

Searcy Youth Soccer Association
League Commissioner & Coach Handbook

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League Commissioner Duties and Responsibilities

1. Assist with player registration by manning a registration table during the sign-up period. If you are unable to supervise the table during any night, then it is your responsibility to assign a representative in your place for that night.
2. Recruit and/or assign coaches for their age group.
3. Conduct the skills assessment and draft in accordance with SYSA approved procedures contained within this handbook. An SYSA board member must be present at the draft and sign the SYSA draft procedure guidelines. It is the responsibility of the commissioner to see that the team registration form is given to the Registrar no later than the Monday following the weekend of the draft.
4. Coordinate with the opposite Commissioner (Coed vs Girls) regarding practice field usage and game time slots.
5. Schedule practice times at draft where feasible.
6. Schedule weekly matches between teams and give copies to the President and the Referee Assignor. This may involve attending the CASA (Central Arkansas Soccer Association) scheduling meeting in Little Rock when the lack of local teams force that age bracket to look for out of town competition.
7. Arrange and coordinate the initial playing surface setup (measure and burn lines, inspect goals and nets, fill holes, etc.) for designated fields.
8. Facilitate communication of information or announcements from the Searcy Board to all coaches in their division (e.g. rainouts).
9. Address any on-going issues as they arise.
10. Any problems or issues that cannot be resolved individually by the commissioner should be communicated to the Vice President of Co-ed or Girls for disposition.

Coaching Duties and Responsibilities

1. Following the completion of the approved draft procedures contained in this handbook, the coach should turn in the original copy of the Team Registration form (example on following page) to the commissioner. The coach keeps the individual player registration / medical release forms as well as a copy of the Team Registration form.
2. Set practice schedule. The following practice time guidelines are recommended:
 - Micro: One pre-season practice, then practices are on game day only. 30 min
 - U6: 45 minutes to 1 hour each. 1 session per week recommended.
 - U7/8: 1 hour each. 1 or 2 sessions per week recommended.
 - U9/10: 1 hour to 1¼ hours each. 1 or 2 sessions per week recommended.
 - U11+: 1 hour to 1½ hours each. 1 or 2 sessions per week recommended.Practice fields and times are assigned at draft (except U11 and above). Limited field space may force various age groups to impose a limit on the number of practices and the time allowed on the allotted fields. Practices at any other times other than the ones assigned should be held off-site.
3. Contact all new players ASAP. Suggested information to pass along during initial communication:
 - a) Your name and number (home and work if possible).
 - b) Your assistant coaches name and number (if known).
 - c) Practice schedule and what to bring.
 - d) Stress shin-guard requirement at all practices.
4. Matches are scheduled every Saturday (fall only). MICRO though U10 are usually between 9:00 am and 1:00 PM. Older teams are in the afternoons.
5. Canceling / Re-scheduling games. A game must be cancelled before 8 am the day of the competition. **All cancelled games must be communicated to the Referee Assignor!** If the game is not cancelled properly, the game will not be allowed to be re-scheduled. A game may only be cancelled (other than weather related which is decided by the association president or his designee) when a team cannot field enough players to participate at the minimum level. It is permissible for a parent to coach a game in the coach's absence (other than Tournament play). All rescheduled games will be conducted on Saturday or Sundays, unless circumstances dictate otherwise. It is also important to note that CASA games that are scheduled to play at a neutral field in Little Rock must be cancelled with the opposing coach AND CASA to avoid being charged with referee and usage fees. Appropriate phone numbers are listed in the directory.
6. The concession stand will provide after the game team drinks if the coach so desires. To make use of this opportunity the coach or his/her representative must provide the concession stand \$5 for U9 and older teams and \$3 for U8 and younger teams prior to the game each day.

