



Fairfield – Suisun Youth Soccer League

FSYSL Coaches Manual



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

Table of Contents

Section	Description	Page
1.	Introduction	4
2.	Philosophy	5
3.	League Organization	5
4.	Volunteers.....	6
5.	Rules and Regulations	6
6.	CYSA Team Manual	7
7.	Communication	7
8.	Adult Registration	8
9.	Coaching Program	8
10.	What is a Coach?	9
11.	Referee Program.....	10
12.	What is a Referee?.....	10
13.	Teams	11
14.	Coaching Selection Rules.....	12
15.	Players	12
16.	YOUR Team.....	12
17.	Team Rosters	12
18.	Team Parents	13
19.	Parents Meeting	13
20.	Practices.....	14
21.	Practice Fields	15
22.	Uniforms.....	16
23.	Equipment.....	17
24.	Sideline Behavior Policy	17
25.	Schedules	21



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

26.	Games	21
27.	Game Cards	24
28.	Game Fields.....	24
29.	Accidents and Injuries	25
30.	Lamination Procedures.....	25
31.	Refund Policies and Procedures	26
32.	Fund Raisers	26
33.	Opening Day.....	27
34.	Team Pictures	27
35.	Fun Tournament	27
36.	Soccer Camps	28
37.	End of the Year Party and Trophies	28
38.	Wrapping it All UP.....	28



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

1. Introduction

Welcome to Fairfield – Suisun Youth Soccer League (FSYSL). Thank you for “Stepping Up” and volunteering for the kids and the League. If this is your first season as a coach, welcome! If you are a returning coach, welcome back! As some of you may know, the next several months could very well be one of the most rewarding experiences you have ever had. FSYSL Coaches end each season thinking of the next, recapping on how much fun they had and can’t wait for next year’s soccer season to begin.

If you have never coached before, no worries! We will teach you, help you and be available when needed. If you have never played soccer or have never watched a game, don’t worry! We will help make this year enjoyable. Our League’s (and many others) philosophy towards coaching is simple: If you have a good time, you will return next year; the more experience you have, the better the coach you will become.

- **What does this Manual do?**

This Manual will help the new coaches get started and provide a refresher for the returning coaches.

It will provide some of the typical stuff that may come up through the season you may need to know or be aware of.

It will explain some of the generalities of the League like: How to communicate with members of our League; Who to contact and when; How Teams are formed; Rules for Games/Practices; Where to find other information...The list goes on and on.

The plan for this Manual is to serve as a tool for you to seek the answers you need. It will be written once, used over and over, updated as needed. This Manual should replace all of the individual flyers that are typically distributed during coaches meetings and randomly throughout the season. This Manual generally applies to our Recreational League; however, the intent is for this to be a useful guide for each coach independent of the level of play. If this manual doesn’t have the answer you are looking for, please let me know. I want this to be as useful as possible. Each year, we can add new information as needed.

Please Read it and Use it.



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

2. Philosophy

The purpose of the Fairfield – Suisun Youth Soccer League is to develop, promote and administer the game of soccer among the youths in our Community that are under 19 years of age.

The general philosophy of FSYSL is to provide the youth in our community a safe, fun and organized game of soccer. We do not keep League standings and we are all about *having fun!* The purpose is to teach good soccer skills, encourage teamwork, and let the kids; the parents, the coaches and the referees have fun. We expect Coaches to be a role model for the kids, the parents, the fans and others on the sidelines.

3. League Organization

FSYSL is affiliated with the California Youth Soccer Association (CYSA), which in turn, is affiliated with the United States Youth Soccer Association (USYSA) and the United States Soccer Federation (USSF). FSYSL is governed by our Constitution, By-Laws, General Procedures and Specific Rules, which are adopted by our Board of Directors, as well as, the rules established by CYSA, USYSA and USSF.

FSYSL Board of Directors (BOD) – The FSYSL BOD consists of an Executive Committee (voted to office by the members of the League) and supporting Committee members (appointed by the Executive Committee as needed to help fulfill the obligations of the League).

Solano Soccer Club (SSC) – Coordinates and organizes the Competitive (Division 1) and Metro (Division 3) Leagues within FSYSL.

FSYSL is comprised with three (3) different divisions or levels of soccer play:

Division 1 – Competitive Playing League

Division 3 – Metro League

Division 4 – Recreational League

Division 1 is intended to provide a level of play and commitment above Division 3 and is usually comprised of the Club's most experienced players. Division 3 is intended to provide a level of play and



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

commitment above Division 4 (recreational). Division 3 teams are typically composed of players with above average skill who may not wish to play at the Division 1 level.

4. Volunteers

FSYSL is wholeheartedly a volunteer organization. Heck, even the person putting this manual together is a volunteer. The volunteers of this League work very hard to provide an organized soccer program for our youth. Unfortunately, there are never enough volunteers available to get everything done or done in a timely manner. **YOU CAN HELP!** Step up to volunteer in any way you can and/or solicit your parents to step up and volunteer. If you can help or know someone who can, contact the League President or anyone of the League's BOD. Be supportive of the volunteers and help out where and when you can.

