

Tri-State Futbol Alliance

Team Administration

Guidelines for Coaches

1.0 Introduction: The Tri-State Futbol Alliance (TFA) Team Administration – Guidelines for Coaches provides policies, rules, and guidelines for coach selection, responsibilities and behavior. To specifically promote the TFA program goal of player development, this guide outlines training directives for coaches to support the TFA player development philosophy. These directives are provided to maintain a consistent, systematic approach for coaching within TFA.

2.0 Responsibilities and Duties of the coach and assistant coach:

The coach and assistant coaches are responsible to TFA and each player on the roster to:

- a. Maintain team discipline and good conduct at all times.
- b. Promote and develop team play.
- c. Use fairness and impartiality in the personal treatment of players.
- d. Improve and expand the soccer knowledge in all positions and refining the skills of each player.

2.1 Head Coach. Each head coach is responsible for the training, development and game play for each rostered player on his or her team and for the wellbeing of all players during each scheduled game and practice. Each head coach must follow the guidelines, rules and general policies of TFA, promote and employ the coaching and player development philosophies of the club, and strive to enhance player skills while maintaining and/or enhancing player self-esteem.

For head coaches receiving a salary from the club, failure to carry out these responsibilities/duties may result in a loss of pay, based on the Board of Director's discretion.

Specific Responsibilities and Duties: Each head coach is responsible for the following items. Some of the coach's responsibilities/duties can be delegated to the team manager or team parent as required/appropriate. However, the head coach is ultimately responsible for ensuring that all items are addressed.

- a. Compile the initial team roster after tryouts and notify the parent or guardian of each player about their position on the team. Provide the roster to the TFA club administrator by the requested deadline.
- b. Provide the club administrator with all contact information for coaches, assistant coaches and team managers. Verify that everyone has completed the online staff registration with the club.
- c. Outline the team's practice and game schedule and the coaches' specific goals and philosophies. It is recommended that the head coach convene an initial team meeting at least 2 weeks prior to the beginning of the season with players and parents to:

- Introduce him or herself and the team,
 - Express his or her goals and philosophies,
 - Explain the parents' roles and the players' responsibilities (attendance, etc.)
 - Seek parent/guardian volunteers for the team parent/manager or assistant coach positions as necessary.
 - Provide a preliminary schedule of practices, games and tournaments.
 - Gather paperwork required for league registration.
 - Provide the team budget and explain team fees and club fees and the due dates of each.
- d. Take responsibility for all team administration as outlined in Section 7.0 below. Whether or not team administrative tasks are given to the team manager, the head coach is ultimately responsible for these items. These responsibilities include:
- Making sure that all players register online with the club and pay the club fee by the deadline determined by the Board. If players have not paid by the deadline, the coach will be required to turn in the player card for the unpaid players. Or, paid coaches will have an option to have the club fees taken out of their coaches pay in order to continue playing the player if they choose.
 - Making sure that all league paperwork is complete and turned in by the deadline, CUSL will levy fines for the following Team Registration infractions. These fines are billed to the club and will be invoiced to the team who's in violation. Each of the following fines will be multiplied by the number of infractions in the packet which can lead to substantial fines. Refer to the TFA website for a more complete explanation of the CUSL Team Registration fines.
 1. Packets without appropriately completed checklists - \$200
 2. Player with incomplete information - \$25
 3. Coach with incomplete information - \$25
 4. Roster size violation - \$50
 5. Late registration - \$25
 6. Not following instructions on packet organization - \$50
- e. Maintain the current team roster, including the name, address, telephone number, and player's parent or guardian's contact information (email address, home phone, work phone, etc.). This responsibility includes notifying the TFA club administrator when a player's parent/guardian indicates that the rostered player will no longer play with the team. No child may participate at a practice or game without being registered with the Ohio South Youth Soccer Association without the consent of the TFA Board of Directors.

- f. Notify each player's parents/guardian of game or practice cancellation and/or rescheduling. The designated team parent or manager can also do this.
- g. Attend, or ensure that the assistant coach attends each practice and scheduled game. Coaches may be excused from practices run by a team trainer but are strongly encouraged to be there.
- h. Attend all TFA coaches meetings and coaches training sessions/clinics.
- i. Ensure that players and their parents or guardians respect and properly maintain the property and equipment of TFA, as well as the playing or practice fields used by TFA.
- j. Ensure that players and their parents or guardians display proper attitude and conduct during practices and games, and indicate appropriate respect for referees and other soccer officials.
- k. Ensure that the practice and game fields are safe for play, including inspecting the goals, goal anchors/sandbags, and playing surface for debris or holes/ruts.
- l. Support the TFA policies, rules, guidelines and philosophies and the decisions made by the TFA Board.

