



# Mandatory Coaches Meeting

*Responsibilities, Logistics, Schedules*

## Introduction

FTSA is an all volunteer organization empowered by Florence Township to run the local recreational soccer league (FTSL). In addition FTSA runs a number of travel teams.

The purpose of this handout is to prepare our volunteer coaches and commissioners for the duties expected of them and to make them aware of their responsibilities.

## Short Term Objectives

- Get list of coaches, get badges, get contact info
- Educate coaches
- Make sure all players know our schedule and verify if any are dropping out
- Collect money as early as possible
- Organize and hold drafts
- Finalize season schedule

## Responsibilities

Here's a list of things for which you will be responsible:

- All coaches must have background checks and **wear** issued photo ID badges in accordance with Township regulations. If you set foot on the field without such a badge be prepared to answer to a judge. This is a township matter, not just a league matter.
- Field and equipment must be ready for each session before players arrive. Enlist parents to help with field preparation.
- Fields must be lined. Each division will establish a rotation amongst coaches for lining. Once lined properly they are easy to maintain but if you have any questions ask for guidance. One bad job of lining is hard to correct. Use strings to get straight lines whenever in doubt.
- First Aid & contacting emergency services (we administer bandages, ice packs & have phones that reach 9-1-1). Bring your own kit or borrow (and return) kit from nearest shed.
- Injuries – Any injury that prevents a player from returning to play before the end of practice or game is probably severe enough to warrant a written (email is OK) report.
- Lightning -- Off the field for 30 minutes after the last flash. You will be suspended if you break this rule even once. For weeknights this usually means cancellation.
- Only registered players are allowed to participate. Registered means they show up on league presidents list. Late registrants must be paid in full before participating. If you let an unregistered player participate you put yourself & our association at risk. This is grounds for permanent suspension.
- Collect candy sales or buy out money, plus late fee where applicable. Groups should already be doing this. Turn money in to fundraising coordinator regularly. Don't hold until you have everyone.
- Code of ethics forms – distribute and get signed.
- Be aware of play rules
- Organize players for Photo Day
- Make sure all players are aware of the schedule (take attendance)
- Reschedule rainouts
- Help with 50-50 ticket sales
- Distribute team shirts
- Get players to end of season optional tournament & skate party (not held every year)

## **Logistics**

Let's keep our league organized:

- Information will flow president to commissioners to coaches
- If coaches need quick response they can contact president directly
- FTSA tries to get all information out by web and email. Coaches will need to use phones, smoke signals, etc. for some of their players
- Teams don't get uniforms until everyone on team is paid up. Don't wait until last day.
- Read the bylaws on our web site. 2011 updates are minor and will be posted shortly.
- NJYS offers very good training courses. The primary course is the "F-license". It is required after your first year. Please improve the quality of our program by signing up for it.

## **Schedule**

You are in control of some schedule issues but not without coordinating

- Drafts need to be scheduled soon. List of coaches must be approved first. Checks of who are sponsors, siblings, and special cases need to be considered. Alternate draft process can be approved by e-board but give us time to review proposals.
- Preliminary schedule will be out soon. Each division will have chance to ask for modifications. After that schedule is frozen and posted on web.
- You will be assigned practice times and fields. Please don't short change your players by not practicing.
- Rain outs are called by league in advance (no later than 3:00 PM for weekday games and 8:00 PM for Saturday games) or by the referee at game time. U10 and above coaches are never allowed to call a rainout. U6 events without referees may be called at game time by commissioner who then informs president. Coaches at U8 events without referees may contact president and request rainout by phone at game time.

## **Helpful hints for coaches**

Use the following checklist of things to consider when teaching a technique:

- Consider what is appropriate for the age group you are coaching
- Learn everyone's names & make sure the players learn each others names
- Consider differences in maturity and experience within the age group
- Do the kids understand you? Are you getting your point across? If you are speaking for 60 seconds it's too long for this group
- Keep techniques simple and basic
- Practice the technique then incorporate into a game
- Use methods that allow each participant to achieve success
- Get everyone involved and keep them involved. One ball per player for this group.
- Avoid frustrating phrases like "It's easy!" and "Why can't you do it?"
- Allow time for individual instruction
- Use better skilled players to demonstrate
- Find some portion of the execution of the technique that a player did well and give him or her a compliment
- Show how specific parts of skills/techniques lead to the whole or complete skill
- Players should be tired at the end of the session
- If something you wanted to do isn't working, move on
- End on a positive note

### **Organization of Practice Topics to be Covered**

The key to a successful practice is making sure every child is involved and there is no idle time.

When planning practice sessions consider the following:

- Site / Age group / Roster size
- Experience factor
- How many times to practice each week
- How long to practice (60-75 minutes)
- Skill to cover
- Games to use
- Break your practice down- team meeting, warm-up, skills, drills, fun time, cool down
- Set goals- what does each practice lead to...evaluate your practices at the end of each week...comments
- Team information, phone numbers, medical release, consent forms (*coach should have access to at all times*)
- Keep practices moving, kids easily become bored and cause discipline problems.

### **How to Conduct Your Practice**

When running practice sessions consider the following:

- If you fail to plan, plan to fail
- Start on time
- Safety check – field, equipment, first aid kit, ice, cell phone, contact info...
- Brief team meeting-preview today's practice
- Warm-up (5 mins stretch and warm muscles) – teach for life
- Make sure players know each other's names
- Practice specific skills- individually and with partners (demonstrate)- 10 minutes
- Team activities- 15 minutes
- Be flexible. Adjust complexity of activities.
- Station work- players spend 4-5 minutes at each station working on a specific skill, moving to the next station at the sound of the whistle- 20 minutes
- Water/rest break- 5 minutes
- Use fun game incorporating skills and activities used earlier- 15 minutes
- Brief review- tell when next practice will be, end on a positive note- say something positive about each player
- Make sure you are aware of any special medical needs
- Take advantage of training
- Watch other teams practice and use internet resources. If you have suggestions for internet resources pass them along to president to get links added to our website.

### **How to Prepare Your Parents**

It's a good idea to have a parents meeting prior to the season so that the coach can explain philosophy, rules, expectations, etc. to the parents in order to get your season rolling smoothly and avoid issues later on.