Quick word of advice...If for some reason something is not going your way, we ask that you step back and remember that those leading and organizing this League are doing it for free and on their spare time. If you don't like something, you can help us improve it by volunteering. Complaining or negative talk only hurts the League and ultimately the players. **STEP UP and VOLUNTEER.**

5. Rules and Regulations

There are many rules that apply to the game of soccer, most of which pertain to how to play the game. Some rules are specific to the behavior of the Team or the Coach. Others are specific to the Referee and how we (as coaches) are responsible for respecting the Referee. While other rules and regulations apply to the League organization and what happens when, where and what to do when there is a conflict (Protests, Appeals and Discipline – PAD) or a red card as been issued.

For the complete set of rules and regulations, refer to the FSYSL Constitution, By-Laws, General Procedures and Specific Rules for a current list of the specific League Requirements. Also, refer to the CYSA Team Manual for CYSA governed laws, specific rules and guidelines.

Solano Soccer Club also operates according to various rules and provisions under the umbrella of the FSYSL Constitution, By-Laws, General Procedures and Specific Rules

In each case the World Wide Web is a great place to gain access to all of these very important laws, rules and policies that we are all governed by. All information may be found on the FSYSL website (www.fsysl.org), the CYSA Website (www.cysanorth.org) or the Solano Soccer Club website (www.solanosoccerclub.com).



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

6. CYSA Team Manual

Each year a new CYSA Team Manual is printed with all of this season's highlights, rules of the game, descriptions of coaching clinics, etc. This Manual is packed with tons of useful information. Please grab your copy (when available), read it and save it for reference later in the season. If you have any questions about any of the content, please contact any one of the FSYSL Board of Directors.

7. Communication

Communicating in this League, as a coach, is very simple. All Coaches should communicate directly with the Age Group Coordinator (AGC) for their age group. The AGC is a volunteer parent whom puts your teams together and communicates with the Board. The League will let you know who your AGC is and how to get a hold of them. If you don't know this information, please ask.

The Coach Coordinator would be the next in line. This is the place to start. Age Group Coordinators will communicate with the Board of Directors and members of the Executive Team.

Email communication is the way it is. Can you imagine a more effective way to communicate with 10, 20 even 2500 different people all at the same time. If you do not have access to an email account, please find a coach or someone else who does. Information will generally be emailed. It is up to you to stay informed. As volunteers, we can only do so much to get you the information you need. It is up to you to meet us halfway. Here is the communication pathway just in case:

Starting with:

Parent/Player

Team Parent

Assistant Coach/Coach

Age Group Coordinator

League Coordinator

Member of Board of Directors

Member of the Executive Board of Directors

After heading through the above list and the answers or resolution has not been achieved contact:



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

League President

8. Adult Registration

Any adult that may take responsibility for a player must be registered. This means the Adult Registration Form (Form 1628) must be completed and in the hands of the FSYSL Coach Coordinator and Registrar. This includes Assistant Coaches, Team Managers, Team Parents, etc. A Team is required to have at least a registered Coach. It is recommended that you have more than one registered Assistant Coaches and a registered Team Parent in case of emergencies.

An unregistered adult CANNOT Coach or be responsible for any player of your team in your absence. The League's insurance (both medical and liability) will not cover anything that occurs if an unregistered coach (or player) is involved. The Coach and the adult are on their own! Contact the League's Coach Coordinator with any questions about what this means.

9. Coaching Program

FSYSL has a Coaching Program that offers FREE clinics/workshops throughout the year for all affiliated FSYSL members. The sequential curriculum of the coaching courses offered through CYSA exposes our coaches to modern training methods, which produce real results. Courses are offered from PreF through the "F", "E", and "E/D" certificates and lead to the National "D" License and beyond. Special courses in Goalkeeping are also offered periodically. These clinics provide exceptional tools, certifications and licensing for all of our coaches to meet their coaching needs. The best parts about it...as our coaches develop...our players develop. The only hard part can be committing your time to complete one of the clinics. When you do, they are well worth it. Contact the League Coach Coordinator or check the website for more information about our Coaching Clinics.

Don't fret! As the season strolls along and you were unable to attend a clinic (you should before they are required), you may find yourself in a rut. "What do I do next," the frustrated coach might ask. No Worries, once again. You will find your fellow coaches, BOD members and Club members are committed to the kids, soccer, and the League. They will do everything they can to help you out. Just Ask!



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

10. What is a Coach?

A COACH is an individual involved in the direction and instruction of the on and off-field operations of an athletic team or of individual athletes. Coaching entails the application of sport tactics and strategies during the game or contest itself, and usually entails substitution of players and other such actions as needed. Most coaches are former participants in the sports in which they are involved, and those who are not have usually had extensive training in the sport in question (FSYSL Coaching clinics).

A Coach is the Leader. The Coach sets the examples for the behavior on and off the field of play. The Coach should be in control of his/her team, parents and fans.

A Coach is directly responsible for directing the play of his/her team.

A Coach is the sole responsible person for the behavior of his/her sidelines and the behavior of the players and fans near or around the field of play.

A Coach is the only person allowed to provide direction to the players on the field (If a parent on the sidelines is shouting direction, then they must be the coach, right?)