7. **Every coach is provided with the Registration / Medical Release for each of his/her players. The coach must make sure that each form has been signed by a parent or guardian and is in his possession for all practices and games. This form has emergency contact, medical and insurance information on it, which could be useful, if something should happen to a player during a game or practice.**
8. In certain age groups (U9 and above) there is a possibility that some games may be scheduled through CASA (Central Arkansas Soccer Association). This is basically a central organization that provides the service of scheduling games between clubs when there are not enough teams in the local league to fill out a complete schedule. These games are usually scheduled by the league commissioner and may require some traveling to other sites (Little Rock, Cabot, Conway, Jonesboro, etc.). Once a CASA game has been scheduled it is mandatory that the game is played unless it can be re-scheduled or canceled one week in advance (and even this is frowned upon).
9. Inclement weather game cancellations will be decided by the Association President (or his designee) and will be communicated to the VP of Boys and Coed, who will in turn inform the League Commissioners, which will then be passed the announcement along to the coaches. When possible, an announcement of game cancellations will be posted to www.searcysoccer.com by 1 hour prior to game time. As a coach, **IF YOU DO NOT RECEIVE A CALL, THEN THE GAME IS STILL SCHEDULED!** It is the coach's responsibility to contact all of his players and inform them of the cancellation. Players and coaches should not try and call the Association President for game status. Re-scheduling of weather cancellations will be done by the Commissioner and can not be made up during the workweek unless specifically approved by the Referee Assignor.
10. Team pictures will be taken during the fall season and are **REQUIRED** for all non-traveling teams. It is imperative that the coach makes every effort to follow the schedule he is provided at the beginning of the season. Derivation from this schedule will cause a delay in getting pictures returned to the coaches, and inevitably the parents.
11. It is SYSA policy, as well as ASSA, that every player participates for a minimum of 50% of every match. The only exceptions to this rule are if a player is experiencing a medical problem that prohibits him/her from playing, or the coach is having a disciplinary problem with a player that necessitates this restriction. In either case, the situation must be reported to the referee and the opposing coach prior to the start of the match.

Playing Ages and Groupings

A child's playing age is determined by their age as of the end of the current season, not their age when they register. A regulation season begins on August 1st and ends on July 31st of the following year. *Example: A player registers on August 23rd. He is currently 8 years old. His birth date is May 1st. This player will play in the U9 age classification.*

All registrants must play within their designated playing age with only two exceptions allowed. 1) In a situation where siblings (brothers or sisters) are a year or two apart and need to play on the same team is one exception. This is allowable providing the classification span is no more than two single age groups (moving from U8 to U10 is acceptable, U8 to U11 is not). 2) A written petition requesting a move to an older age group is received (within 48 hours of registration) and granted by the SYSA board. Such requests usually involve special circumstances. **No player is allowed to play down an age group (a U8 player playing on a U7 team).**

Registered players are next segmented into Girls or Co-ed divisions. Girls are allowed to play on boy's teams if they so desire (thus the co-ed classification instead of just boys).

Where numbers dictate, playing ages are grouped in two-year increments. Example: U10 includes 9 & 10 year olds. U8 would include 7 & 8 year olds. In ages where there are enough registered players to have teams to support single age group divisions (U7 and U8), then teams are grouped in that way. Typical age group groupings are as follows: Micro (U5), U6, U7, U8, U9 & U10, U11 & U12, U13 & U14, U15 & U16, U17 & U18. Groupings will change from playing year to playing year based upon the number of registered players.

Tournaments

Participation in tournaments held by neighboring associations are strictly up to the coach and are considered outside the scope of SYSA with the following exceptions:

1. State Tournament – see below.
2. Canceling local games in order to participate in a tournament is not allowed. Games missed should be re-scheduled with the Referee Assignor.

State Tournaments

Teams that intend to participate in any state tournament will require player cards and an official ASSA state roster. Although most tournaments require player cards and rosters, we are only concerned with ASSA State Cups here. After a team is registered by their local Registrar in September, the state office will issue a roster and player cards at some point during the fall season (the exact timing is dependent upon the amount of traffic at the state office). The local registrar must sign the roster. The player cards (including the coaches) must be signed by the cardholder and then laminated. Following spring registration if players were added or dropped, the local Registrar will make the appropriate changes with the state office and a new roster and player cards will be issued.

