



Mission Statement

The Fairfield United Soccer Association looks to provide an opportunity for youth soccer players in our community to improve their skills, play competitive travel soccer and enjoy the game. We aim to facilitate player development and promote the values associated with youth sports including teamwork, sportsmanship, and local spirit.

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Coach and Manager Handbook

1.0 – About this Handbook

It is a great responsibility in being named a Parent Coach, Assistant or a Team Manager. By accepting one of these positions, you have agreed to dedicate your time and effort to positively enhancing the experience of each one of the participants that have been placed in your care. The following section has been created as a guide to help you in this endeavor.

2.0 – General Roles and Responsibilities of Parent Volunteers

Rules allow for 4 adults to be listed on the official roster, one of which will be the Technical Coach. While it is not required, it is suggested that each team have three parent volunteers – a Parent Coach, an Assistant Coach and a Team Manager – to assist with the duties and responsibilities associated with the management of a team. **No more than 2 parent volunteers are permitted on the sidelines for games.**

The Professional technical coach assigned to the team will be considered the Head Coach and is responsible for all decisions regarding player positions, game strategy and playing times in accordance with FUSA policies. All decisions made by the technical coach are considered final and all parent volunteers will be supportive of those decisions.

While other roles and responsibilities might be assigned to any one of the parent volunteers, the following are the suggested guidelines for these assignments:

- 2.1 The Head Parent Coach is in charge of selecting an Assistant Parent Coach (approved by coaching committee) as well as a Team Manger.
- 2.2 The Assistant Parent Coach will assume the responsibilities of the Head Parent Coach in their absence or by their request.
- 2.3 The Head Parent Coach is in charge of scheduling games or the Team Manager can be assigned to perform this duty. **For the CCSL club president is responsible for any game changes.**
- 2.4 The Head Parent Coach is in charge of communicating to the parents the schedule of practices and games as well as game results to the league, or can select the Team Manager to perform these duties.
- 2.5 The Head Parent Coach is in charge of paying for referees (when needed) and all tournaments, and submitting these expenses for reimbursement. This includes registering for the CT Cup or State Cup and getting reimbursed for those fees (U11 and up).
- 2.6 All Parent Coaches and Team Managers are to aid the technical coach in any way that is required.
- 2.7 The Head Parent Coach is in charge when the Technical Coach is not present. **Every effort will be made by Ole to make a substitute tech coach available.**

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- 2.8 At least one of the Parent Coaches or the Team Manager is required to be at games and practices. If they cannot make a game or practice they will make sure another team parent will be present. **The parent coach or team parent covering that day will be responsible to make sure each child is picked up from practice/games.**
- 2.9 The Parent Coaches are encouraged to work closely and have a continual dialogue with the tech coach pertaining to the players and the team during the course of a season.
- 2.10 The Parent Coaches will support the technical coach in the area of team discipline. (Attitude, behavior, etc.)
- 2.11 The Parent Coaches are also encouraged to provide communication and feedback to players and parents in accordance and approval of the tech coach.
- 2.12 The Parent Coaches or the Team Manager will make sure that ice and the medical kit is available for all practices and matches, and will assist players with minor first aid needs. The tech coach will also have ice packs available.
- 2.13 The Parent coaches and the Team Manager will follow all the team rules, just like a player is expected to follow them. **All parent volunteers must sign the “code of conduct” prior to the season. Tech coaches will sign the code of conduct as well.**
- 2.14 The Parent Coaches and the Team Manager are encouraged to get to know the administrative personnel that support the program (see Appendix A).
- 2.15 The Parent Coaches and the Team Managers will be the model for sportsmanship and fair play towards players, spectators, officials and opponents.
- 2.16 The Parent Coach should be responsible for monitoring practices and dealing with any issues of inclement weather. Please visit the Parks and Rec web page and click on the field closures link to determine field status.
- 2.17 The technical coach will be in charge of the line-ups and playing time, and ensure that the each player’s playing time is in-line with the official FUSA policy (see Appendix C). The parent coach will support the tech coach and make sure they adhere to the FUSA policies.

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3.0 – Parent Coach and Team Manager Annual Calendar