A Coach should always respect the Referee and the rules of the game. Never yell, shout, scream, gesture, towards the referee. This is unsportsmanlike conduct and disciplinary action can take place.

The best thing a coach can do is to remain quiet along the sidelines and instruct his/her parents and fans to do the same.

A Coach should always follow the appropriate procedures to address any disagreements. Specifically, the Coach should ensure they understand the rules and why the rule was broken. Then if further questions are asked, contact the Leagues Coach Coordinator, the Referee Coordinator or the Leagues PAD Chairperson.

Most of all, a Coach is a person, a volunteer, someone who wishes to provide a safe, educational soccer experience to the youth of our community, and a supporter of the most exciting game throughout the world. The Coach is respected and appreciated for all of their hard work. Our hats are off to our volunteer coaches.



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

11. Referee Program

FSYSL has a Referee Program, too! The program offers instruction for entry-level officials as well as training and evaluation for advancement. All officials are registered directly with USSF. Registrations and reviews are conducted on an annual basis to ensure that referees are kept abreast of the changes in the Laws and their interpretations. The best part about it, complete a Referee course through FSYSL and receive a whistle, flags, and a jersey among other things FREE of charge. Contact the League Referee Coordinator or check the website for more information about our Referee Clinics.

The League provides FIFA licensed referees, all of who have successfully completed an extensive 16-hour training course. These referees are well qualified and do an excellent job. These referees must ensure that everyone on the field is following the rules (i.e., coaches, players, parents, sidelines, etc). Not just one rule, mind you...but many rules! Coaches, on the other hand, have a few very simple rules to follow. We will discuss these at greater length later.

12. What is a Referee?

This is a pretty common question and one that gets confused between any other sport and Soccer.

The Referee is in charge of the game. They are the rules. The referee's authority starts when the teams are warming up on the field and continues while play is stopped for any reasons, after the game and when on the field. A referee can enforce other League rules and regulations when not on the field.

What does the referee do?

Enforces the Laws of the Game

- a. Keeps the official time of the game
- b. Stops play if there is a serious injury
- c. Stops play if a player is guilty of a foul or misconduct
- d. Prevents anyone from coming onto the field unless the referee says it is ok
- e. Requires a player to leave the field if the player is bleeding or has blood on the uniform
- f. Makes sure the field, the ball, and player equipment are safe and legal
- g. Suspends or terminates a game if needed
- h. Provides the official report of the game



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

13. Teams

A Team is a group of individual players working for the same goal. A team consists of players, a Coach, an Assistant Coach, a Team Parent and many other supporting parents who have given up their spare time to celebrate the world of soccer.

Team Selection – FSYSL has a pretty strict, basically inflexible rule regarding the formation of teams. If you don't like the team formation, you must help with team formations.

- A) Players are generally assigned a team by the zone in which they live in. Please check the zoning map for a detailed indication of how zones are broken up.
- B) Players are allowed to request coaches or teammates. Player requests override the zone map. So, if a player requests a coach and that coach practices across town, it is the responsibility of the player (and parent) to make arrangements to get the player to practice. Remember, the Coach selects his/her practice location. Share this one with your parents. Every year we end up with many complaints with cross-town practices because “Johnny” wanted to play with “Billy” and Billy’s Dad, the coach, chose a practice field across town.
- C) If requests are accepted, the players are placed on a team based on the sign-up-date of their registration form.
- D) Remaining players are placed based on zone.
- E) The Maximum number of players per team is based on the age group.

Team Selection Rules – Once teams have been assigned, request for changes may be accepted provided they are made in writing and by the approval of the Executive Committee. This is not common and generally only occurs on rare occasions.

You cannot trade players. Player recruitment is not allowed. Players you recruit to FSYSL will be placed on whatever team is next “up” for a player of a specific age group. Please, keep this under control.



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

14. Coaching Selection Rules

A licensed coach will always have priority over an unlicensed coach when it comes time to coach selection for a team. The specific rules for the required licenses a coach must possess are being updated. Currently there are no licensing requirements for a Division 4 coach. However, this rule is changing and a certain level of licensure may be required in the near future. Please contact your Coach Coordinator or check the website for further information.

If you have an assistant coach (and we recommend you have at least one), their children will be guaranteed placement on your team if, and only if, at the time of registration you and the assistant indicate that you will be working together. If you choose an assistant whose child is assigned to another team, the child will NOT be transferred to your team. Please plan ahead.

15. Players

Playing Down

NO older child may play in a younger age division! There are no exceptions

16. YOUR Team

When you receive your packet of player registration forms, you will receive a FSYSL/CYSA Team Roster. On it, you will find your Team Number. This is the number of YOUR Team. Your Team will be referred to by its number on all of the schedules (plus the name of your Team), please look for it and use it when communicating.

You are responsible for this Team. Take some time and get to know your players, their names, and any nicknames they like to use. Bond with them! This helps maintain the Safe, Fun and Positive environment our League is all about.

17. Team Rosters

Team Rosters are provided during the Coaches Meetings typically towards the end of July. The Head Coach must be present to receive the Team Roster. The Team Roster consists of your players. These are the only players that may play/practice with you. The roster also lists the registered adults on your



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

team. These are the only adults that may take responsibility for one or more of your players, on or off the field for any FSYSL event (this includes practices).

