

# CYSA Travel Coaching Guide

## ROSTERS / PLAYER NOTIFICATION

Travel Directors will notify coaches of their assigned team, division placement in [MYSL](#) (1 through 4) and roster once the rosters have been approved by MYSL. This typically occurs in February for the spring season and Late June/ early July for the fall season. **Once notified, it is important that the coach contacts all the players on their team within a few weeks.** A sample coach letter can be found at the end of the document.

**Please validate your roster. Any issues must be reported back to the Travel Director quickly to ensure updates get completed into the MYSL system.**

## PRACTICES

Coaches will be contacted (via email) by the Field Assignor for requests about 4 to 6 weeks prior to the first game of the season. **Practice night assignments are not managed by the Travel Directors.** The Field Assignor will ask for your top 3 preferences for practice nights and times. CYSA will do it's best to accommodate requests; practice slots will be honored on a first come first serve basis. The more teams the more difficult it will be to get your first preference. The Field Assignor will forward you the final practice schedules for all the travel teams should you want to schedule scrimmages or should you need to reschedule a make-up game during another team's allotted time slot.

Travel coaches generally run two 1.5 hour practices per week, consisting of warm-up, stretching, technical and tactical drills, scrimmage, and a cool-down. It is valuable to plan ahead and have the drills in each practice concentrate on an individual topic (e.g. footwork, defending, passing, shooting...etc.). Keep the practice session moving, maximizing the participation of the players (avoid drills where players wait for their turns for extended periods of time, such as line drills). Also, go over the common set plays such as goal kicks, kickoffs, and corner kicks so the players know what to do during the game. Having one or more assistants at practice help minimize down time between drills. It is important to always have at least a second adult at practice (in addition to the coach) in case an emergency should arise. Only CYSA-registered players should participate in practices since they are the only ones covered by MYSA insurance. Please refer to the Coach's Practice Guide for assistance.

## PLAYER PLAYING TIME POLICY

Players participating in weekly practices must play a minimum of 40% of the game that week, except for injuries or disciplinary actions. Playing time is determined by the coach's discretion for those players who do not participate in any weekly practices.

## **MEDICAL RELEASE FORMS**

Each season coaches will be provided with a medical release document by the Travel Director. This document must be kept with you at all times in case of player injury. Before any player can practice or play a game one of the parents of each player must sign this document on the appropriate line for that player.

## **FIELD PERMITS**

Each season coaches will be provided with a field permit by the Travel Director. This document must be kept with you at all times in case you get questioned on the use of a field.

## **FIELD MAINTENANCE**

**Please check the field before games and practices for any potential hazards to the players.**

**For Home games, if you are the first game of the day for that field, you need to set up the corner flags. Corner flags are located in the equipment box at each field. The equipment box is locked – combination is 1225.**

**If you are the final game please return all flags back to the equipment box and lock it.**

## **ROSTERS REQUIREMENTS FOR GAMES**

For travel soccer games you must have 2 copies of your official MYSL roster to provide to the referee prior to the start of each game (1 for the referee to keep and 1 for the opposing coach). The referee will give you back a roster from the other team and this roster will have the referee's name on it. You will need this later to submit your referee evaluation – please do not lose it – see next section for referee evaluations. If you do not provide two rosters to the referee you will forfeit the game.



SOCCER

## **RESCHEDULING GAMES**

If you are the home coach and need to reschedule a game, you are responsible for coordinating the rescheduling process and need to follow these steps:

1. Offer 3 alternative dates to your opposing coach within 7 days of the original game. Try to use your practice nights. In the fall this can be challenging due to people needing to travel and the early sunset, so you may need to try for Sunday afternoons. In the fall Sunday's always work best. **When scheduling games please on Sundays make sure the game time offered matches the standard game times: 9:00AM, 10:30 AM, 12:00 PM, 1:30 PM and 3:00 PM.**
2. Once you have an agreed to date and time, you will need to confirm the following: **(please refer to the game number from the schedule in your messages):**  
Field availability with our Field Assignor, Tim McGaughey ([McGaughey5@comcast.net](mailto:McGaughey5@comcast.net))
  - **Fall Season - all Age groups and Spring U10**
    - Referee availability with CYSA Referee Director, Eric Pearce ([referees@chelmsfordyouthsoccer.com](mailto:referees@chelmsfordyouthsoccer.com))
  - **Spring Season - U12 and up**
    - Referee availability with your MYSL Age Director
3. Once you have received the OK for the game day, time, field availability and referee assignment then you need to notify the following people at least three days prior to the game **(again, refer to the game number from the schedule):**  
[MYSL Age Director](#) (This is not anyone from Chelmsford, it is from MYSL) for your age group and division. This information is available at [www.middlesexsoccer.org](http://www.middlesexsoccer.org) under MYSL Board of Directors.
  - The opposing coach
  - CYSA Field Assignor ([Tim McGaughey](mailto:Tim McGaughey))
  - CYSA Referee Director ([Eric Pearce](mailto:Eric Pearce))
  - CYSA Town Coordinator with MYSL (Pete Majeski at [vice\\_president@chelmsfordyouthsoccer.com](mailto:vice_president@chelmsfordyouthsoccer.com)) to update the schedule on the SportsManager website. If this is not done the game is not recognized. Please do not forget this important step.

