

Lionville Soccer Club Coach's Manual

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Introduction

The Lionville Soccer Club Coach's Manual is intended to be a reference document for all Lionville Soccer Club (LSC) coaches. It is assumed that all LSC coaches also have access to the following documents:

- Lionville Soccer Club address/phone list
- LYA Travel Soccer Disclosure Statement
- Medical release form
- Travel Soccer Memorandum of Understanding
- LYA Registration form
- Lionville Soccer Club Operations Manual (LSC Ops Manual.doc)
- LYA Travel Team Policy Statement (LYA Travel Policy.doc)
- EPYSA Employment/Volunteer Disclosure Statement
- US Club Soccer Risk Assessment form
- EPYSA Player Registration form
- US Club Soccer Medical Release/Player Registration Form
- PAGS League Constitution (see PAGS League web site)
- PAGS League Bylaws (see PAGS League web site)
- Delco League Constitution
- Delco League Bylaws

Tryouts

The Lionville Soccer Club (part of LYA) usually holds tryouts during April, May and June for selecting travel soccer teams that play in the coming fall season. Tryouts for these teams are open to all boys and girls who live in Downingtown Area School District (DASD). A flyer and posters are printed to communicate the dates and times of tryouts. This tryout schedule is also posted on the clubs website at www.lionvillesoccerclub.org and on the LYA website at www.chesco.org/~lya. In February, coaches will have the opportunity to select dates and times for tryouts.

LYA Travel Soccer Registration

All LYA travel soccer coaches (LSC coaches) will be responsible for registering their own teams, independently of the LYA fall sports registration event held at Lionville Middle School. This includes the younger travel soccer teams, where there may be more uncertainty as to what players will make the final travel team roster.

Although the term “LSC coaches” is being used throughout this document, many teams may choose to have a team manager perform these tasks instead of the coach.

Coaches should try to make player selections prior to LYA intramural registration. The intramural registration occurs during the first two weekends of June. Players who want to play soccer in the fall but have not been selected for a travel team by this time should sign up for the intramural program. If they player is selected for a travel team following intramural registration (but before 7/31), the intramural registration fee will be applied to the travel soccer registration fee.

LSC coaches need to collect the following from each of their players and their parents:

- Completed & signed LYA Travel Soccer Registration form –bottom [pink] copy is to be kept by the coach.
- Check made payable to “LYA” for the registration fee
- Completed & signed LYA Travel Soccer Disclosure
- Completed & signed medical release. The coach must keep the original copy of the medical release. The medical releases must be notarized. Some teams have retained a Notary for ½ hour at their first team/parents meeting to complete the notarization
- A signed Memorandum of Understanding.

Coaches must remind parents that a parent or legal guardian must sign the above forms, not a friend or a neighbor. All the above forms that are to be given to the club registration coordinator by June 30th. Forms and checks must be collated and in alphabetical order by the players last name.

The Registration Coordinator will give the “LYA” checks to the LYA Treasurer.

The Registration Coordinator will give the top [white] LYA Travel Soccer Registration forms to the LYA registrar and the second [yellow] LYA Travel Soccer Registration form to the Club President.

The registration coordinator will retain the LYA Travel Soccer Disclosure Statements and the Memorandum of Understanding.

PAGS League Registration

LSC girl's teams participate in the Philadelphia Area Girls Soccer (PAGS) League. The PAGS League web site is www.pags.org.

PAGS League team applications must be completed by the date specified by PAGS. One person from each team (coach or team manager or other designated person) must go to the PAGS League web site and fill-out the online PAGS team application form. Instructions are available on the web site or through the PAGS delegate. The LSC delegate to the PAGS League will submit a check request to the club treasurer to be paid to PAGS to cover all application fees of the LSC teams for the fall season. Coaches should consult the PAGS website or contact the club PAGS delegate to answer questions regarding team registration.

LSC coaches need to collect a photo from each player for the player pass (the photo will be cut to about 1" x 1¼" square). Coaches may also need to collect a player registration form from the appropriate governing body (EPYSA or US Club Soccer) along with proof of age (i.e., a copy of the birth certificate). Coaches should consult with their PAGS delegate for exact requirements as these requirements can vary from year to year and between leagues.

LSC coaches, team manager, or designated individual enter the roster information into the US Club or EPYSA database. The database to be used will depend on divisional assignment. The PAGS delegate will direct coaches on the proper database. Once the roster is entered the coach or designated individual must print off three (3) copies of the team roster. Player passes will then be printed for each player. Coaches will be given the player passes to get signed and the player's photo attached. The completed player passes will be returned to the Club Registrar for PAGS validation along with the roster copies and all league registration paperwork. Proof of age will also need to be provided for each player (either old player pass or copy of birth certificate depending on the league.) After the team roster and player passes have been validated by the PAGS Registrar, the LSC Registrar will return them to the LSC coach.

The following documents can also be obtained from the PAGS League web site. Click on "Handouts."

- PAGS League Constitution
- PAGS League By-Laws
- PAGS League Player Registration Guidelines

Coaches should contact the Club registrar for questions regarding player registration with the league.