The League's registrar, the League Coordinator and the Age Group Coordinators work very hard (in their spare time, remember this is a volunteer League) to coordinate and form the teams every year. See the Team Section of this manual for a description of the team formation process. If you have questions about your roster, contact your Age Group Coordinator (AGC). The AGC will do the best they can to help you.

18. Team Parents

This is one of those essential positions. You need the parents to share as much of the administrative, social and dietary functions as possible. These include:

- Organizing parents to provide snacks after games
- Organizing the Team Pictures and collecting money (if required)
- Keeping track of the fund-raising efforts
- Organizing the end of the season party
- Passing out schedules
- Whatever else needs to be done

In general, while you can do as much of the above as you like, the League prefers that you spend your time coaching and get one parent to step up and volunteer to each of the "extra" jobs. You will be grateful to have other people helping out.

Occasionally, some arm twisting (not literally) is required to get the volunteers. However, by splitting up the work with multiple parents, no one person has to do very much. Make sure you congratulate your parents as they step up to help out in their new fabulous position.

19. Parents Meeting

At some point, a meeting with the player's parent(s) is necessary. The timing is based on individual preference. Some coaches prefer it after their first practice, some prior to their first game. Decide what will work best for you and hold a meeting. We suggest you emphasize several points.



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

- A) This is a Recreational League (Division 4). Club coaches; please address your type of playing.
- B) YOU are the Coach
 - Stress that parents should cheer their kids, not coach them
- C) Review the FSYSL Sideline Behavior Policy (repeat as necessary)
- D) You will not interrupt or delay practices or games to address the parent's questions, comments, or critiques. Encourage feedback, but accept it only after games/practices.
- E) Find a Volunteer. Get a Team Parent.
- F) Always be on time. The player tends to suffer more with the parents getting him/her late to games/practices.
- G) Never leave a child unattended unless previously discussed with the parent. Make every effort to contact a parent or guardian.
- H) Discuss any of your idiosyncrasies. (How you address discipline, expectations...)
- I) Draft a letter reflecting the above. Contact the League's Coach Coordinator for some examples or ask a fellow coach.

Check the CYSA Team Manual for some other topics of discussions at a Team Parent Meeting or contact one of the members of the FSYSL Board of Directors with any questions on what to cover.

20. Practices

There are a couple of Rules for practices outside of the typical acceptable "Practice Behavior".

- A) If a player is not registered (The Coach does not have a copy of the Player Registration Form), the player **CANNOT** practice or play with or against your team.
- B) Practices may not begin until the Official Day. Generally for FSYSL, this is around the first of August. You may ask why?
- C) Coaches must have each player's registration form with their Consent to Medical Treatment at the games/practices in case of accidents or injuries. This is a must.

In both cases, the coach, the player nor the practice field will be covered by FSYSL's liability insurance policy. In addition, according to CYSA rules, any game, either in practice or for real, in which an



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

unregistered player or parent or sibling plays is considered in violation of CYSA Rules and Regulations and the League Insurance – both medically and liability – will not cover your or the players. The coach will be on his/her own.

Practices are usually once or twice a week once games begin. In the past, most coaches provide 2-3 practices before games begin and reduce that number after games start up. This is dependent upon the Coach, the players and the parents. Talk to your parents and describe what you would like to see and have them agree. Different teams have different ways of allotting practice times.

Practice fields may be assigned to many different teams to share. More discussions on Practice Fields are in the next section. Discuss practice times with your players and parents. Make sure you are on time. If you are unable to make a practice or be there on time, make sure another responsible, REGISTERED adult is there in your place.

At the FIRST PRACTICE it is recommended that the Coach set the rules and begin sticking to them. The Coach who starts out with poor, loose control will find “tightening up” next to impossible, later. On the other hand, the Coach who starts out with total control can loosen up as the season goes on and still maintain control. The players want discipline – of course they will challenge you, but if you look back on your own childhood, the Coaches (Teachers) you most admired were the strict, warm, firm ones. DO NOT CONFUSE WARMTH AND NICENESS WITH LACK OF DISCIPLINE AND POOR CONTROL.

21. Practice Fields

Each year, the FSYSL Field Coordinator establishes a wide variety of practice field locations spread out around the Fairfield-Suisun general area. These are the only fields where FSYSL Teams may practice. During the Coaches Meetings (Typically the end of July), coaches will sign up for their practice field. For questions about practice fields, contact the FSYSL Field Coordinator.

The Coach is responsible for reserving the practice field and practice times for his/her team. Do NOT change practice locations without notifying the Coach Coordinator and the Field Coordinator. Do NOT hold a practice at any other field than those presented by the FSYSL League. Practice fields are registered ahead of time either with the City of Fairfield or with the FS School District. Any other field will not be covered by the FSYSL medical/liability insurance policy. Coaches/parents choosing a different location will be on their own. For more information about fields, contact the League’s Field Coordinator.



