. |
|  | If there are disruptive children on the team (particularly if your child is the disruptive one), remember that the coach is not a babysitter, a social worker, or a psychologist. If your child is a problem, you’re responsible. Particularly at young ages, “challenging” kids may need more support, focus, and activity to keep them going. Offer to help the coach with that child or children. If you need more help, contact your Age Group Director or the In-Town Director. |

Team Manager Checklist

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| --- | --- |
|  | Parent phone numbers (daytime, evening, pager), email addresses, physician names and phone numbers |
|  | Assign families to bring water, cups, and cut fruit (orange sections best) or Popsicles (for after games). |
|  | Give your phone number and e-mail address. |
|  | Tell parents your roles  Communicate and confirm practice times and places  Communication with the coach (unless it’s confidential)  Communicate weather delays or cancellations  Take care of equipment issues (shirts, etc.)  Organize end of season party (if you want to do one) |

**Pre-Season Letter to Families:**

Dear \_\_\_\_\_\_\_\_:

Welcome to the [Leopards]! We are looking forward to being your coaches. We’re going to have a great season together.

If you ordered new shirts, I have them for you and will give them to you at our first practice/game. Make sure you have shin guards, soccer socks (they go over the shin guards), and shorts (black or dark blue would be great or you can wear any color you like). Also, you’ll need a water bottle with your name on it; you should bring the water bottle to every game and practice. I have a ball for you to use during practices.

Our first practice will be \_\_\_\_\_\_\_\_\_. We’ll play our games Saturdays from (Date) to (Date).

See you soon.

Coach \_\_\_\_\_\_\_\_\_\_\_\_

# Club Policies

## Removal of a Player from a Team

Occasionally, players on a team may misbehave, disrupting team activities, engaging in unsportsmanlike behaviors, swearing or name-calling, or endangering themselves and other children. Our policy is to address such misbehaviors immediately using firm but pleasant tones of voice, following the steps outlined below.

Feedback:

When a misbehavior occurs, we expect the coach to explain his or her expectations and why those expectations are important, using a firm but pleasant voice. When misbehavior occurs, the coach is expected to:

1. Pull the player out from the group to speak to him or her one-on-one.

2. Position himself or herself at eye-level with the player and give feedback:

• Give his or her observation: "When you were on the sideline, I saw you do ...."

• Describe the impact of the behavior: "When you do that, it disrupts the team... and causes..."

• Set his or her expectation: “In the future, if you want to express ..., please use words like ....."

• Confirmation: "Will you please repeat for me: What have I asked you to do?"

• As appropriate, allow the player time to briefly express their opinions and feelings to you.

3. If the player is upset and not able to control himself or herself, we expect the coach to ask the player to sit apart from the group and allow him or her time to regain control of him/herself before returning to the group. Indicate that he or she may return when he or she can behave appropriately.

4. When appropriate, invite the player to rejoin the group.

5. If appropriate, ask the misbehaving player to apologize to other players who were affected by the misbehavior.

Warnings:

If a player repeats a misbehavior, if the coach considers the misbehavior serious, and the feedback approach outlined above does not change the player's behavior after a reasonable number of attempts on the coach's part, the coach may issue a "Warning" to the player, indicating that, if he or she repeats the behavior again, the coach will suspend him or her from the team until he or she is able to correct the behavior problem. When the coach issues a Warning to a player, the coach will notify the player's parents at the end of the practice or game to explain the circumstances and the consequences of continued misbehavior (i.e. suspension). The coach(es) will also notify the Age Group Director and/or the In-Town Director of the Warning.

Suspension:

If the misbehavior occurs again, and the coach determines that suspension is the appropriate next step, the coach will tell the player and the parents at the end of the practice or game that the player is suspended for, at minimum, one week. The coach, Age Group Director and In-Town Director will work with the parents to outline mutually agreeable conditions under which the player may return to the team. Once a player has returned to the team, an additional misbehavior may, at the discretion of the Age Group Director, In-Town Director or CCYS President, result in suspension of the player from the team for the remainder of the season.

## Zero Tolerance Policy

CCYS does not tolerate any physical violence (hitting, punching, or other physical assaults on team mates, coaches, referees, or players from other teams) under any circumstances. If the violence occurs during a league game, BAYS rules shall apply. If the violence occurs during practice or other team activities, the coach should give feedback and issue a Warning at the same time, following the steps outlined above. A repeat of physical violence shall, at the discretion of the Age Group Director and/or In-Town Director with the assent of the CCYS President, result in suspension of the player from the team for the remainder of the season.

## Poor Player Behavior - Expectations for CCYS Coaches

Correcting Player Behavior

Coaches in our Club may not use language that demeans player skills or ability, swear, use accusatory language or tones of voice, or finger wave at players when they are correcting them (or at any other time). Our policy is that a coach will describe the mistake or foul to the player, explain why it's a mistake or foul, and offer a suggestion about what to do differently in the future. If players are temporarily not able to control themselves, our policy is that the player be placed in a brief time out to collect themselves, then be invited back into play. See the CCYS Guidelines and Policies/[Behavior Expectations](https://ccysoccer.org/node/61) for more details on this.

Game Conduct

We view games, like practices, as important learning opportunities. They are practices in which we keep scores. During games involving players aged 12 or younger, a limited amount of coaching from the sideline is appropriate to help players learn their roles and game strategy. As players reach the U-14 level or higher, we encourage coach restraint during games. Higher level soccer is played without coaching intervention from the sideline.

*Coach Language.* CCYS Coaches may not use language that demeans player or referee skills or ability, swear, use accusatory language or tones of voice, or finger wave at players, referees, or other coaches. CCYS coaches will, at all times, accept referee calls as final and not to be disputed during a game. If coaches have questions about referee calls during a game, they may ask questions for clarification. Coaches may file complaints with the CCYS In-Town Director after the games, if complaints are well founded. We are more interested in teaching self-control and respect for authority than we are interested in ensuring that every referee call is correct.

*Responsibility for Parent Language.* We expect parents to observe the same standards that we set for coaches. We expect coaches to communicate and interpret CCYS’s policies and expectations to players' parents at the beginning of the season and during the season, as appropriate. If a coach observes or hears parent behavior or language that is not consistent with our CCYS’s sportsmanship expectations, including offering coaching from the parent side of the field, we expect the coach to pro-actively communicate the CCYS's policies to the parents. If one or more parents persist in unsportsmanlike behavior, we expect coaches to communicate the specifics of their behavior to the CCYS In-Town Director who will make appropriate communication to the parents and players involved.

#### Touching Players

CCYS policy on this is that Coaches may not touch players of any age inappropriately, as this is defined by the laws or regulations of the Commonwealth of Massachusetts. We recommend that you limit touching of players who are not your own children to "high fives," handshakes, or back pats. If a player is injured, we expect you to take appropriate action to stop or reduce bleeding or bruising (as through the application of a cold pack). However, we recommend that you not remove any article of a player's clothing or touch the player underneath his or her clothing under ANY circumstances. Leave this to the player, his or her parents or guardians, or qualified, licensed medical professionals.