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Hamilton Soccer Club

Guidelines for Travel Team Managers & Coaches

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HSC Guidelines for Travel Team Managers

Thank you for volunteering as a Travel Team Manager for Hamilton Soccer Club (HSC). It would not be possible to provide this opportunity for our children without your time, energy and commitment. This guide will review the main responsibilities of the Team Manager and will also provide you with additional resources should you require further support. Thank you, in advance, for your contribution. We hope that you will find this to be a rewarding experience.

Kenneth M. Cubberly
Director of Travel

HSC Travel Program Overview

The Travel Program is an open program that was founded in the early 1980s to offer players from the Townships of Hamilton, as well as from surrounding communities an opportunity to play competitive league soccer at the premier and club levels within the State of New Jersey and to compete in competitive tournaments throughout the Eastern United States.

Within HSC, the Travel Program is dedicated to serving the needs of the more committed and skilled soccer player by providing an advanced level of instruction, thereby preparing him or her to be a proud representative of our Club at local, state and regional competitions. The Program strives to produce confident players who are interested in reaching their athletic potential within the sport of soccer.

The Travel Program has a proud history that is well-known throughout New Jersey. The focus of our Travel Teams is the development and integration of solid individual technical skills with comprehensive team tactics. While we emphasize the importance of winning soccer games, from a coaching standpoint, long-term player development comes first. Our commitment is to quality training resulting in quality competitive players and teams that compete within New Jersey and beyond. The Travel Program takes pride in the growth of club members as athletes, students, and responsible young men and women. We are always looking for new players who have the commitment and desire to uphold our tradition of excellence.

The purpose of the Hamilton Soccer Club is to foster, encourage, and promote the playing of the sport of soccer for the residents of Hamilton Township by:

1. Supporting and advising the Hamilton Township Recreation Soccer Association with regard to issues involving the coaching, training, playing, and operation of the sport of soccer;
2. Developing and promoting the qualities of physical fitness, competitive spirit, team play, loyalty, and good sportsmanship in the children who participate in the program;
3. Developing and promoting appropriate training for adults interested in participating in the program, as coaches or in other capacities, in order to ensure the desired qualities are taught to the children.

The Hamilton Soccer Club believes in the potential of all children to play, learn, and enjoy the sport of soccer. No child of a Hamilton Township resident should be excluded from the program based on race, creed, religion, or ability to play. HSC also believes that caring, mature, well trained coaches are essential in developing each child's potential. Coaches should receive the highest quality training possible. Membership is open to all "carded or licensed coaches" of Hamilton Township travel soccer teams.

Mission Statement

The Mission of the HSC Travel Program is to provide youth soccer players with:

- a challenging program that will offer opportunities to compete;
- exposure to enhance their opportunities to further develop as student athletes;
- year-round soccer training opportunities that will develop players to their potential, focusing on quality instruction and high-level competition;
- appropriate facilities and infrastructure to ensure training and games occur in a soccer-appropriate safe environment;
- an environment that encourages respect, good sportsmanship, teamwork, integrity and honesty;
- an opportunity to play with teammates who have similar skill, athleticism and commitment to the game of soccer;
- coaches, trainers, managers and administrators who remember that we are training youth and this focus will govern their decisions;
- the opportunity to learn the necessary skills to enjoy playing competitive youth soccer.

HSC Organization

HSC is a division of the Hamilton Township Recreation Soccer Association (HTRSA) which includes a Director of Travel. The Director of Travel leads the HSC with the help of the travel coaches

All Travel Coaches meets approximately once every month. (First Thursday of the month) This meeting is followed by a meeting of all HTRSA coaches. Each team is required to send one representative to these meetings as important information is disseminated and there are discussions on key aspects of the travel program which affect all teams. If no team representation is present : First Offense – Bye, Second Offense – Written Warning, Third Offense - \$100.00 fine to be Paid at the next meeting which will go towards the Scholarship Fund.

Manager / Coach Selection

The Director of Travel must approve all coaches. It is mandatory that all travel coaches, assistant coaches and any trainers be required to have, as a minimum, an “F License”, which is earned after a special instructional course. A Manager Application Form will be sent out to all current coaches prior to the May Selection Meeting. This form will also be posted on our website for potential new coaches as website becomes updated. The Manager Selection Meeting is the 1st Monday in May.