Event	Coach and/or Manager Responsibility	Approx Date
Selection of Team and Head Parent Coach	Contact each player on the roster; if desired, select an Assistant Coach from the Coaching Committee approved list; if desired, try to recruit a Team Manager; Become familiar with FUSA website (a password will be forwarded to you); become familiar with CJSA and SWD-CJSA rules and policies; Become familiar with FIFA Laws of the Game.	June/July
Complete Paperwork	Contact Club Registrar to sign official rosters, fill out background check and obtain medical release forms (completed online)	Beginning of July
Search for Fall Tournaments	Review list of recommended Fall tournaments (provided by FUSA Board) or listed on CJSA website and enter your team into one; Teams are required to enter their team in FUSA FAST Labor Day Weekend tournament; Select pay by check option but do not pay. **If you are participating in another tournament please contact Registrar ASAP to secure appropriate approved roster/passes. Contact Club Patch coordinator (Heather Lajeunesse) to secure patches to trade with all opponents at the tournaments.	Middle of July
Official Rosters and Team Players and Coaches Passes	Registrar will contact you when to make pick up.	Late August
Fall Practice Field Assignments	Practice Field Coordinator will contact Age Group Coordinators about Fall practice fields and times; Age Group Coordinators will contact you so you can notify your team.	Late August
Fall Connecticut Cup Tournament Application Due	Complete application and send payment to the CJSA to compete in the statewide age group tournament (U-11 through U-14)	Late August
Fall FUSA Coaches and Managers Meeting	Mandatory attendance, ask questions regarding upcoming season.	Late August / Early September
Fall District Age Group Meetings	Age Group District Commissioners will hold a meeting (phone or location TBA) to review league rules, divisions and match schedules.	Late August / Early September
Fall Practices Begin	Receive practice times and locations from the Practice Field Coordinator – communicate to parents.	Late August / Early September
Team Parent Meeting	Set up parent meeting before matches begin – introduce Technical Coach to parents – explain the season – answer questions.	Early September

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Fall Matches Begin	Schedules are posted on the website – update information as it becomes available on game times and locations.	September though November
Fall SWD District Playoffs	Top teams in each Division compete in a Weekend Tournament (U-11 through U-14)	Middle of November
Winter Soccer Options	Contact Age Group Coordinator to discuss winter soccer option if desired. Premier has winter option built into fees.	Mid October
Spring Soccer Registration	Email team to confirm spring participation. Please contact the Registrar or have the parent do so if the child is not returning. Must sign new rosters.	Early December
Search for Spring Tournaments	Review list of recommended Spring tournaments (provided by FUSA Board) or listed on CJSA website and enter your team into one; Contact Club Patch coordinator to secure patches to trade with all opponents at the tournaments.	Early to Middle of February
Spring Practice Field Assignments	Practice Field Coordinator will contact you about spring practice fields and times.	Middle to Late March
Official Rosters and Team Players and Coaches Passes	Only applicable if Spring team is different than the Fall team - Registrar will contact you when to make pick up.	Middle to Late March
Spring FUSA Coaches and Managers Meeting	Mandatory attendance, ask questions regarding upcoming season.	Late March
Spring District Age Group Meetings	Age Group District Commissioners will hold a meeting (phone or location TBA) to review league rules, divisions and match schedules.	Late March / Early April
Spring Connecticut Cup Tournament Application Due	Complete application and send payment to the CJSA to compete in the statewide age group tournament (U-11 through U-19)	Late March / Early April
Spring Matches Begin	Schedules are posted on the website – update information as it becomes available on game times and locations.	April through June
Tryouts	Parent coach notifies team of tryout schedule and encourages all to attend all tryout sessions.	Middle of May
End of Season	Account for player's passes and turn in equipment if applicable – Have party if desired.	Middle of June

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4.0 – Game Day Checklist

Week of Match

- Contact opposing coach or manager to confirm game time, location and directions – pass all information along to your team. Communicate with opposing coach for weather related concerns.

- Check with team to see who will be present at the match. All efforts will be made to accommodate the tech coach's schedule (conflicts with multiple teams). Although we would like the parent coaches to attend priority is to the tech coach's schedule. If the tech coach is not available **Ole will make every effort to assign a substitute tech coach.**

Day of Match (Pre Game)

- If weather is bad or threatening, check the Field Closure link (home game) or contact the opposing Coach/Manager (away game) to confirm the fields are open and game will be played – Contact your team if game is postponed/cancelled as well as the opposing Coach/Manager

- Bring Corner flags, Medical Kit, and at a least two (2) properly inflated, age appropriate sized game balls for all home matches.

- Bring at least one copy of the SWD-CJSA (CCSL) Certified Roster and ALL Player and Coaches passes to the match – give to the Center Referee upon their arrival

Day of Match (Post Game)

- Line up and shake hands of opponents and the referees – remember to retrieve the Player and Coaches passes from the Center Referee

- Retrieve corner flags and game balls

- Cleanup the area around your bench if at an away match and both benches and the field if playing at home

- Input match score on the SWD website immediately after the match if a home match and, when playing an away match, after 48 hours if not completed by the home team. For CT Cup matches you **MUST** submit your score by midnight of the day of the match, or risk losing home field advantage in next match.