2.2 Assistant Coach. Similar to the head coach, the assistant coach is responsible for the training, development and game play for each rostered player on his or her team and for the wellbeing of all players during each scheduled game and practice. Each assistant coach must follow the guidelines, rules and policies of TFA, promote the club's philosophies, and strive to enhance player skills while maintaining and/or enhancing player self-esteem.

Specific Responsibilities and Duties. The following provides a core list of responsibilities and duties for assistant coaches. Additional duties may be assigned to assistant coaches by the team's head coach as required to assist with the head coaching duties.

- a. Act on the head coach's behalf in the absence of the head coach at a practice or game. In the event that the head coach can no longer continue as head coach of his team, the assistant coach will be placed in that position until a new head coach can be appointed.
- b. Perform duties delegated to the assistant coach by the head coach.
- c. Attend all TFA coaches meetings and coaches training sessions/player clinics.
- d. Ensure that players and their parents or guardians display proper attitude and conduct during practices and games, and indicate appropriate respect for referees and other soccer officials.
- e. Ensure that players and their parents or guardians respect and properly maintain the property and equipment of TFA, as well as the playing or practice fields used by TFA.
- f. Ensure that players and their parents or guardians show proper decorum during practices and games and indicate appropriate respect for referees and other soccer officials.
- g. Support the training and development of each player.
- h. Maintain team discipline and good conduct at all times.

- i. Use fairness and impartiality in the personal development of players.
- j. Improve and expand the soccer knowledge and refining the skills of each player.
- k. Abide by the final decision of the head coach on a matter within the duties and responsibilities of the head coach so long as that decision is consistent with the policies and philosophies of the club.
- l. Support TFA policies, rules, guidelines and philosophies and the decisions made by the TFA Board.

3.0 Qualifications of Coaches.

3.1 Qualifications. In order to be considered for selection as a head coach or assistant coach, a candidate must meet the following criteria

- a. Be willing to allocate the appropriate time each season required for the coordination of team activities, including: running practices (including winter training), attending all games, team administration and attending tryouts which includes participating in the placement of players in your entire age group.
- b. Submit to and pass a criminal background check.
- c. Commit to and attend required TFA coaches training sessions/meetings.
- d. Commit to coaching a team according to these manual and other applicable TFA policies, philosophies, and coaching guidelines.

3.2 Selection. The following shall be the procedure for selecting head coaches:

- a. Head coaches will be selected by the club's Directors of Coaching with the approval of the TFA Board of Directors. Salaried head coaches shall meet the minimum qualifications set forth by the Directors of Coaching.
- b. If a qualified head coach is not available, a non-parent volunteer may take the position until a qualified head coach is appointed or said volunteer is deemed qualified by the Directors of Coaching and assumes the salaried position.
- c. If the head coaching position remains unfilled after volunteers have been approached about assuming a head coach position, a parent may volunteer to assume the position until a qualified head coach is appointed.
- d. If no volunteer has been identified for a particular team, the parents/guardian of the players on that team will be notified that unless at least one parent volunteers as the coach of that team, the team may be disbanded.
- e. The final decision about any head coaching position shall be made by the Directors of Coaching and approved by the Board of Directors.

4.0 Games and Rescheduling Responsibility

4.1 Game Play. An attempt should be made to rotate players in different positions in order to give them experience needed to play all positions. In preparation for high school soccer, the U12-U14 age groups are encouraged to train players in multiple positions, but it is also recognized that by U12 a player has begun the transition to a preferred position and that specific training for that position may be warranted.

4.2 Game Rescheduling. If a game is cancelled, the team will need to contact the visiting team and find an agreeable date and time to replay the game.

4.3 Weather Related Game or Practice Delays/Cancellations. Games are played in all weather, including snow, sleet and extreme heat. Referees and club officials may cancel a game due to lightning and/or field conditions, but under no circumstances will the safety of the players be compromised. No coach or other team official may cancel a game. If a game is cancelled by anyone other than the on-site referees or the club, referee fees will be assessed to the teams.

4.4 Game Cancellation/Forfeiture. Generally, if an away game is cancelled, the home team will notify the visiting team of the cancellation. It is the home team head coach's responsibility to make sure that the opposing team's head coach and/or manager is notified of the cancellation. TFA head coaches may delegate this responsibility to their team manager.

Coaches cannot make the decision to cancel a game. Failure to attend a scheduled game is considered a forfeit. If a team forfeits a game, the team is responsible for the forfeiture fee as well as referee fees. If that fee is not paid to the respective league, the club (TFA) could be penalized by not being allowed to register any teams the next season until the fee is paid.

4.5 Game Rescheduling Procedure. If a home game needs to be rescheduled due to field closure or unplayable conditions, the coach or team manager must:

- a. Contact the opposing team's head coach or manager and coordinate 2 or 3 acceptable dates and times for the rescheduled games,
- b. Contact the TFA Referee/Field Assignor to confirm on which of the acceptable dates and times TFA can provide fields and referees, then
- c. Advise the opposing team's head coach or manager of the new date and time.