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

FSYSL liability/medical insurance does not cover any other field besides those allowed by FSYSL. If a coach chooses to practice in another location, that coach is responsible for any incident that may occur. **PRACTICING ON ANOTHER FIELD IS NOT PERMITTED.** Practicing before practices are scheduled to begin is also not permitted. The FSYSL practice season for Division 4 (Recreation) begins August 1st.

22. Uniforms

For anyone unfamiliar with the FSYSL Uniform procedure, here is some information...

- How to Pass out Uniforms – Mostly, a general size of uniforms is selected for each particular age group.
 - Line up all players from tallest/largest to shortest/smallest
 - Pass out jerseys beginning with the highest number going to your largest player. (Other than U6, which only has two sizes of uniforms, all other age groups have at least three different sizes).
 - Repeat this process with the shorts
 - Socks are all the same size. One size fits all. Every player receives a pair of socks.
- Hand these out during your first practice with them to ensure everything fits. There will be some players with slightly oversized uniforms, particularly jerseys. This is to be expected.
- Shorts can be exchanged easily, however, replacement jerseys, which are special ordered, are only done in the rare occasion that someone is either swimming in a jersey that is two sizes too big, or is just too small. These types of problems are adjusted on an as needed basis.
- In the event you have more players than uniforms, contact the Uniform Coordinator ASAP so a new order can be placed. Sometimes this happens. No worries! Generally, the uniforms arrive before the first game.
- When replacements or additional uniforms are required. Note: replacements take usually 1-3 weeks, so pass out the uniforms when you get them.
- Coaches **ONLY**, please be prepared to give the following information:
 - a. Team Number
 - b. Team Name
 - c. Gender & Age Group (U6Boys, U8Girls, etc)



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

- d. What is needed and what size
- e. For replacement jerseys, what number is being replaced?
- f. Additional player jerseys will get the next sequential numbers
- g. Coaches Name, phone number and email address

23. Equipment

FSYSL generally supplies each Division 4 Team with 3-5 practice balls and one goalie jersey (U6 Teams do not play with goal keepers). These are picked up before practices begin and must be returned at the end of the season. Sometimes ribbons and medals are withheld until all equipment is returned.

Each player must provide his/her own practice attire including soccer cleats, shin guards and socks. Players may choose to bring their own ball. Coaches should make sure the ball is of the appropriate size.

Besides the Team Uniform (mentioned in another section), Shin Guards must be worn and **MUST** be covered by socks. Jewelry is **NOT** allowed (this includes earrings). All glasses must have a safety strap.

Coaches may wear a uniform, but it not required. It is recommended, however, that the coaches where matching colors in support of their Team.

24. Sideline Behavior Policy

Issue:

The Fairfield Suisun Youth Soccer League has an interest in controlling unacceptable behavior of spectators, players, coaches and referees at League practices, games and tournaments. It is the opinion of the Board of Directors that inappropriate behavior is not a rampant condition throughout the League but does occur on a weekly basis. This type of unacceptable conduct takes away from the enjoyment of the game by the players and departs from the desired philosophy of fair play and good competition. It negatively impacts, to a great extent, our youth referees and those around the fields of play.

Scope:



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

This policy pertains to actions taken by Spectator, Players, Coaches and Referees before, during and after a FSYSL game, practice or team event. All FSYSL teams (Recreation, Metro and Competitive) playing at home or away are responsible for this policy. The punishments recommended here are to be considered minimums, which the FSYSL Protests, Appeals and Disciplinary Committee (PAD Committee) may or may not increase. If the FSYSL PAD implements disciplinary action or suspension of a coach, parent, player or referee, those penalized shall not be considered “Members in Good Standing” and thus will lose the privileges of “Membership” within FSYSL, which includes participating in the Annual General Meeting (AGM) and serving FSYSL in any official capacity during their period of suspension or disciplinary action.

Procedure:

Any Spectator, player, coach or referee may bring a complaint against another party. The complaint shall be in writing and shall be directed to the President of FSYSL who shall instruct the PAD Chairperson to convene a PAD Committee meeting in accordance with the FSYSL Constitution.

Policy:

The Coach of any team is responsible for the behavior of their players, parents and themselves. No coach, player or spectator shall openly and loudly criticize another coach, player, spectator or referee. NO Coach, player or spectator shall physically abuse or assault anyone on or near the field of play (this includes the parking lots). It is expected that attendees at games provide positive reinforcement comments only. Coaches, players and spectators shall not follow the referees to the parking lot or next field in a harassing manner. Players shall not “trash talk”. Players must participate and behave in a sportsmanship like manner during the post-game handshake. Boasting, taunting, denouncing or other similar acts directed at any person, is not acceptable.

Referees shall conduct themselves in an acceptable manner so as to be fair to both teams. The referee shall not criticize any player or imply an unfavorable attitude for any reason. The referee shall offer the game card to either coach, upon request, at the completion of the game for comments.

Specific Infractions:



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

A) Coach:

1. Aggressively challenging a referees decision, either by raising his/her voice, gesturing or otherwise clearly demonstrating dissent:

First Offense:	1 game suspension
Second Offense:	5 game suspension
Third Offense:	Suspension as a coach, 1 Calendar year
Fourth Offense:	Permanent suspension

2. Aggressively challenging a referee's decision by initiating physical contact with the referee, to include bumping, pushing, shoving or striking in any way, or by directing foul language toward the referee:

First Offense:	Immediate suspension for 1 Calendar year
Second Offense:	Permanent suspension

See Note #1

3. Confronting adults in a physical manner by initiating physical contact to include bumping, pushing, shoving or striking in any way or by directing foul language to other adults from the opposing team or his/her own team.