AS OF THE FALL OF 2000, NO PLAYER TRANSFERS ARE ALLOWED FOR RECREATIONAL CUP PLAY.

ASSA State Cups are usually held at the end of the spring season and the deadline for entry is usually March 31st.

Draft Procedures

Fall / New Season Team Assignment

1. Coaches will meet at a pre-determined time and place set by the commissioner after the skills assessment.
2. Coaches will draw for draft order. Coaches with no Assistant Coach will be placed first in the draft order, followed by Coaches who have an Assistant Coach.

Example: There are 5 teams in a league. Coaches A, B and D have assistants. Coaches C and E do not. The numbers 1, 2, 3, 4, 5 are drawn from a hat.

Coach's Name	Number Drawn
A (has assistant)	2
B (has assistant)	4
C	1
D (has assistant)	3
E	5

Coaches with no assistant go first, so the draft order is adjusted as follows:

Draft order for first round	Coach's name
1	C
2	E
3	A
4	D
5	B

3. Draft shall be in order from first team to last, last to first, first to last, etc. in alternating order.
4. Coach's and Assistant Coach's children shall be selected in the following manner:
 - a) Coach's child shall be placed in the last round.
 - b) Assistant Coach's child shall be placed in the first round.
 - c) Additional children belonging to either the Coach or Assistant Coach shall be placed in successive odd numbered rounds beginning with the third round.
5. All coaches shall discuss players who are classified as "no-shows" at the skills assessment before the draft commences. After adequate discussion "no-shows" shall be selected with all other regular registrants as a normal part of the drafting process.
6. All eligible members of the same household shall be drafted together and shall occupy the appropriate number of succeeding draft rounds; i.e. two children from the same household will occupy two successive draft rounds, three children from the same household will occupy three successive draft rounds, etc.
7. The draft continues until all registered players are selected.

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8. For U10 and below, two supplemental rounds will follow the selection of players for the purpose of selecting practice times. Starting with the team at the top, practice times will be selected from first to last and then back up to first again. Practice times for U11+ teams (recreational and classic) will be set in a separate meeting with draft order determined randomly (i.e. drawn from a hat).
9. A signed record of the draft will be filed with the association Registrar.
10. Any late registrations received after the draft will be handled as follows:
 - a) Prior to the first game (or jamboree) all late registered players will be randomly assigned to a team according to draft order, beginning with the next team due to draft and continuing in draft order until all such players are assigned to a team. The lottery drawing will be held at least 1 hour before the scheduled start time for the first game of the season.
 - b) After the first game, players will be placed on a waiting list and will be assigned to teams on a first-come first-serve basis only if a team in his/her league falls below the following minimum number of players:

Under 6	5 player minimum
Under 7/8	6 player minimum
Under 9/10	9 player minimum
Under 11/12	11 player minimum
Under 13 and above	12 player minimum

Signature below confirms that SYSA draft procedures were followed.

SYSA Board Member Signature: _____

Date: _____

Spring Mid-Season Draft Procedures

1. The spring draft is based on the fall draft, so it is important for the commissioner to keep an official record of the fall draft.
2. All rules of the fall draft will be adhered to with the following additions / changes.
3. New Assistant Coach's will not be allowed except in the formation of a new team.
4. New teams are added to the bottom of the draft order from the fall season. If there is more than one new team they shall draw for order of draft between themselves. The draft order once again used determine practice times for the spring season, as is described in #8 of the fall draft rules.
5. New teams will be given two picks, according to draft order, before the draft begins. These first two picks are considered supplemental and do not count as first or second round choices, thus allowing the new teams to begin selection in the first round unless that selection is occupied by an Assistant Coach's child.
6. The draft will start in round 1 and snake back through the original draft order from the fall. Existing teams will be allowed to replace players not returning for the spring season in the round in which they were originally drafted. Any new teams will draft one player in each round according to draft order.
7. If any players remain, the draft will continue from the point at which it ended in the fall, with each team drafting in order until all players are selected.