Delco League Registration

LSC boys team participate in the Delco League. The Delco League web site is www.delcosoccer.org.

DELCO League team applications must be completed by the date specified by DELCO. One person from each team (coach or team manager or other designated person) must go to the DELCO League web site and fill-out the online DELCO team application form. Instructions are available on the web site or through the DELCO delegate. The LSC delegate to the DELCO League will submit a check request to the club treasurer to be paid to DELCO to cover all application fees of the LSC teams for the fall season. Coaches should consult the DELCO website or contact the club DELCO delegate to answer questions regarding team registration.

LSC coaches need to collect a photo from each player for the player pass (the photo will be cut to about 1" x 1¼" square). Coaches may also need to collect a player registration form from the appropriate governing body (EPYSA or US Club Soccer) along with proof of age (i.e., a copy of the birth certificate). Coaches should consult with their DELCO delegate for exact requirements as these requirements can vary from year to year and between leagues.

LSC coaches, team manager, or designated individual enter the roster information into the US Club or EPYSA database. The database to be used will depend on divisional assignment. The DELCO delegate will direct coaches on the proper database. Once the roster is entered the coach or designated individual must print off three (3) copies of the team roster. Player passes will then be printed for each player. Coaches will be given the player passes to get signed and the player's photo attached. The completed player passes will be returned to the Club Registrar for DELCO validation along with the roster copies and all league registration paperwork. Proof of age will also need to be provided for each player (either old player pass or copy of birth certificate depending on the league.) After the team roster and player passes have been validated by the DELCO Registrar, the LSC Registrar will return them to the LSC coach.

Employment/Volunteer Disclosure Statement

All LSC coaches and assistant coaches must complete either an EPYSA Employment/Volunteer Disclosure Statement or a US Club Risk Assessment Form. The proper form will be determined by the teams divisional placement and the PAGS or DELCO delegate will communicate the proper form for each team. These forms must be completed each year. This is required for all adults involved in coaching or Club administration, and is mandatory. Forms along with instructions can be found on the US Club website (www.usclubsoccer.org) or the EPYSA website (www.epysa.org). Contact the LSC Club registrar for instructions on submitted the form to the appropriate governing body.

Additionally, the Club President must submit the full name and birth date of all coaches, assistant coaches, and team managers to LYA in order to conduct a background check. Any individual not willing to have a background check performed will be unable to coach or be a team manager. This background check will be completed at least once and at other times as designated by LYA.

Player passes

Coaches will be given player pass cards. The Coach/Manager is to affix the player's photo to the card and get the player to sign the cards. They are submitted to the LSC Club registrar in batch along with all league registration materials and three team roster copies. The Club Registrar will then have the cards and rosters validated and the player passes laminated.

Governing Body

Travel soccer in our area is regulated by either the Eastern Pennsylvania Youth Soccer Association or US Club Soccer. The governing body is determined by the teams' divisional assignment within PAGS or DELCO. The contact information for each is:

EPYSA
2 Village Road, Suite 3
Horsham, PA 19044
1-800-562-7485
www.epysa.org

US Club Soccer
1 Anywhere Drive
Someplace, SC 23456
www.usclubsoccer.org

Uniforms

LSC has a uniform coordinator. All uniforms must be purchased through the coordinator. Teams cannot order uniforms from any other supplier other than the one designated by the Uniform Coordinator.

All teams will use the same jersey in the club colors (Royal and White). Each player should order at least two jerseys (one Royal and one White) to serve as a home and away jersey. Players will need to order one or more pairs of shorts. There is a choice of socks and teams can use either Bumblebee socks or plain socks.

It is recommended that the new teams setup a night to have the kids sized (this could also be your team meeting night). If the uniform supplier does not provide samples for sizing, returning players should bring their jerseys and shorts so new players can determine what size is needed. New teams can contact a coach of an older team to get jerseys and shorts to use when sizing players.

Each year the Uniform Coordinator will provide the order form along with the instructions for placing the uniform order. The uniform supplier will need one check to cover the cost of the team order. Parents should make out their individual check to either the coach of team manager. That individual will then submit payment to the supplier. Please note that payment is due before the order will be shipped.

Lionville Soccer Club Ordering Procedure

1. Set-Up Sizing Night (can occur during first parents meeting)
2. Coordinate Sizing of Order
3. Fill out order form and submit along with payment.
4. Payment for Order is due before shipping. Uniform Coordinator will give appropriate pricing information and forms. Club is exempt from sales tax with appropriate Federal Tax ID Number.

Many teams use a separate, inexpensive summer jersey for tournament play. There is a wide range of suppliers for this in the immediate area and these can be purchased from any supplier.

LYA patches

Each team needs to order their LYA patches from the LSC patch coordinator, usually in June of each year. These patches are exchanged with opposing teams during tournaments. Full sided teams usually order about 300-320 patches for the year. Small sided teams (U9 & U10) usually order about 200-250 patches for the year. Patches cost about \$0.75 - \$1.00 per patch..