- A manager/coach term shall be one(1) year, commencing with their selection.
- Candidates for manager/coach appointments must submit their application, in writing, to the Director of Travel no later than April 30th.
- Notice shall be given in the media to the effect that the Director of Travel shall convene a May meeting of all Travel Team Managers/Coaches for the purpose of reviewing these applications. After open discussion of the applications, a blind ballot will be used to determine the recommendation of the current Competitive Team Manager/Coach by a two-thirds (2/3) majority. If two-thirds (2/3) are not met, majority vote wins. These recommendations shall be forwarded to the HTRSA Executive Board for approval.
- In the event of a tie, a special committee will meet to decide outcome. This committee’s decision is final.
- If the recommendation of any appointment is rejected by two-thirds (2/3) majority vote of the Executive Board, a special committee shall be convened within 72 hours. This committee must consist of the President of HTRSA, the Director of Travel and three (3) other members jointly agreed to by the President and the Director of Travel. This committee’s decision is final.
- The newly appointed managers/Coaches are responsible for conducting team tryouts.

Uniforms

As a brand new team you will be provided with a team uniform that will consist of two shirts for home and away, one pair of shorts and one pair of socks. If your team requires additional shorts or socks, you will be responsible to pay for these items out of your team budget. Thereafter, teams will receive new uniforms every two years. The Director of Travel will provide a Uniform Form to be filled out. Uniforms should be the same color. Uniforms are provided by proceeds made during the Arbey Hudson Hamilton Columbus Day Tournament. No team should call the Uniform Vendor directly without permission of the Director of Travel and Travel Treasurer. An email must be sent for approval. If the Travel Treasurer receives an invoice from the Uniform Vendor without notification, that team will be responsible for paying the invoice. Teams, if you choose, may purchase a uniform shirt using your own funds. For example, this uniform could be used for indoor soccer or summer tournaments.

Soccer in New Jersey

Soccer in New Jersey is governed by New Jersey State Youth Soccer Association (NJYS). <http://www.njyouthsoccer.com/> Through NJYS, players are affiliated with the United States Youth Soccer Association (USYSA), a division of the United States Soccer Association (USSF) which represents the US at the world governing body of soccer, FIFA. Currently, HSC Travel Teams play in 4 leagues – SJSL, SJGSL and Central Jersey & MAPS.

All communication with SJSL, SJGSL and MAPS & CJ takes place through a club rep of HSC's for each league. Monthly League meetings should be alternated between teams. In case of an emergency, the club rep or Director of Travel will attend the monthly meeting. Each season, HSC registers as a Club and also registers each anticipating team. HSC pays a league registration fee for each team. These fees are covered by the registration fees paid by each HSC Travel player. The registration fee for each player is \$40.

SJSL Organization

<http://sjsl.org/>

SJSL is organized into Divisions as follows:

- Small-sided (8 v 8)
- Division V under 10 years of age
- Division IV under 12 years of age
- Division III under 14 years of age
- Division II under 16 years of age
- Division I under 19 years of age

SJGSL & JAGS Organization

<http://sjgsl.org/>

<http://www.jagsassn.org/>

SJGSL is organized into Divisions as follows:

- Division V – U9 – U10
- Division IV – U11 – U12
- Division III – U13 – U14
- Division II – U15 – U16
- Division I – U17 – U19

Team Formation and Registration

Team registration is completed by the **manager** for each season. Once a team is registered, the league attempts to place the team at the level (flight) requested by the Club. For each team, a team and player registration form has to be completed called the NJYS Team Roster form.

Instructions on how to complete the Team Roster form are provided by a representative of the HSC in early August. Small-sided teams may roster up to 14 players and full-sided teams up to 18 players. HSC recommends roster sizes of 12 players (small-sided) and 16 players (full-sided). The final decision on roster size, however, rests with the Team Manager.

Team Flights

Depending upon the number of teams who register, SJSL, SJGSL and JAGS normally arranges flights containing 6 or 11 teams. Each season consists of 10 games, 5 played at home and 5 played away. In a 6-team flight, teams play each other twice (once at home and once away). In an 11-team flight, each team plays the others once only. The goal is to group teams of equal ability in order to provide competitive games with equally-matched teams. Theoretically, an ideal season would have a team end with a record of equal wins and losses having played 10 very close games; to reiterate, HSC values player and team development above wins and losses, particularly at the small-sided age groups. At the beginning of each season, the team's record from the prior season is taken into account during the flighting process. Teams move up and down in order to find appropriate competition. You may submit information to assist this process.

Administrative Requirements for Teams

You have already received your list of players and should have confirmed your team members for the coming season through an offer and acceptance process. As a first step, the HSC Liaison will complete a Team Registration Form on your behalf. In order to enable that process, you will need to decide upon a team name. In order to select a team name, you may want to reach out to your players for suggestions. Create a short list of potential names and let the players vote. As much as possible, players should consider this to be their team. This small step will begin the team bonding process.

