



# Coaches & Managers Handbook

## Welcome

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Dear Coach/Team Official,

Welcome to FC Somers and thank you for volunteering to coach a team in the club.

We hope you find this handbook to be a useful informational source for you and your team. Inside you will find details regarding the club, the league in which we play, guidelines, rules and resources.

Please take the time to review this handbook and as always if you have any questions please contact me.

Sincerely,

Helen Brady  
[President@fcsomers.com](mailto:President@fcsomers.com)

## FC Somers

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FC Somers is a member club of Westchester Youth Soccer League (WYSL). WYSL is a member league within Eastern New York Soccer Association (ENYSA).

The club is run solely by volunteers and consists of a Board of Directors.

More information can be found online at [www.fcsomers.com](http://www.fcsomers.com).

# Coaching Requirements

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FC Somers is affiliated with WYSL and complies with the rules and guidelines as outlined in the [WYSL](#) rules.

In addition:

To be a coach, you need to be able to give your time to coach your team at games, plan the games (positions, substitutions, and administration), plan two practices per week.

As a coach, assistant coach or manager, you need to **complete an online background check** ("Risk Management"). To do the online background check, go to [www.wy whole="" s="" slsoccer.org](http://www.wy whole=) and click on "Risk Management" (left hand side).

**You must sign up and attend WYSL orientation.** This 2 hour class is given in the fall, you will be advised of upcoming course details by the Registrar or check [www.wy whole="" s="" slsoccer.org](http://www.wy whole=).

**You must sign up and attend the WYSL's 8 hour coaching course.** This course is in the winter (signup in the fall) you will be advised of upcoming course details by the Registrar or check [www.wy whole="" s="" slsoccer.org](http://www.wy whole=). (All new coaches are given a "TEMP" pass in the fall if they have not taken this course in a prior year). If you have an alternate PROFESSIONAL soccer coaching certifications, such as NYS "F" License or AYSO U12 and higher, advise the registrar immediately so they can be considered. No one may coach in the spring without completing the courses.

**You must attend a Pre-Season meeting**, usually held the first weekend before the start of the spring season, date will be advised by the President.

## Getting your Team Organized

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**As a new team in the club you will be guided through the following process by our Training Coordinators and/or the Club President.**

In late June/early July or in the winter the Register will email you a Fall/Spring Registration Packet. This contains all the information you need to commence the registration of your team. Following tryouts (June/July only) and roster selection, invite players, coaches and managers to register online at [www.sportssignup.com/fcsomers](http://www.sportssignup.com/fcsomers). Obtain **copy of birth certificate and completed medical release forms for all players.**

**Decide on your support team.** You will need an assistant coach(es) and a manager. The manager will assist with team communications, and other team administration. Anything you can't delegate is something you will have to do yourself.

**Hold a team/parents meeting**, lay out team policies, codes of conduct, collect paperwork if necessary and get volunteers.

**If new players join your team after the general registration period, you must collect new forms** (medical release forms, picture and birth certificate) and deliver to the Registrar. These should be filled out according to the directions outlined in the **Fall/Spring Registration Packet** emailed to you by the Registrar.

**Determine the level of play** (the seeding) that your team will play at in the League. You must **prepare an online SEEDINGS REQUEST FORM** prior to the start of the fall and spring season. This form will let the league know what division your team should be in. Generally, you **stay** in your

division, you can **move up** (if you won your division and remained with your team) or **move down** (if you lost players, or were previously at the bottom of your division). You will receive instructions on how to prepare your team's seeding request from the Registrar.

**When the preliminary seedings are published, make sure that the team's seeding is correct.** You will receive an email (in early AUGUST) when the seedings are published and you must review them immediately. If your team has a major placement issue, contact the President at [president@fcsomers.com](mailto:president@fcsomers.com).

Update **Team Contact Info** on your team webpage. Go to [www.wyslsoccer.org](http://www.wyslsoccer.org), click on "Clubs" (left-hand side), then "FC Somers", select your team, click on "Team Login" (upper right). It is **imperative that this information is correct** it is the method by which other coaches will contact you and the contact details are uploading to the WYSL season contact handbook.

## **Responsibilities at the beginning of the season**

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**Find a parent to handle the administration (manager).** If registration is closed let the registrar know to add that parent as a manager ([registrar@fcsomers.com](mailto:registrar@fcsomers.com)). The parent needs to complete the online background check, go to <http://www.wyslsoccer.org/>, and click on "Risk Management" (left-hand side).

If U9/U10 team **appoint a Sporting Director**, to ensure appropriate sideline behavior from your team parents/spectators.

**Familiarize yourself with the league website** on [www.wyslsoccer.org](http://www.wyslsoccer.org) , click on "Schedules" or "Scores/Standings".

**Relay pre-game responsibilities to parents** - players should show up approximately 30 to 45 minutes before the game to warm-up and be checked in by the referee.

**Read the WYSL Rules & Procedures** You can read the rules online at <http://www.wyslsoccer.org/> - click "Rules and Procedures" on the left side.

Contact the President to obtain **FC Somers Car Magnets** for your team.