**Make up games take precedent over all practices and coaches will be informed if they need to move their practice to accommodate a make up game. Make up games should only be scheduled on your practice field.**

If you are the away coach, you just need to follow the opposing coach's lead. Make sure to mention that they need to notify his/her town coordinator of the schedule changes, otherwise the game will not be recognized.

\*\*\*\*\*

**PLEASE USE THE TEMPLATES AT THE END OF THIS DOCUMENT TO HELP YOU WITH RESCHEDULING**

\*\*\*\*\*

## **ENSURING GAME SCORING IS UNDER CONTROL (GOOD SPORTSMANSHIP)**

CYSA wants to ensure a high level of sportsmanship at all of our travel games. If a game you are coaching is not competitive and the score differential reaches 6 goals we expect all coaches to take the following steps to keep the game under control. CYSA does not want to embarrass the opposing team.

1. Remove a player from the field to play one player down.
2. Inform all players on your team not to shoot and play ball control/keep away. Treat this as an opportunity to move the ball from side to side and backwards versus just going forward all the time.
3. If there is an obvious shooting opportunity do not embarrass the other team by not shooting, but instead make sure everyone on the team is aware that they can only shoot with their weak foot.
4. Play kids in positions that they normally do not play, treat this as a development opportunity.
5. If all else fails take another player off the field to play 2 players down.

**CYSA never wants to see any Chelmsford team winning any game by double digits. If this occurs the coach is open to disciplinary actions.**

I understand that my taking players off the field limits the kid's opportunity to play, but they are not learning much in these types of games anyway and we must think about the other team and how they feel with being on the losing end of a lopsided game.

This type of situation does not occur that often, but when and if it does be prepared.

If the score starts to get closer, a 4 goal differential, then you can go back to full strength.

## **PASSCARDS (SPRING ONLY)**

Player and coach identification is defined by the USSF and MYSA, and this ID is called a passcard. Passcards are required only in the spring season. Passcards are required for all travel coaches and for players U12 and above. The Travel Directors require 1" x 1" photos for players and coaches (preferably electronic) in order to create these passcards. These photos will be requested as part of the spring travel soccer registration process. Coaches should hold all player passcards and provide them to the player at the start of each game to provide to the referee. Make sure you collect all player passcards at the end of each game.

## **COACH'S MEETING**

There is a coach's meeting that occurs prior to the start of each season. This is a required meeting for all coaches. If a head coach can not attend then an assistant coach must attend in their absence. The coach's meeting will provide an overview of the upcoming season by MYSL, hand out passcards for the spring season only; provide League Books containing rules and league contact information and communicate the league's zero-tolerance behavior policy. The meeting typically lasts less than 1 hour and takes place within 2 weeks of the first game of that season.

## **EQUIPMENT**

Coaches equipment provided by CYSA includes: Soccer Balls: (#4 for U10-U12 or #5 for U14-U19) - 2 game balls + a few practice balls (optional – players should be encouraged to bring their own); Pinnies: At least enough to field an entire line should the other team's colors resemble ours (**home team is responsible for changing colors**) - 5 for U10, 10 for other age groups; Cones: About 10-12 of flat and tall; First Aid Kit; Goalie Gloves (most regular goalies should have their own gloves, particularly in the older age groups); Keeper Jersey. The Equipment Manager will contact coaches for equipment pick up and return. You can work directly with the Equipment manager to meet all of your equipment needs.

## **GAME SCHEDULES / CONTACTING OPPOSING TEAM COACHES**

Games schedules can be found online at [MYSL Schedule](#). Use the filters to get the schedule for your league, division and team. Once you determine your game schedule, you should contact the coaches from the opposing teams to confirm game dates, times, and locations. This schedule link should also be sent to your team so they will always have access to the latest schedule. If you click on the '?' in the online schedule, it will expand showing all coach names, contact info and directions.