See Note #2

4. Striking or attempting to strike a player, parent or coach, either on his/her team or an opposing team.

First Offense:	Permanent suspension from FSYSL
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B) Parents and other Spectators:

1. Aggressively challenging a referees decision, either by raising his/her voice, gesturing or otherwise clearly demonstrating dissent:

First Offense: Counseling by a BOD. Coach to provide name of adult to referee, refusal will result in coach serving a 1 game suspension.

Second Offense: Parent suspended from attending any FSYSL games for the remainder of the season and 1 year probation.

Third Offense: Parent permanently suspended from attending any FSYSL Event



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

2. Aggressively challenging a referees decision by initiating physical contact with the referee, to include bumping, pushing shoving or striking in any way or by directing foul language toward the referee:

First Offense: Parent suspended from attending any FSYSL games for the remainder of the season.

Second Offense: Suspended for 1 year, on probation for 2 more years

See Note #1

3. Confronting adults in a physical manner (as in item A3 above, including the use of foul language) from the opposing team or his/her own team:

First Offense: Parent suspended for 1 year and probation for 2 more years.

Second Offense: Permanent suspension of parent from FSYSL

See Note #2

4. Striking or attempting to strike a player, either on his/her team or an opponent.

First Offense: Permanent expulsion of parent from FSYSL

See Note #3

C) Referees:

1. Confronting adults or players in a physical manner (as in item A2 above, including the use of foul language).

First Offense: 2 year suspension, 3 years probation

Second Offense: Permanent suspension

2. Striking or attempting to strike a player

First Offense: Permanent removal of referee from FSYSL

Note #1 – Any physical contact with a referee is a specific misdemeanor in the California penal code and can result in prosecution. NO physical contact with a referee will be tolerated.



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

- Note #2** – Any unwanted physical touching, such as bumping or pushing is considered battery, which can result in 6-month prison term and/or a \$1,000.00 fine.
- Note #3** – If parents fail to honor their suspensions from games their children will lose they're playing privileges.

25. Schedules

Practice Schedules – each coach establishes their own practice schedule. Number of days per week and length of the practice is up to the coach and the parents. However, the number of days per week must be established when the coach is assigned a practice field. Practice field assignments, again, are typically provided during the coaches meetings in July.

Game Schedules – Game schedules are generated by the League's Scheduling Coordinator. Game schedules will be available typically one to two weeks before the Season begins. If you have questions about the schedules, please contact the League's Scheduling Coordinator.

26. Games

This manual is designed, basically, for the Recreation League (Division 4); although any level of team, competitive or not, can benefit from the following:

*Please note: This list is not all-inclusive. Please add in some common sense! More information can be found in the FSYSL Constitution, By-Laws, General Procedures and Specific Rules and the CYSA General Procedures and Specific Rules (see Team Manual).

- a. Coaches must have each player's registration form with their Consent to Medical Treatment at the games/practices in case of accidents or injuries. This is a must.
- b. All Players must play at least 50% of each game, excluding illness or injury. This is an FSYSL rule (FSYSL Specific Rule 4:01:02). Non-playing players must be identified on game cards, and the coach must inform the referee of why the individual is not playing.
- c. Players should play more than one position, including goalkeeper. Move the kids around, especially at the younger age groups. Most players can learn more about the game by playing more than one position. Change it up. It also allows you to see where certain players play their best.



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

- d. Coaches and players are to remain within 10 yards of the halfway mark along the touchlines. Coaches can be carded for failure to adhere to this. No wandering up and down the sidelines and absolutely no coaching from behind the goals.
- e. Referees – The League tries to obtain a volunteer referee for each game. You may not always have a referee. The Referee pool is not always large enough to cover every game. Please review the Referee Program section of this manual and contact the Referee Coordinator to obtain your Referee License so that we have one more Ref in the Pool.

What happens if you don't have a Referee or the Referee scheduled cannot make it? First thing, you and your opposing coach need to work together. It usually works well if each coach referees each half of the game. Other alternatives exist, though, if a coach has a Ref License, that coach should step up and Officiate the game. Or, if one coach feels he is more qualified, work this out. Be fair, always follow the rules and most of all maintain a safe, fun game at all times. If neither coach is comfortable officiating the game, locate a member of the Board of Directors and we may be able to find a Ref, Ref the game ourselves or at least stay onsite during the game to assist.