** Refer to the Team Administration>Rescheduling page of the club's website for information regarding rescheduling games.

5.0 Safety Procedures and Policies The following TFA player safety policies must be followed by all team coaches.

5.1 Weather Conditions. If lightning is sighted during a practice or game, coaches must escort all players off the field to a sheltered area as quickly as possible. You must wait at least 30 minutes from the last lightning/thunder before returning to the field.

5.2 Player Accountability. At the conclusion of games and practices, coaches must ensure that they never leave any player unattended at the field or parking lot, whether from their team or a different team.

5.3 Player Equipment. Coaches must inspect player equipment. Shin guards and soccer-appropriate footwear must be worn at all times during practice and at games.

5.4 Field Safety. Coaches should inspect the playing field to make sure it is in safe condition for playing and practicing. This includes ensuring that goals are staked or sandbagged to prevent movement or tipping, and making sure that the field is clear of debris such as glass, sharp objects, holes or ruts that could endanger a player.

5.5 Jewelry. Jewelry is not to be worn during practice or games. This is applicable to both girls and boys. Jewelry includes, but is not limited to, hair clips, earrings, rings, watches, bracelets, necklaces, anklets, and any other body jewelry.

5.6 Casts and Splints. Casts and splints may be worn, if padded and/or appropriately wrapped such that they do not constitute a hazard to the player or others. Knee braces should be checked for any part that might cut or otherwise injure another player. For games, the referees will have the final say in determining if a player can play with the cast or splint.

5.7 Eyewear. Eye glasses and goggles may be worn, but it is strongly recommended that they be secured with an appropriate strap.

5.8 Dehydration. All players should be reminded to bring water to practices and games in order to prevent dehydration. Especially during the summer months, water breaks should be provided during practices on a more frequent basis. For game situations where it is extremely hot and humid, coaches should ask the referees about game time water breaks.

6.0 Coaches Conduct

6.1 Code of Conduct. Coaches are expected to abide by the following principles:

- a. Coaches are to be punctual and prepared for all practices and games.
- b. Coaches are to show respect for their players, the opposing players and opposing coaches.
- c. Coaches must encourage safe methods of play.
- d. Coaches must not use abusive or profane language.
- e. Coaches must be gracious in victory and dignified in defeat.
- f. Coaches must not talk to fans, opposing players, or opposing coaches during games except to offer congratulations or assistance.
- g. Coaches who coach from the sidelines should be positive.
- h. Coaches must use positive reinforcement of players whenever possible and refrain from criticizing players in front of others.
- i. Coaches must not argue with or act in a disrespectful manner to referees or other soccer officials.
- j. Coaches should never act in a manner that would cause their ejection from a game.
- k. Coaches are prohibited from using tobacco, alcohol and non-prescription drugs during all practices and games. Such behavior will result in the coach being immediately removed from his or her coaching position.
- l. Coaches must not engage in improper conduct or relationships with players. Such behavior will result in the coach being immediately removed from his or her coaching position.
- m. Coaches must abide by the rules and regulations of OSYSA and the United States Youth Soccer Association (USYSA).

6.2 Violations of the Code of Conduct. The TFA Board may remove a coach at any time from his or her coaching position without cause. In addition, if a coach is determined, by the Board, to have violated the Code of Conduct, the TFA Board must consider imposing the appropriate penalty, including warning, reprimand, suspension, or removal. Violations of the Coaches Code of Conduct may be brought to the attention of the TFA Board by a parent, a fellow coach, opposing team coaches, a referee or other soccer official.

a. Player Abuse. If the TFA Board receives repeated validated complaints of player abuse about a coach, the coach shall be removed from his or her coaching position for one full year. After the one year suspension, the coach may petition the TFA Board for reinstatement.

b. Alcohol and Non-Prescription Drug Use. Coaches using alcohol or nonprescription drugs immediately prior to or during a game or practice shall be expelled from participation in the club immediately and not be allowed to re-enter the program.

c. Improper Conduct or Player Relationship. Coaches who have been determined to have an improper player relationship or who have conducted themselves in an improper manner shall be expelled from participation in the club, including immediate removal from his or her coaching position.

d. Other Violations. For violations of the Code of Conduct other than those previously listed, the TFA Board shall impose an appropriate penalty including, but not limited to warning, reprimand, suspension, and removal from a coaching position.

7.0 Team Administration. The TFA Team Manager has significant roles in assisting the coaches with the administration of the team. General duties of the team manager may include, but are not limited to, the list below. The team manager's duties shall not include training and development of players.