Player Registration

For each player on your roster, the following steps will need to be completed during the next few weeks prior to the fall season:

1. The Travel Registration fee of \$40. Checks made payable to HTRSA.
2. Medical Form: You should collect a form for each player. Forms need to be completed, notarized and dated no earlier than August 1, 2010. You should retain these forms whenever you are responsible for the players, either at practice or on game day. You should also provide copies to your professional trainer.
3. You will require a copy of a Birth Certificate as proof of age
4. 2 x 2 picture (headshot) of each player for use on their Player Pass
5. NJYS Player Membership Form: completed and signed by each player and dated on/after August 1, 2010.

Detailed instructions on the completion of these forms will be provided by a representative of HSC early in August.

NJYS Player Passes

Before any player may participate in a game, they must have a member player pass. The front of the member player pass has the player's name, date of birth, Club name, team name, team number, age group, seasonal year and player number. A basic rule of youth soccer to learn: NO PASS NO PLAY NO EXCEPTIONS. Player pass materials are normally provided as part of the SJSL, SJGSL and JAGS Team Packet which is made available early in August. Detailed instructions on how to complete the "carding" process will be provided by a representative of the HSC.

Coach Passes

Coaches must complete the appropriate coach membership form as follows:

- Volunteer Coaches: NJYS Coach Membership Form
- Paid Trainers/ Coaches: Non-Volunteer Membership Form

Volunteer coaches are registered on a NJYS Member Pass with the word "Coach" preprinted on it. The form contains a photo, name, and signature and license level of the coach.

Non-volunteer coaches will be registered only in the NJYS office. They will have to complete their form, provide a copy of their coaching license and they will be issued a membership card (coach's pass) by the NJYS staff.

Mandatory Coach's Meeting SJSL, SJGSL and JAGS, MAPS, & CJ

Each season, leagues conduct a mandatory meeting for coaches and assistant coaches. Each team is required to have at least one coach or representative attend one meeting. Each representative should complete the attendance form to receive credit for attending.

Seasons

There are 2 main seasons for Travel soccer during which regular league games are played:

Fall Season: mid-September to mid-November

Spring Season: mid-March to mid-June

Each season consists of 10 league games, 5 at home and 5 away. In addition, teams may choose to add activities such as winter indoor soccer (December-March) or summer camps (July-August). In addition to the 10-game season, most teams also choose to play in one or more tournaments. HSC expects all teams to play in one tournament during the fall season and participate in the Arbey Hudson Hamilton Columbus Day Tournament in the fall. Some older teams, by virtue of their higher level of play, may be excused from participating in the tournament due to High School soccer. There is no charge for HSC teams to play in the Arbey Hudson Tournament.

Practices

Travel teams typically practice twice each week during the season. Practices are 90 minutes long. The practice schedule is arranged by the Travel Field Coordinator. An e-mail will be sent to all coaches requesting their preferred practice days and times. Practice slots are offered between Monday and Friday in three time slots. Earlier time slots are typically assigned to younger teams and later slots to older teams: You will be asked for your 1st, 2nd, and 3rd choice of practice schedules. Bear in mind that not only do you have to share the practice fields with other travel teams, but you may also have to coordinate your slots with your professional trainer. Most trainers prefer to train 2 or 3 teams in succession at the same field. Find out from your team what nights are suitable for them and what time slots would work best. You may not be able to accommodate every player's schedule. You should also explain to your team that you may not be able to get your first choice of practice slots. The most requested schedule is Tues & Thurs at 6pm. Therefore, this is the request which is least likely to be confirmed as your first choice. Field locations for practices are typically at the HTRSA Complex.

Trainer

Most teams employ a professional paid trainer. This is highly recommended unless the team has a parent with *extensive* coaching knowledge and background. A parent coach who has played but never coached is not necessarily the best option for developing players as it is the trainer's coaching ability and not necessarily their playing background that is most important. Coaching soccer, especially at the younger ages, is a challenging role. There are a number of training organizations who may assist us in providing trainers suitable for your team. These include such groups as ProActive Sports, UK Elite and USA Soccer. Several trainers work independently of the training groups. For assistance in finding a trainer, you may seek advice from the other Travel Coaches or from the HSC Director of Travel. We will assist you to find a high-quality trainer suitable for your team's age, gender and profile (e.g.: Premier, Developmental, etc).