## **PARENTS / PLAYERS**

It is particularly important to communicate MYSL's zero tolerance behavior policy for parents (and coaches) and to receive an acknowledgement of receipt such that the coach is not held responsible should any unacceptable parent behavior occur. (It is MYSL policy that the head coach is responsible for controlling the conduct of his team – including parents!). In addition, for games please make sure that parents sit on the opposite side of the field from the players. They can not sit behind either goal or on the same side as the players.

In addition, please make sure all players show respect to teammates, coaches, referees and other teams. This includes inappropriate behavior during games and practices like swearing, talking back, bad sportsmanship, etc. All players represent CYSA and how they act is a direct reflection on the CYSA program. CYSA takes great pride in its reputation within the MYSL program.

## **REFEREE EVALUATIONS**

After each game you are required to submit a referee evaluation. This is done online and you will receive a reminder the day after your game to submit this. You can access this link by clicking on the [Referee Evaluation link](#). This is very important as it provides constructive feedback about each referee for their development.

## **SCORING THE GAME**

After each game you must score the game. The day after your game you will receive an email from MYSL – Sports Manager to score the game. This email will have a link embedded in it to allow you to score the game. If you do not get this email, it means that the game has already been scored by the opposing coach. You can go to the [schedule](#) or [standings](#) area in the MYSL web site to validate the score. If the score is not correct please contact your [MYSL age director](#) about the discrepancy.

## **PLAYER EVALUATIONS**

Each season coaches are asked to evaluate the players on their team. This should not be done in a vacuum. The best way to evaluate players accurately is to get input from your assistant coaches. These evaluations are extremely important since they will be used in future seasons to better place players on the appropriate teams. These evaluations in conjunction with their Tryout/Assessment results will determine the player placement on future teams. If the coach evaluation and Tryout/Assessment scores are significantly different, the Travel Coordinator will contact the coach to resolve the discrepancy. The latest player evaluation form with all instructions on how to fill it out will be provided to the coaches about half way through each season by the Travel Director. Please take adequate time to do a thorough evaluation and make sure you add comments about each player.

## **COACH EVALUATIONS**

Not only does CYSA have coaches evaluate players, but we also have parents evaluate coaches. This is done to help the coaches improve and develop with constructive feedback. About three quarters of the way through the season coaches will ask the parents of their team to fill out the coach evaluation form and send it in to the Travel Director via email. Please click the following link to access the [Boys Coach Evaluation Form](#) and the [Girls Coach Evaluation Form](#).

## **HELPFUL COACHING LINKS**

Cool moves to teach players - <http://www.dfwtornados.org/homework.htm>

MYSA Practice Sessions - [http://www.mayouthsoccer.org/pages/2302\\_practice\\_sessions.cfm](http://www.mayouthsoccer.org/pages/2302_practice_sessions.cfm)

EZTeams activities - <http://www.eteamz.com/soccer/pills/jpill.htm>

Mo Yacoobali's training notes - [http://chelmsforyouthsoccer.com/training/Mo\\_Training\\_Notes.pdf](http://chelmsforyouthsoccer.com/training/Mo_Training_Notes.pdf)

USYS Lesson Plans - [http://www.usyouthsoccer.org/coaches/CoachConnect\\_LessonPlans.asp](http://www.usyouthsoccer.org/coaches/CoachConnect_LessonPlans.asp)

Soccer for Coaches - [http://www.soccerforcoaches.com/soccer\\_drills.html](http://www.soccerforcoaches.com/soccer_drills.html)

SoccerXpert - <http://www.soccerxpert.com/soccertips/id1228.aspx>

Footy4kids - <http://www.footy4kids.co.uk/soccer-coaching-practice-plans.htm>

Soccerclinics.com - <http://soccerclinics.com/Drills/Drill14.html>



SOCCER

## SAMPLE COACH LETTER

Hi everyone,

My name is \_\_\_\_\_ and I am coaching the \_\_\_\_\_ team. The best way to get in touch with me for questions is through email at \_\_\_\_\_. I can also be reached at Home: \_\_\_\_\_ or on my mobile phone: \_\_\_\_\_.

Assistant 1 and Assistant 2 will also be coaching this season.

### **Team Philosophy**

Never forget that the game of soccer is just that - a game. It's important to remember that while we play to win, winning is not our only objective. We want all of the kids to enjoy themselves, learn about soccer, and play the game with discipline and integrity. I will do my best to make sure that playing time is divided up fairly this season.

The three goals for the team this season are:

- 1.) Have fun
- 2.) Develop the players as individuals
- 3.) Develop the players as a team

### **Practices**

For practices please arrive 10 minutes early so that we can get started on time and get a full practice in. If you arrive late for practice it can be disruptive to the other players and the activities/games we are doing. Losing just 10 minutes of practice time per week results in players losing hundreds of touches on the soccer ball over the course of the season. The more we practice as a team the better we will play as a team.

