

Burnt Hills United Coaching Manual

This manual has been put together to assist BHUSC Coaches in planning for the coming year.

The function of the soccer coach is to promote sportsmanship as well as physical and intellectual growth of the soccer players through participation in the game of soccer. As a member and representative of Burnt Hills United Soccer Club, the coach is expected to support club decisions, policies and regulations. To perform the duties of a coach, it is necessary for the coach to know and thoroughly understand the game of soccer. All coaches are expected to run organized, age-appropriate practices to teach the technical skills and tactical approaches to the game of soccer. Coaches are encouraged to broaden their knowledge and proficiency by attending clinics and licensing programs. A coach for BHUSC is expected to be a role model for the players and parents. All coaches have a responsibility to the club for communication with players and families. The main objectives over the course of a season should be to achieve an enjoyable and competitive experience for all participants. Coaches spend a significant amount of time each year at practices, games and tournaments, and are expected to attend several meetings, tryouts and registration night.

- **Licensure-** All Head coaches are required by CDYSL to hold USSF coaching licenses or the CDYSL equivalent. BHUSC strongly encourages all coaches to have a coaching license. It demonstrates education, commitment and accountability. There is a one year waiver period for first year coaches only. Training courses are readily available in the Capital District and are offered several times per year. The Club will pay for coaching courses, including, but not limited to licensing.
- **Risk Assessment-** All coaches are required to fill out a yearly risk assessment form as required by ENYYSA. This form is available on the CDYSL website. Please contact the registrar with questions.
- **Coaching appointments** are for one year. At the end of the season, coaches are expected to notify the Board of Directors of their intentions to return/resign for the following year.
- **Coaches are not allowed to add/remove players, change teams, or hold tryouts without Board approval.**
- **Assistant Coaches-** All teams should have at least one assistant coach. Two or three responsible coaches are helpful for practices and games, and also provide a good player/coach ratio for teaching purposes, especially at the younger levels.
- **Team Manager-** Coaches are responsible for finding a parent volunteer for Team Manager. Team Managers may collect league and tournament fees for the team and assist in the administrative concerns of the team and coach. Team Managers also provide communication between the coach, parents and board members. Team Managers may be required to attend several meetings throughout the year.
- **Tournament Representative-** Each team is responsible for electing a tournament representative to attend tournament meetings in preparation for the annual Father's Day Tournament.
- **Meetings-** It is expected that each coach attend 2-3 meetings per year, attend tryouts and help with registration. We have an annual "Meet the Coaches" and general parent information night in the fall after the teams have been formed. There is a January Coaches Meeting to determine placement for the outdoor season and a March CDYSL Coaches Meeting. There are additional tournament meetings in the spring.
- **Tryouts-** All coaches should attend tryouts to properly evaluate the teams. There may be 2-3 different dates to attend in the summer/fall. You may be asked to help evaluate other teams in addition to your own level for an objective viewpoint and fair placement. All players must attend tryouts, and no player will be placed on a team by a coach without a tryout. Please reference full tryout policy in the bylaws.
- **Uniforms-** Coaches are responsible with the assistance of the Team Manager to collect orders for uniform sizes and uniform numbers each year after the teams are formed. Some parents choose to pay at the time of registration and others pay at a later date. Submit all orders and fees to the registrar as soon as possible in the fall.
- **Finances-** While most families pay their fees at Registration Night, there are always a few stragglers. Please try to track down any delinquent funds and have them submitted to the registrar as soon as possible. Teams receive their official player cards and rosters faster from CDYSL if everything is submitted on time. It also allows teams to participate in early season tournaments. If players are not registered in a timely manner, they are not insured and will not be able to practice. Teams that do not submit their fees will be removed from the indoor practice time slots. **Deadline December 31.**
- **Practice-** During the fall and spring, outdoor practices are held at the discretion of the coach at the school fields or Indian Meadows. From November to March, the club pays for, and provides practice time at a number of local indoor facilities, as well as the schools. We are at the mercy of the facilities in terms of scheduling. Most teams will receive 1-2 hours per week of indoor time. If you cannot use your allotted practice time, please contact the VP of Coaching ASAP so another team can use the space.
- **Skills Training-** The club offers different sessions of foot-skills, goalie training, speed and agility training throughout the year. Watch the practice schedule for availability.
- **Indoor Leagues-** Typically, there are 3 indoor sessions offered at Sportsplex and Afrim's indoor facilities: Nov-Dec, Jan-Feb and March-April. It is up to the coach and the team whether to participate in the optional indoor leagues. Registration usually begins the month before each session. Coaches and team managers coordinate their own team payment.
- **Outdoor League-** The official CDYSL outdoor season runs from late April to Late June each spring, typically with 2 games per week. Teams are placed by division and geography to limit travel time. Games are played at Indian Meadows (U8-U12) and the BH-BL High School (U14-U19). There is also a shortened optional fall outdoor season for the younger age groups. Check the CDYSL website for details. The CDYSL Coaches and Managers Guide provides the answers to most questions regarding rescheduling of games, cancellations, field closures, referee fees and rules. Directions to fields and clubs, as well as game schedules are listed on the website. Become familiar with the CDYSL website and encourage your team parents to do so as well.