Working with Your Trainer

Once you have selected a trainer, it is important to communicate with them what you are looking for from their training sessions. For younger teams, sessions should be weighted toward technical development. For older teams, more tactical instruction is appropriate. Your trainer is unlikely to attend weekend games unless they are requested (and paid) to do so. Therefore, it will be your role to observe the games, determine what aspects of the game need to be practiced and to communicate this with the professional trainer. If you are unable to attend and observe practices, ask your trainer regularly for feedback both collectively and about individual players. You may need to communicate with parents about their child and being fully informed will be highly beneficial.

Coaching Courses

NJYS requires all coaches and assistant coaches to have a valid USSF coaching license with a minimum Class F-License. There are course locations in other areas posted at <http://www.njyouthsoccer.com/coaching/fsched.htm>. If you do not get an F-License, you may not coach your team at game time. Referees will request your coach pass. NO PASS-NO COACH.

Team Meeting

Soon after your team has been established, it is a very good idea to hold a meeting of the parents of the players. This will be your opportunity to introduce yourself and to divide the responsibilities of the team between all of the parents. Topics to be discussed during the meeting include:

1. Team Name (optional to let the players decide)
2. Roster: distribute a list of player names, parent names and contact information
3. Distribute forms for completion including:
 - (i) NJYS Player Membership Form
 - (ii) Medical Form
 - (iii) SAGE (Set A Good Example) Sportsmanship Pledge
4. Items for collection:
 - (i) Copy of Birth Certificate
 - (ii) 1"X 1" picture of the player (headshot) for the player pass
5. Team Budget – anticipated costs
6. Team Philosophy
 - (i) Playing time
 - (ii) Conflicts with other activities
 - (iii) Positioning
7. Team Management: your role and the role of parent volunteers to help manage the team. Assign volunteers to the following roles:
 - (i) Assistant Manager
 - (ii) Registrar: compile all registration forms, complete registration and “carding” process
 - (iii) Treasurer: open a bank account, develop a budget, collect dues and pay invoices
 - (iv) Uniform Coordinator: coordinate uniform orders and player numbers
 - (v) Tournament Coordinator: manage volunteer duties for the Arbey Hudson Hamilton Columbus Day Tournament
 - (vi) Scheduler: works with Small-Sided Coordinator and / or opponents to schedule game times and locations, distribute driving directions, etc. (You may want to handle this yourself to make sure your schedule is always the first item to consider).
 - (vii) Party coordinator: Arranges the end-of-season party
 - (viii) Parent Coordinator: Organizes parent schedules, including snack schedule and practice parent schedule. Some parents may want to end the tradition of snacks for the entire team, electing instead to have each parent give their child the snack and drink they prefer each game; ask the parents for their preference.
 - (ix) Other Responsibilities: website, photographer, reporter
8. Practice schedule
9. Training: Trainer selection
10. Summer mini-camp

Team Budget

The families of the players on the team are collectively responsible for all of the costs associated with the team. One parent should be assigned the volunteer position as treasurer and will be responsible to establish a bank account in the name of the team, to collect team dues and to pay all team invoices.

A sample budget is attached. This format may be used to complete and present an annual budget to team parents. Based on this, you should decide upon an amount to collect as an initial deposit toward team costs. \$300 per player is a typical initial deposit.

Items which should be included in the budget include:

1. Training: typically, professional trainers will charge \$60-70/ hour or \$90-105 per practice session (90 minutes)
2. Team equipment: Flags, pinnies, balls, first aid kit, ice packs
3. Tournament registration fees
4. Winter indoor registration fee
5. Referee fees
6. Team party
7. When a Team Disbands : Any funds left in Team's account that has not been used or distributed are to be deposited into HSC's account by the end of the Season.

Pre-Season Camp (Summer)

You may wish to organize a pre-season mini-camp. However, not all teams do this and it should not be considered mandatory. A typical format would be 3 evenings in August, 2 ½ hour sessions from 5.30-8pm. You should contact the Travel Field Coordinator to ask for a field assignment. You may bring your new professional trainer or conduct the camp yourself. Bear in mind that some players will inevitably be away on vacation. Evenings are better so that you can avoid the heat of the day. Also, players attending daytime camps may still be able to participate. As teams get older, many participate in camps together as a team.

Player Evaluation

It is recommended that each team conduct a player evaluation at the end of each season (Fall & Spring). Evaluation Forms can be provided by the Director of Travel. The purpose is to help shape the future direction of the youth soccer players. Long-term growth and enjoyment of each individual player is our primary objective.