### **Practice Days and Times**

\_\_\_\_\_ and \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ (\_\_\_\_\_ Field).

### **Games**

For the games please arrive 30 minutes early so we can get warmed up, get checked in by the referee and so the players can get their instructions and positions.

If for some reason you cannot attend a game, please be sure to let me know in advance. This will allow me to better prepare for each game and not have to make last minute adjustments.

During the games please do not yell out things to the players trying to coach them. It is important that they get direction only from the coaches; otherwise they can get confused by getting different instructions. Please cheer for the players; I am sure that will help motivate them. In addition, please refrain from yelling at the referee. Most of the referees are very young and are doing their best. It is the coach's job to talk to the referee to resolve any issues and to ensure the safety of the players. It has been my experience that most of the referees do a very good job.

Please let me know if you have any questions. I am looking forward to a fun and exciting year.

Thanks  
Coach Name

### **Team Roster**

Mike Slacker, Adam Sandler, Shaq, Freddie Adu, Joey Bagofdonuts, Tyler Twellman,.....

# Email Templates for Make Ups

- Step 1 – Get agreement with opposing coach on Day and Time (provide 3 options) Sample Email #1
- Step 2 – Ensure the field is available on the agreed to Day and Time Sample Email #2
- Step 3 – Get official approval from MYSL – get referees assigned and get the Sports Manager Updated to reflect the new day and time Sample Email #3
- Step 4 - Notify affected coaches (CYSA Field Assignor) Sample Email #4

## Spring or Fall Season All Age Groups

### Email 1 – get agreement with opposing coach on day and time

TO: Opposing Coach

CC:

SUBJECT: Make Up Game Request – Boys or Girls U(10-# or 12-# or 14-#) Game # ([Game numbers are on the MYSL schedule](#))

Hi,

My name is ..... I coach the Chelmsford UXX-# team. Below are 3 options to play our game that was cancelled. Please get back to me with the one that works best for you. Once we agree on a tentative date and time we can both poll our teams to make sure we will have enough players.

Thanks

Option 1 .....

Option 2 .....

Option 3 .....

Regards,

Your Name Here

SOCCER

## Spring or Fall Season All Age Groups

### Email 2 – ensure that the field is available on that Day and Time

TO: [field\\_assignor@chelmsfordyouthsoccer.com](mailto:field_assignor@chelmsfordyouthsoccer.com)

CC: [referees@chelmsfordyouthsoccer.com](mailto:referees@chelmsfordyouthsoccer.com); [vice\\_president@chelmsfordyouthsoccer.com](mailto:vice_president@chelmsfordyouthsoccer.com);  
[boys\\_travel@chelmsfordyouthsoccer.com](mailto:boys_travel@chelmsfordyouthsoccer.com) or [girls\\_travel@chelmsfordyouthsoccer.com](mailto:girls_travel@chelmsfordyouthsoccer.com)

SUBJECT: Original Game Date - Field Availability - Make Up Game – Boys or Girls U(10-# or 12-# or 14-#) Game # ([Game numbers are on the MYSL schedule](#))

Hi,

I coach the Chelmsford UXX-# team. I have reached an agreement with the coach of --- insert town here --- to play our make up game on Month, Day and time. Is (Highland for U10, South Row for U12 or Murphy (spring) or Harrington (fall) for U14) available for this time to play this make up game #

See table below for all the details about the original and proposed make up game.

Item	Original Game Data	Make Up Game Data
<b>Game Number</b>		
<b>Age Group</b>		
<b>Gender</b>		
<b>Location</b>		
<b>Date</b>		
<b>Time</b>		
<b>Field</b>		
<b>Home Team</b>		
<b>Away Team</b>		

Regards,

Your Name Here

SOCCER

## Spring Season ONLY U12 and Older

### Email 3 – Get official approval from MYSL – get referees assigned and get the Sports Manager Updated to reflect the new day and time.