- **Outdoor Game Day Check list-** Player passes, stamped CDYSL roster, referee fees, designate a linesman, inspect field/goals, place corner flags, provide game ball for home games, report scores to CDYSL. Corner flags are stored in the shed at Indian Meadows. Ref fees are provided by the club to each head coach.
- **Game Rules-** Know them for your age group! Available on CDYSL website.
- **Zero Tolerance-** CDYSL has implemented a Zero Tolerance Policy to ensure that all games are played in a safe, sporting manner and provide an appropriate environment for our youth soccer players. Coaches, players, parents and spectators will behave in accordance with the Code of Conduct at all times.
 - All coaches should set an example for their players, parents and community when representing BHUSC. Warnings, suspensions and possible financial penalties to the club are all possibilities if the rules are not followed.
- **Fines-** Help the club to avoid any fines associated with your team from CDYSL! Coaches will have until about April to review the schedule, etc. Some fines include:
 - Rescheduling fee - \$5 per game
 - Team withdrawal after outdoor placements are posted- \$110
 - Team withdrawal after final placements are posted - \$250 and could be an additional \$500 if it is later than the final date
 - Game forfeit- \$50 plus ref fees
 - No show forfeit- \$100 plus ref fees
 - Failure to report scores to CDYSL for 10 days- \$10 and game forfeit
 - Failure to contact CDYSL regarding field closure- \$50 plus ½ ref fee
- **Equipment-** The club will provide each team with first aid kits, pinnies, cones and several practice and game balls. Each player is responsible for his/her own ball, cleats/indoor shoes and shin guards for practices and games. Coaches will be provided with a game shirt.
- **Tournament-** Each year BHUSC hosts a Father's Day Tournament in June. All coaches and teams are encouraged to play and support our tournament. There are numerous volunteer opportunities to help with the tournament. During the year, many other tournaments are offered locally indoors and outdoors. You may choose to travel outside of the Capital District also. It is up to the individual coach and team to determine their participation in any additional tournaments.
- **Playing Time-** In accordance with CDYSL recommendations, all players should be playing about 50% of each game, especially at the younger levels. Our primary objective is to develop soccer skills and the game is the best teacher.
- **Evaluation-** To ensure the ongoing success of our travel program we may request feedback from participant families each year. Evaluation forms will be distributed to families and results will be compiled after the season for the Board and Coaches to review. Suggestions, comments and constructive concerns will be weighed and will help our club and coaches move forward positively into the next season.

Calendar of Events

July-September- 2-3 tryout dates (to be announced)

September- Coaches meeting to determine final team placements of players, begin outdoor practices. Informal team meetings may take place.

October- Registration Night, General Membership meeting and "Meet the Coaches" night, Continue practice outdoors, identify team manager, sign-up for indoor leagues, turn in uniform orders, collect outstanding registrations, submit roster and registrations to Registrar.

November/December- Begin indoor leagues and indoor practice schedule. **Finalize roster placements and payments by December 31.** Sign up for second indoor session end of December.

January- Coaches meeting for CDYSL Outdoor League Placement forms due this month. Continue with second indoor session and indoor practice.

February- Preliminary CDYSL placements determined, CDYSL Appeals meeting, rosters due. Final placements/registrations usually end of month. Continue with second Indoor session and indoor practice. Register for third session if playing.

March- CDYSL Coaches Meeting. Finish up indoor practices by end of month.

April- Field set-up at Indian Meadows and High School

April-June- Outdoor session starts last week of April- June, 10 games.

June- Host Father's Day Tournament, finish outdoor season, notify board of possible return for coaching next season.