The Team Manager is here to assist the coach with the organization and the operation of the team, but ultimately, it is the Head Coach who is held accountable for the team's Club or League infractions. The coach, assistant coach and manager should discuss and determine how to divide the responsibilities outlined below.

- a. TFA liaison (see below).
- b. Work with the coach to determine block-out dates and develop the calendar for the season including practices, games and tournaments.
- c. Work with the families to gather all the paperwork needed for league registration. Organize all paperwork and remit to the league rep for processing.
- d. Work with the coach to determine a team budget. Collect team fees and manage the team's money.
- e. Ensure that each player registers each season online with the club and club fees are paid by the due date.
- f. Keep player passes, medical waivers, and birth certificates on file for all players at all games and practices.
- g. Retain current copies of the official team roster.

- h. Attend league scheduling meeting if required.
- i. Attend TFA coach/manager club meetings.
- j. Send out email or phone communications as needed to the team or at the request of the coach.
- k. Communicate information to the players about ordering their uniforms.
- l. Work with the coach to identify and register for tournaments. Gather any paperwork needed for tournament registration and work with the coach to determine who will attend the tournament registration night.
- m. Work with opponents on rescheduling league games as required. Send rescheduling requests to the TFA Referee/Field Assignor.
- n. Organize/coordinate team volunteers.
- o. Create and disperse team practice and game schedules.
- p. Coordinate game documentation (including reporting game scores to the league) and payment of referees.
- q. Organize team events.
- r. Monitor coach and parent behavior.
- s. Send all requests for postings on the club's website related to your team to the website administrator.

7.1 TFA Liaison. The team manager is the primary TFA liaison for all team administrative issues. The team manager should maintain contact data for the specific age group coordinator and club administrator, and communicate with them as required. The team manager is also the first level of TFA administration for parent inquiries and issues.

7.2 Club Administrative Meetings. One representative of the team is encouraged to attend all club coaches/managers meetings held by the club's Directors of Coaching or club administrator.

7.3 League Team Registration. All teams must be registered with a league in order to play. For the CUSL league, the team manager ensures that the team and player information are appropriately collected and submitted to the TFA CUSL Registrar. The TFA CUSL Registrar will register all players with the league. For BPYSL and MRL leagues, the team manager must deliver the league registration paperwork directly to the league.

Managers should collect the appropriate information from their team's players, such as a copy of each player's birth certificate, completed Ohio South Membership Form, Out of State Permission to Play Form (if applicable) and a recent photograph for the player pass or any other incomplete information.

7.4 Player Passes. The TFA CUSL Registrar will send the player passes to the team manager who will obtain player pictures and signatures for each player pass. Once the player registration form is filled out, all passes are signed and pictures adhered, the team manager coordinates with the TFA CUSL Registrar for official league registration. **Player passes are required for each player in order to participate in a game.** If a player should move or quit during a season, the

player pass will need to be returned to the TFA CUSL Registrar along with either the Inter-Team Transfer Form or the Player Quit Form.

NOTE: Player passes may be withheld or revoked by the TFA CUSL Registrar or the club's officers or Board Members if the player has outstanding financial obligations to the Club for registration, training, or uniform fees. If player passes are withheld or revoked, the player will be ineligible to participate in practices and games.

7.5 Medical Waiver Forms. The team manager ensures that each player has a completed medical waiver form, which is brought to each game and practice. Any time players are participating in a team practice or game, the Medical Waiver/Release forms for each player must be in the possession of the coach leading the team practice or in the possession of the coach or team manager at the game. **Notarization is required and will last for the one year term.**

7.6 Block-Out Dates. The head coach and team manager should coordinate and determine which weekend dates will be submitted as "block-out dates". Block-out dates are used as no play dates to allow teams to participate in tournaments, or for other dates where several team members may not be available (prom, SAT tests, etc) so that teams do not have to play short-handed.

7.7 Player Removal and/or Dismissal. A coach or team manager may NOT unilaterally remove a player from his or her roster for any reason. If an issue arises such that the coach or manager feels that the removal of a player from the team roster would benefit the team, the coach must contact the TFA age group coordinator with a full explanation and documentation supporting the request for removal. The coordinator will forward the documentation to the Board of Directors for review. No dismissal for disciplinary reasons may occur without final approval of the TFA Board of Directors in accordance with league and OSYSA rules.

7.8 Parent and Coach Monitor. The team manager will assist the coach with controlling parent/guardian/relative game and practice behavior so that the playing environment is positive and conducive to player growth and education and in fostering the ideals of fair play and good sportsmanship. The team manager is responsible for reporting to the appropriate age group coordinator any parent/guardian/relative or coach behavior that impedes the creation of a positive player environment, maintaining fair play or in exhibiting good sportsmanship or otherwise violates the Coaches Code of Conduct.