TO: MYSL Age Director (see link to find your age director – <http://www.middlesexsoccer.org/agedirectors.aspx>)

CC: [vice\\_president@chelmsforyouthsoccer.com](mailto:vice_president@chelmsforyouthsoccer.com); [referees@chelmsforyouthsoccer.com](mailto:referees@chelmsforyouthsoccer.com); [field\\_assignor@chelmsforyouthsoccer.com](mailto:field_assignor@chelmsforyouthsoccer.com); [boys\\_travel@chelmsforyouthsoccer.com](mailto:boys_travel@chelmsforyouthsoccer.com) or [girls\\_travel@chelmsforyouthsoccer.com](mailto:girls_travel@chelmsforyouthsoccer.com)

SUBJECT: Make Up Game Request – Boys or Girls U(12-# or 14-#) Game # ([Game numbers are on the MYSL schedule](#))

Hi,

I am the coach of the Chelmsford Boys or Girls U(12-# or 14-#) team. I have reached agreement with the coach from (Add town here) and I have received confirmation of field availability. The game number is ([Game numbers are on the MYSL schedule](#)). The game will be played on (insert date and time here). Can you please confirm that this date and time is OK and can you please let me know when a referee is officially assigned to this game #

See table below for all the details about the original and proposed make up game.

Item	Original Game Data	Make Up Game Data
<b>Game Number</b>		
<b>Age Group</b>		
<b>Gender</b>		
<b>Location</b>		
<b>Date</b>		
<b>Time</b>		
<b>Field</b>		
<b>Home Team</b>		
<b>Away Team</b>		

Thanks

Regards,

Your name here

## Spring or Fall Season U10 and Fall Season ONLY U12 and U14

### Email 3 – Get official approval from MYSL – get referees assigned and get the Sports Manager Updated to reflect the new day and time.

TO: [vice\\_president@chelmsforyouthsoccer.com](mailto:vice_president@chelmsforyouthsoccer.com); [referees@chelmsforyouthsoccer.com](mailto:referees@chelmsforyouthsoccer.com);

CC: MYSL Age Director (see link to find your age director – <http://www.middlesexsoccer.org/agedirectors.aspx>; [field\\_assignor@chelmsforyouthsoccer.com](mailto:field_assignor@chelmsforyouthsoccer.com); [boys\\_travel@chelmsforyouthsoccer.com](mailto:boys_travel@chelmsforyouthsoccer.com) or [girls\\_travel@chelmsforyouthsoccer.com](mailto:girls_travel@chelmsforyouthsoccer.com))

SUBJECT: Make Up Game Request – Boys or Girls U(10-# or 12-# or 14-#) Game # ([Game numbers are on the MYSL schedule](#))

Hi,

I am the coach of the Chelmsford Boys or Girls U(10-# or 12-# or 14-#) team. I have reached agreement with the coach from (Add town here) and I have received confirmation of field availability. The game number is ([Game numbers are on the MYSL schedule](#)). The game will be played on (insert date and time here). Can you please confirm that referees will be available to support this game#

I am also looking to get confirmation from MYSL that the make up game and time is OK.

See table below for all the details about the original and proposed make up game.

Item	Original Game Data	Make Up Game Data
<b>Game Number</b>		
<b>Age Group</b>		
<b>Gender</b>		
<b>Location</b>		
<b>Date</b>		
<b>Time</b>		
<b>Field</b>		
<b>Home Team</b>		
<b>Away Team</b>		

Thanks

Regards,

Your name here

## Spring or Fall Season All Age Groups

### Email 4 – Notify Affected Coaches (CYSA Field Assignor is responsible for this)

TO: (Affected CYSA Coaches e-mail addresses)

SUBJECT: Original Game Date - Field Availability - Make Up Game – Boys or Girls U(10-# or 12-# or 14-#) Game # ([Game numbers are on the MYSL schedule](#))

Hi,

Please be aware that your practice/training session will be affected by the make-up game scheduled per the information below. Also below is the proposed solution on how to work around this conflict.

Item	Original Game Data	Make Up Game Data
Game Number		
Age Group		
Gender		
Location		
Date		
Time		
Field		
Home Team		
Away Team		

Item	Original Practice/Training	Proposed Practice/Training
Date		
Time		
Field Location		

Regards,

CYSA Field Assignor Name Here

SOCCER

## Roles within the Make Up Process

CYSA Vice president – person responsible for updating Sports Manager for your new game date and time – Home Team is responsible for updating Sports Manager

MYSL Age Director – Responsible for approving the make up game time and day as well as requesting a Center Referee through MYSL (Spring games U12 and older)

CYSA Referee Director – responsible for assigning Center Referee for all U10 games or fall games U12 and older) and ARs (Assistant Referees) to the game (U12 and older)

CYSA Field Assignor – responsible for checking field availability for the make-up, scheduling the game, and informing other CYSA teams that practice/train on that day about the make up and what is required to accommodate practice/training space due to the make up.

For the spring with MYSL assigning center referees to all U12 and older games, make ups are only allowed on week day nights with starting time of 6 PM or later. U10 games are managed at the local, town level and have more flexibility. Therefore these make up games can also be scheduled on Sundays as long as referees are available to support the game.



SOCCER