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Appendix A – 2018-19 Club Contacts

Website: <http://fusa.cjsalive.org/home.php>

<u>Position</u>	<u>Contact</u>
President:	Stephen Zhawred
Treasurer:	Mike Vinci
Bookkeeper:	Liz Neugebauer
Secretary:	Laura King
Registrar:	Anne Chapman (girls) Melisa Johnson (boys)
Referee Coordinator:	Doug Hall
Field Assignor (Practice):	Matt Rush
Field Assignor (Games):	Matt Rush
Parent Coaching Coordinator (Boys):	Tom Connor
Parent Coaching Coordinator (Girls):	Jason Shaughnessy
Coaching Committee:	Tom Connor Jason Shaughnessy Premal Shah Mike Vinci Kevin Coyne Jess Hartung Seth Cutler
Tryout Coordinator:	Danilo Martins (OLE)
Patch Coordinator:	Jason Shaughnessy
Discipline Committee:	Tom Connor Jason Shaughnessy

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Appendix B – Parent Coach and Manager Sources of Information

Role	Responsibilities	Name
Age Group Coordinator	Providing answers and information to Team Coaches and Managers regarding team management. Your first point of contact in most cases.	Varies by age group
Registrar	Ensures every Player, Coach and Manager is properly registered with FUSA, CCSL and the Southwest District of CJSA. Ensures everyone has a pass. Provides rosters for CT cup, tournaments and league play.	Anne Chapman (Girls) Melisa Johnson (Boys)
Professional Coaches Coordinator	Responsible for providing professional coaches and ensuring they perform at the level required. Conducts player evaluation and tryouts. Places players on particular team rosters and determining team placement for league play.	Rodrigo Nunes
Field Coordinators	Responsible for assigning fields for practice or home games.	Matt Rush
Patch Coordinator	Responsible for providing club patches to teams for tournaments – per patch cost is assessed to team Budget.	Jason Shaughnessy
Referee Coordinator	Responsible for providing referees for all home matches.	Matt Carty
Treasurer	Responsible for reimbursement of teams for expenses associated with Equipment, Referees, Tournaments and medical supplies. Also, manages the collection and payment of coaching fees and requests for financial aid.	Mike Vinci
District Age Group Coordinator	Responsible for creating the league game schedule for the season and tracking team standings.	Varies by age group
FUSA President	If you haven't found the answer above.	Stephen Zhawred

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Appendix C – FUSA “Playing Time” Policy

From the FUSA Policy Manual, titled “Section 2.4 – Playing Time”

“The balance between competitiveness and equality is a challenge for Fairfield United. We tend to be more inclusive than many travel clubs, especially at the younger age groups. We try to provide opportunities for as many participants as possible while still recognizing a need for a reasonable level of competitiveness.

With this in mind it is the goal of FUSA to have all participants play approximately 50% or more playing time over the course of the season.

For the younger age groups (U9/U10), we strive for even greater equality in playing time. In these younger age groups, it is also seen as beneficial for the participants to experience a variety of positions in game situations. Further, we expect even the finest players to not overly dominate playing time on the field. Given that our teams are balanced in these age groups and we treat them as developmental, there should also be reasonable balance in terms of starts and second half starters. Goalkeeping is included as an element of playing time.

For the older age groups (U11 and above), playing time is likely to be more unequal as the professional coaches try to balance playing time with the competitiveness of their teams. It is at this level that matches become more competitive and a premium is placed on the results as standings are now kept on a league level with the top teams in each division competing in end of season playoffs in the fall. In these age groups, teams may choose to compete in statewide single elimination CT Cup as well. Players who may not see as much playing time in these more competitive games should see more playing time in other circumstances.

Please note that at all levels, the 50% playing time guideline may be affected by attendance issues, disciplinary issues, relative efforts put forth, and health situations. In these cases, the Professional Coach and/or Parent Coach should do their best to communicate these exceptions to the players and their parents.”

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Scheduling Games

Upon receipt of your schedule work with your tech coach, and the other teams they may coach. Try to work out a system so the tech coach can attend as many games as possible.

Use the Google Document Link that will be sent prior to each season, fill in your teams ENTIRE HOME schedule, with any time requests noted. We try to accommodate reasonable requests. The first priority is the TECH coaches schedule, 2nd priority is the parent coach's schedule. We are not able to accommodate visitors requests, it becomes too much with the size of our club and the amount of games to be scheduled.

Entering your game into the Google Document is the ONLY way you are playing a game that is sanctioned by CJSA coverage, this is also how you receive assignments of Referee's – All Games - Friendly's, League, Premier and Cup, must be entered into the Google Document with ALL information filled out.

The first couple of weeks of the season will be released weekly, the goal is by the 3rd weekend we will have the entire season scheduled with Times and Fields. Once a game is scheduled with Time and Field we will not make changes, only in extreme cases will changes be made.

NO CHANGES to Scheduled Games After MONDAY on the WEEK of your Game!

No EXCEPTIONS

You will receive an email when the schedule is complete on the Google Document, it is then the coach or managers job to, go to the Google Document and both inform your opponent and ENTER your game in the SWD schedule so it is visible to all. Enter with location and time.

Cancelations of Games AFTER Wednesday the WEEK of your scheduled game results in YOUR team being charged for the Referee crew. This \$ comes out of your discretionary funds.

Parent Coaches CANNOT Cancel games due to weather – the procedure is the TOWN will rule the fields OPEN or CLOSED, if the field is OPEN the game is to be played. AT the GAME it becomes the Head Referee's job to determine Play or Cancel. No EXCEPTIONS.

Cup Games, Make Up's and Additions are to be added to the Google Document, and a separate email should be sent to the field scheduler, if you don't hear back in 24 hours please resend. For Cup games we will also include Referee Coordinator on the emails