Field Usage

All field usage for games and practices must be scheduled with the LSC Field Coordinator. This includes scrimmages and make-up games also. Available fields will be communicated by the field coordinator. The field coordinator will develop and communicate a practice schedule to ensure all teams have adequate practice time. This practice schedule will be developed with input from each coach. The Field Coordinator will also work with the Club President to acquire contracts for any none LYA field to be used during the year. Please note the Field Coordinator cannot sign the contract. All contracts must be submitted to the Club President to acquire the appropriate signature form from the designated individual on the LYA Executive Board. The Field Coordinator will also designate a schedule for the lining of any fields used for league games. Teams will usually be assigned certain weeks where they are responsible for lining the field.

First Aid

First aid supplies can be obtained from the LYA First Aid Coordinator. Coaches should always have emergency information available at games and practices, including medical releases, phone numbers and location of nearest phone.

Finances & Fund Raising

Teams are prohibited from conducting any Fund Raising activity.

Coaching Licenses

It is strongly recommended that all LSC coaches obtain their EPYSA "E" license, which is the foundation course for travel soccer coaches. Some LSC coaches have chosen to continue their coaching education by acquiring "D" and more advanced licenses. Information on EPYSA's coaching schools and clinics can be obtained from the EPYSA web site at www.epysa.org.

Soccer Camps & Guest Instructors

Each year the club will designate a provider for Summer Camps. It is strongly encouraged that each team conduct a week-long camp for during the summer to prepare for league play. The designated provider should be used as the per player fee is reduced based on the number of teams participating.

Teams can use a training instructor during the year if they desire. The team will be responsible for any fees associated with this additional instruction. The coach or an assistant must be present anytime a training instructor is utilized. It is never appropriate to leave the instructor unsupervised without an appropriate team representative present.

Tournaments

Most tournaments consist of 3-4 games played on Saturday and Sunday. Some tournaments are Saturday only or Sunday only (1 day). Other tournaments may also begin on Friday evening for local teams.

Tournaments with multiple divisions per age group usually result in more competitive games than tournaments with a single division per age group.

Each year, teams must submit to the Club President a list of all tournaments for the season. This list needs to include dates and locations.

Any EPYSA team participating in a tournament outside EPYSA boundaries must complete and submit to EPYSA an *Application for Travel* form, which can be obtained from EPYSA. Specific instructions can be found on the EPYSA website or by contacting your PAGES/DELCO delegate.

All Applications for Travel must be received by EPYSA thirty (30) days prior to travel. There is a \$10 late fee to process applications received within fifteen (15) days of the tournament.

US Club Soccer teams are not required to obtain Permission for Travel forms.

Team Web Site

Lionville Soccer Club maintains a website at www.lionvillesoccerclub.org. This website will be the primary means for posting information such as tryout times, location of tryouts, and other team and club information. Coaches are encouraged to keep the team portion of the website up to date. If the team has a parent who is capable, that individual can be given access to the team portion to keep it current. Otherwise, contact the website coordinator for updates. When posting information on the website you must be cognizant of privacy and security. Do not post any information that can identify an individual (i.e., team roster with names, picture with the players name visible on the jersey, etc.).

Administrative Task Checklist

The following is a checklist of administrative tasks that need to be performed by LSC coaches and team managers.

- Collect LYA Travel Soccer Registration forms from parents
- Collect LYA travel soccer fee
- Collect LYA travel Soccer Disclosure Statement from parents
- Collect LYA Memorandum of Understanding from parents
- Collect medical release from parents (must be notarized)
- Submit registration materials to Club Registration Coordinator
- Register team & players with appropriate league (PAGS or Delco)
- Input team roster into the US Club or EPYSA database.
- Get all coaches and team managers to complete either an EPYSA Employment/Volunteer Disclosure Statement or US Club Soccer Risk Assessment form.
- Notify LSC patch coordinator of number of patches to purchase for team
- Collect money from parents for patches and other miscellaneous expenses
- Collect copy of birth certificate for players (may not be necessary for returning players – Check with Club Registrar)
- Collect player picture (picture will need to show the players face from the neck up once cut down to 1" x 1.25")
- Collect either US Club Soccer or EPYSA player registration forms as needed
- Print off Player Passes, obtain player signature, and affix player picture
- Turn in league registration materials to Club Registrar to obtain validation
 - Birth Certificates or prior year player pass
 - Player registration form
 - Player pass with player signature and picture affixed
 - 3 copies of the team roster printed from either the US Club Soccer or EPYSA database
- Provide info to players & parents on how to order new uniforms
 - New players also need to select a jersey number
- Find out player availability for soccer camp)
- Find out player availability for weekday/weekend summer practices
- Find out player availability for tournaments in August & Labor Day
- Find out player availability for possible Columbus Day tournament
- Recruit parent volunteers
- Register for tournaments – don't wait too long many of the more popular tournaments fill quickly
- Coordinate hotel arrangements for overnight tournaments – don't wait too long
- Apply for out-of-state permission to travel (if applicable)