Example:

Team A and C both lose a player. Team A's player was from the 4th round and team C's player is from the 2nd round. The draft will snake back through the draft from the fall, so team C will select a new player in the 2nd round and team A will select a new player in the 4th round.

In the event of a new team, using the above example with Team A and C, the new team would get two picks to start, then the draft order would be followed. The new team would be placed as the bottom team on the fall draft, therefore they would receive a 1st round pick (in addition to their previous two picks from rule 4). In order to follow a snaking draft, the new team would get the next pick which would start the second round and then team C would get the next pick to replace their 2nd round draft. In the third round the new team gets a pick and so on, until all teams replace lost players and the new team gets to the last picked round from the fall draft. At that point the draft is picked up where it left off in the fall and until all players are drafted.

Soccer Complex Use

It has always been SYSA's policy that only sanctioned games are allowed to be played on the Letain DeVore Soccer complex. No scrimmages, pick-up games, or practices (unless specifically designated as a practice field) are allowed. A sanctioned game has been defined as a game between two teams that are registered through USSF and is officiated by an official assigned by SYSA. Teams that are registered outside of SYSA that would like to make use of the fields must apply to SYSA and will be subject to a \$50 usage fee (aside from any referee or light usage fees).

A light usage policy is in effect for Porter Rodgers field. In order to schedule a game at night and use the lights it would cost \$25 per game, payable upfront. The Referee/Field Assignor will be responsible for collecting this fee. Of course, it must be an official game (see previous paragraph).

Classic Team Guidelines

A Classic team, although usually selected by application, invitation, or try-out procedures, is any team except a recreational team or an All-Star team.

The formation of a Classic team must be pre-approved by the SYSA board. A team may have its classification as a Classic team revoked by SYSA if circumstances arise that warrant such an action.

Classic teams must hold open tryouts when first forming, replacing lost team members, or adding additional players. These tryouts must be advertised locally in the Daily Citizen. The coach of any Classic team must hold an D license or higher.

All Classic team rosters must be submitted to the SYSA Registrar prior to the first day of recreational soccer registrations. Once a player has completed a registration form for recreational play with SYSA, he/she may not be recruited to play on any Classic team.

Classic teams will be charged a \$15 annual SYSA usage fee per player which is payable upon registration with the local Registrar. Classic teams will be responsible for providing their own uniforms and paying their own registration / referee fees. Referee fees will be billed following the completion of each season (fall, spring).

Reporting Injuries

One of the advantages with being associated with a large organization such as USYSA (United States Youth Soccer Association) is the insurance that is carried on every registered player, and coach. In the event one of these individuals is injured during a practice or game to such an extent that medical care is necessary, this insurance is in the wings for just these situations.

The plan covers all registered players, coaches and assistant coaches of participating youth soccer teams up to a maximum of \$100,000. Usual and Customary charges for eligible expenses incurred will be paid when such expenses are not already payable under any other existing plan (example: parent's medical insurance). If no other insurance is in force, the plan pays from the first dollar up to \$100,000 of usual and customary charges for eligible expenses. If an existing plan pays all medical bills except for those not payable because of a deductible or coinsurance, this plan will pay for such deductible or coinsurance.

If a covered injury occurs, regardless of what insurance will be paying the expenses, it should be reported to the league commissioner within a day or two of the accident. The league commissioner will supply the proper form (First Report of Injury) and will guide the covered person through the claim process.

If a serious injury does occur the parent should take responsibility for seeing that the player is properly transported to a medical facility. If the parent or guardian is not available, it becomes the coach's responsibility. No one should attempt medical treatment on a player unless consented by the parent/guardian, or coach.