## **What to do during the week before each game**

- **Contact the opposing coach (make sure you verify, do not "just leave a message").** Coach contacts can be found online at [www.wyslsoccer.org](http://www.wyslsoccer.org) , Click "Clubs" (left-hand side), go to the opposing club name, select the team you are playing to see the team contacts.
- **Confirm field and time, jersey colors** (the visiting team gets choice) - make sure you have white jerseys to resolve color issues.
- **Get cell phones for the opposing coach** and give them your cell phone number.
- **Check the WYSL schedule** (you should receive an email if a game time/field changes, but check anyway).
- **Send game email to parents.** Your game email should list the current game information, including a reminder to show up 30 to 45 minutes before the game.
- **Remind parents** of any field restrictions, Silent Sunday, etc.
- **Prepare lineup sheet at [www.wyslsoccer.org](http://www.wyslsoccer.org)** click "Forms", click "WYSL Lineup/Game Report Form".

# Game Day

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## Pre-game

- **Pump up the team and game balls.** When playing at home, make sure you have enough balls to keep the game in play should one be lost.
- **Remember to prepare print your line-up sheet at [www.sportssignup.com/fcsomers](http://www.sportssignup.com/fcsomers),** you'll find directions on the Coaches Resources on [www.fcsomers.com](http://www.fcsomers.com).
- For U9 and U10 teams, you must appoint a parent as Sporting Director for the game.
- If interested, check on ref coverage for your game, make plans if no ref will be at your game by contacting the Referee Coordinator. You can see the referee coverage at <http://www.wsroref.com/>, click on "Uncovered Games" on the left. If your game is listed there, you don't have coverage as of yet (check up to Sunday morning).
- **Check the WYSL schedule again!** Make sure you have all passes on the ring (alpha order, with coaches at the back).
- Make sure the first aid kit is full and you have extra ice packs.
- For a home game, make sure you have the flags.
- **Check the WEATHER/FIELD CLOSINGS.** If a HOME game is cancelled, call your opposing coach at all contacts.

## Game Time

- **Warm up the team;** make sure to recover all warm-up balls before the game.
- **Give passes and lineup form (with game number on it) to the ref**
- Make sure **no player has any jewelry** (earrings included).
- **Find a flag person** for the game.
- If first Home game of the day: **set up flags**.
- **Greet the ref**, line up the players as needed for pre-game check.
- **Remember that subs are allowed on ANY stoppage** of the game, but that this is at the ref's discretion. (New rule)

## Post-Game

- **Do a post-game lineup** (high fives with the other team).
- **Thank the ref, retrieve the passes, return the sideline flag**
- If you are the last game on the field that day: **pick up the flags** and return them.
- **Report scores** by 7pm by emailing [scores@fcsomers.com](mailto:scores@fcsomers.com)  
Include the names of both teams and the score. The next day check the WYSL website to ensure scores were reported properly.
- **Report red cards and forfeits** to [president@fcsomers.com](mailto:president@fcsomers.com) IMMEDIATELY.

## Other useful information

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### **Accessing Your Team Contacts - Send Emails to your Team!**

Our online registration makes it easy for you to view your team, email your team and print rosters. Just log into your account at [www.sportssignup.com/fcsomers](http://www.sportssignup.com/fcsomers) .

As a parent, you will have an entry under "Adults". You should be "registered" to be on the team(s) you are coaching. Right near that is "View Team". If you click on that, you get a list of children on the team. At the top of that page are two options "Email Team" and "Print Roster". Click "Email Team".

### **If a Player drops off your team**

Notify the Registrar [registrar@fcsomers.com](mailto:registrar@fcsomers.com). If the child is dropping out of soccer, just keep the player's pass on the ring until the end of the season. At the end of the season, you will be given instructions on where to send the pass by the Registrar. If the child is transferring to another team, the new team must provide a transfer request form. When you get it, sign it and attach the pass to it. Return the pass and form to the Registrar (email [registrar@fcsomers.com](mailto:registrar@fcsomers.com) and you will be given directions).

### **Scheduling a TBS game (HOME GAME)**

**Game MUST be scheduled by the THIRD WEEK OF THE SEASON**

**Can be played anytime during the season.**

Identify two weekend date possibilities and if available, a weekday possibility. Usually using your team's practice time works very well. Make sure you have sufficient players to field a team.

Contact the field coordinator, [fieldcoordinator@fcsomers.com](mailto:fieldcoordinator@fcsomers.com) to find out whether these dates/times are feasible. Remember that your field is probably used by multiple teams during practice, so other teams must be re-located.

Once times and fields are clear, you can contact the opposing team. It's a negotiation, which may require you to go back to the field coordinator for additional dates and times, but as a home team scheduling a game, you are ONLY REQUIRED to provide 2 dates/times, one of which must be a Saturday. You will probably not be able to schedule a makeup on a Sunday. Once there is agreement, get back to the field coordinator, who will prepare and send in the TBS game assignment request to the League. UNDERSTAND THAT ONCE YOU DO THIS, the game is set in stone, just as a regular game would be. Check the WYSL schedule within a few days, and your game should be posted there.

### **Scheduling a MAKEUP GAME (HOME GAME)**

**Must be SCHEDULED and PLAYED within three weeks.**

The procedures are the same as the TBS game procedures.

U9 and U10 teams DO NOT HAVE TO MAKEUP postponed games (games cancelled due to weather or field problems). They may choose to make up these games as friendly games, without notification to the WYSL. (Field space must be allocated, though, so the field coordinator must still be part of this process).