- f. Parents are to stay in one place and are not allowed to shout coaching instructions to their kids. Only one coach is allowed on the field of play. If parents continue to shout directions, the referee may view these parents as coaches and stop the game. Parents and fans are not allowed near the goals. Coaches – you are responsible for your team, your parents and those around your field during your game. Coaches can and will be carded for any inappropriate behavior exhibited by your team parents (this can happen without warning). If you are experiencing difficulty controlling or dealing with unwanted behavior from a coach/player/parent/fan, send someone to find a member of the FSYSL Board of Directors. BOD Members are on the fields wearing bright red shirts.
- g. Coaches are to remain quiet and sportsmanlike at all times. This sets a positive example for the team, the parents and the fans. A minimum amount of verbal coaching will be permitted. Don't hesitate to substitute an out of position player, take him/her aside and instruct him/her in private. **ALL COMMENTS TO PLAYERS ARE TO BE POSITIVE.**

FSYSL (and any other League) will not tolerate abusive or negative comments by coaches, parents, or players to anyone either on or off the field. This includes the parking lot, or any other place near or around the field(s). Remember, the players and parents take their cues from you as their coach...Remember, this is a Recreation League and must be about fun.



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

If you or your parents are extremely competitive, suggest to them to try out for a competitive League.

- h. Play with the number of players per side as specified in the FSYSL Modified Laws of the Game for your age group. If one team has fewer players than necessary to field a full team, the opposing team will play down so that the team that is short of players will be able to play without and not get slaughtered. The coach of the “low” team has the option to keep one player as a substitute.
 - *Modified Laws of the Game are periodically updated and are passed out before the season begin. Be sure to get your copy. Contact your Age Group Coordinator for one.
- i. Assign a Team Captain (or two). The Referee will request the Team Captain (s) from both teams prior to the start of the game for the coin toss. The “toss” winning team chooses which goal they will attack. The other team kicks off the first half.
- j. In general, we make every attempt to start the games on time. If your team is late, you could forfeit. If a team arrives late, the length of the game could be shortened. Later games will not be delayed because you are late. The League strongly recommends having your team arrive at least 30 minutes prior to game time so players can adequately warm-up. If a player arrives late to a game (or practice) make sure he/she warms up before playing.
- k. Do not run up the score. If you are leading by two or three goals, play a strong defense – let your weaker players play forward; assign one specific person to make the next goal; have players touch the ball at least three times before scoring. NO team should ever have five (5) or more goals greater than the opposing team. If you need help thinking of a solution to running up the score, contact any one of the members of the BOD.
- l. The League will maintain statistics for Fun Tournament Seeding only. The League, however, will NOT post these statistics.
- m. Setting up field equipment – If your team is playing the first game of the day, you are responsible for moving the goals onto the field, setting up the nets and corner flags. Assign early parents to help out. If the game is delayed because your goal is not set up, both teams can forfeit. Both teams/coaches are responsible for ensuring goals are setup on time.
- n. Taking down field equipment – If your team is assigned the last game of the day, you must take the nets off the goals, put them in the net bag, take down the corner flags and bring them to the central location. Goals, must be taken down are returned to the central location.



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

- o. Pick up the garbage after your game!!! Don't be the messy Team. Clean up after yourselves, parents and players. We pay to use the fields every year. We may not get to keep them if we leave them messy all the time.
- p. Always Cheer and Handshake after every game. Not with yourselves...but with the other team you just played. Teams line up on the centerline and walk toward each other in a line so that each player shakes the hand of every player on the opposing team. We expect the coaches to prevent players from making comments, spitting, slapping, whatever. Coaches, don't forget to shake hands, too!
- q. Always shake hands with the Referee. Thank the Referee for being there and for supervising the game keeping everyone safe.

27. Game Cards

Game cards can be found in the referee boxes at your assigned field. Sometimes the supply runs out. Each Coach needs only 5-6 game cards for the entire season. If you have more than 5 put some back.

Prior to each game, the HOME Team will need to complete a game card listing all players and numbers. Indicate on the card which players are absent and which players will miss part or all of the game for any disciplinary actions. It is recommended that you complete this card ahead of time or assign one of your parents the responsibility of completing the card.

The "visiting" team must also complete their portion of the card. Please give ample time for the visiting team coach or designee to complete the game card. To make this easy, there is an Avery label template (Avery 5168) for game cards on the CYSA North website (www.cysanorth.org). Check it out, buy the labels and print them out for the entire season.

The Referee must have the game card prior to starting the game, and both teams (and players) must be listed on the cards.

28. Game Fields

Game fields are generally at the Octo Soccer Complex or at a designated park or school.



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

Game Field assignments are on the Game Schedule. Please ensure all coaches, parents, and players are aware of their responsibility to pick up after their team both at the fields, in the parking lots and in the neighborhoods. All trash should be properly disposed of. Respect the fields.

- a. Alcohol is not permitted under any circumstances on any field!
- b. Absolutely no pets in or on any playing field or area (this includes schools, parks and Octo).
- c. No motorized vehicles are allowed on or near the soccer fields.
- d. Please be courteous to the neighbors in the vicinity of our soccer fields by respecting their neighborhood and property.
- e. Please do not block driveways or park in red zones.

29. Accidents and Injuries

In your CYSA Team Manual, you will find the CYSA Youth Soccer Case Report, which must be completed for each accidents and injuries that occur under your supervision. You can also find these on the CYSA website (www.cysanorth.org). While the specifics of the insurance will vary, certain aspects will remain the same. The policy will always be supplemental to any other medical insurance the player has. There will be a deductible if the player has no other insurance.

If the form is not completed properly, it will be returned. If the form is completed perfectly, everything goes smooth. Read and follow the instructions carefully when completing the form.

Remember – each coach **MUST** have each player’s registration form with the Consent for Medical Treatment at every practice, game and Team function. Besides the Coach, it is recommended that you have an additional registered adult at each practice/game in the event of an emergency. Contact the FSYSL League President in the event of any accident or injury.

30. Lamination Procedures

Coaches! You may hear the term “Lamination Night” at some point before the regular season (games) begins. Lamination is the process in which the mandatory player passes and coach passes are laminated. This is the process of affixing (glue stick) the player/coach photo onto the card, inserting the card into a plastic sleeve and passing the card-in-sleeve through a heat treatment laminating device. Fancy, huh?



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

FSYSL will usually provide more than one night to perform this task. Typically, FSYSL has close to 1500 registered players and over 200 registered adults. It takes a while to laminate all of those cards. Before you arrive at lamination night you will need the following:

- a) Cut and paste your player/coach photos to the card. You can use a glue stick or tape. For the Recreation League, player signatures are optional.
- b) When you arrive, please pass your cards to one of the helpful volunteers. They will take your cards, laminate them and give them back at some point in the evening.

31. Refund Polices and Procedures

If something should occur to cause one of your players to be unable to play in the upcoming season and the parent would like a refund, a request must be submitted in writing. There are some requirements for when a full refund is allowed and when the request must be submitted. After the deadline date for a full refund, certain fees are retained for administrative purposes. Refunds may take up to three to four weeks to process after receipt. Please be patient.

For more information on the FSYSL Refund Policy, contact the League Registrar or any one of the Board of Directors.

32. Fund Raisers

The registration fees generally cover the expenses to keep everything rolling. However, every year something comes up where we need additional funding. For example, the school district charges us for the use of the fields and to have bathrooms available (as to be expected). These charges change from year to year as our needs for fields and restrooms change from year to year. The biggest Fund raising project we have had to date is for the Octo Multi-use building at the Octo Soccer Complex. Many of you may already know the benefits of having this facility up and running (i.e., flushing toilets, yeah!).

So, as the need for fundraising arises, the League will notify you in many different ways. Generally, we will know this information ahead of time and all fundraising activities will be presented at the Coaches Meetings or Lamination nights. For more information on fundraising or if you have ideas and want to help out, please contact the League President for more information.



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

33. Opening Day

Opening day will be August 21, 2010. This is the first day of regular season games for Division 4, Recreation. The schedule of events calendar (check the website) will tell you the exact day of the week this Saturday fall on.

34. Team Pictures

A professional photography group is selected by the FSYSL BOD earlier in the year to take team and individual pictures. These folks are awesome. The player registration fees include the Team and individual photos. There are extra fees (for the players) if they choose other photo types (i.e., player trading cards, etc.). You will be assigned the most convenient time possible and will be expected to be on time and prepared. It has been known that with the photography group the BOD selects, everything moves on time. No exceptions. If you are late or you have a late player don't wait. And by all means, **Do not be late for your game because of your photos!!!** Games must go on and forfeits will be declared. Check with the League's Scheduling Coordinator about any problems. The Scheduling Coordinator at some point will provide the photo schedules before the season of games begin.

35. Fun Tournament

The final weekend of the season is generally set aside for the FSYSL Fun Tournament for Recreation (Division 4). This weekend, your team will be paired against teams of equal ability and will play shortened games. This is not a victory type tournament. The games are abbreviated and the kids should know this is for FUN. If they win, great! However, if they don't win...what does it matter. What should matter is, DID THEY HAVE FUN!

The purpose of this Fun Tournament is to give the kids a taste of competition without destroying their egos. A good coaches team will enjoy themselves no matter what the outcome. If you are looking for more competition, check out one of our other two Leagues. FSYSL offers two levels of competitive play, Metro (Division 3) and a Competitive (Division 1). Contact one of the BOD for more information about our competitive playing League.

More information on the Fun Tournament will be passed out during the season. Check with any member of the BOD if you are anxious to know more about the Fun Tourney.



FSYSL Coaches Manual

FAIRFIELD – SUISUN YOUTH SOCCER LEAGUE

36. Soccer Camps

FSYSL is sponsoring two UK International Soccer camps during the last week of July and the first week of August, go to www.fsysl.org for more information. Player development is very important to all of us in our community and we strive to provide an option for everyone to participate.

37. End of the Year Party and Trophies

This is typically up to you and your Team Parent. Traditionally, teams will opt for a pizza party or a BBQ at one of the coach's house. It is highly recommended you do this. Everyone likes to celebrate and what a better way to end the season with a great party.

Keep it safe! Keep it simple! If you need suggestions for a party, contact one of the BODs.

38. Wrapping it All UP

Well, I hope this manual gives you the information you need to make it through the season. If you have any questions, please contact any one of the members of the Board of Directors. We are volunteers and we are here to help.

We want your season to be great and fun for all those involved. Have a great Season!

Thank you for all your time and hard work!

This Manual was written for the hard-working volunteer Coaches of the Fairfield-Suisun Youth Soccer League (FSYSL).

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