Website

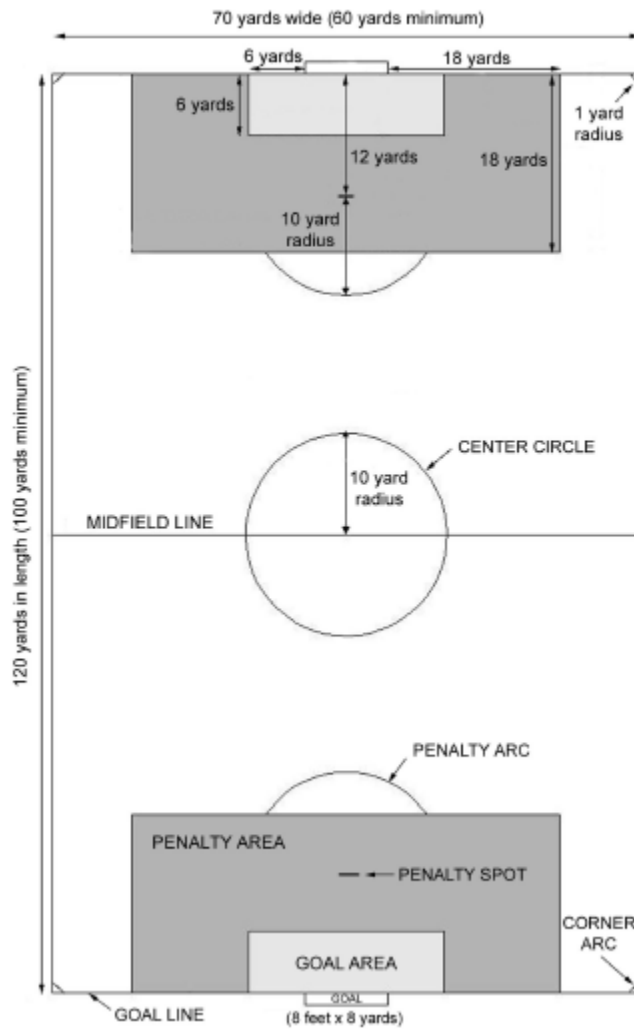
All HSC teams are given a single web page under the Travel Teams page (www.hamiltonsoccerclub.com) where they can display specific information about their team, including:

- Team photo
- Coach, Trainer, Team Manager contact info
- Roster (First Name and Last Initial only for all teams U-14 and younger)
- Schedule and Tournament Results
- Website link (link to another, more detailed team page; many teams use www.eteamz.com to manage a free site for their team and link to that page from

their HSC Team Page.) E-mail April Sette, at apsette@aol.com to have any changes made to your HSC Travel Team Page, including adding you as an administrative user for your page so that you can add contacts, players, etc.

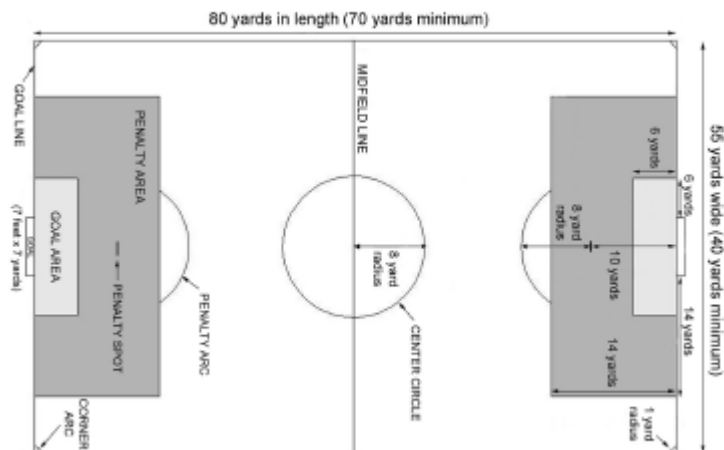
Full-Sided Field Dimensions

LARGE (FULL-SIDED) FIELD DIMENSIONS



Short-Sided Field Dimensions

MEDIUM (SHORT-SIDED) FIELD DIMENSIONS



Tournaments

A new team will typically play one or two tournaments per season. This includes HSC home club tournament, Arbey Hudson Hamilton Columbus Day Tournament, which takes place on Columbus Day Weekend in October during the fall season.

Potential Tournaments are listed at

http://www.njyouthsoccer.com/travelntourn/tourn_list.htm

Tournaments may change from year to year. It is recommended to speak with other travel team coaches with recent experience in attending specific tournaments for their feedback prior to entry to the tournament.

Arbey Hudson Hamilton Columbus Day Tournament

As a manager and/or team of HSC, you are required to help during the Arbey Hudson Hamilton Columbus Day Tournament. Tournament meetings typically start after the Manager Selection in May. Depending on what needs to be done will depend on the frequency of the meetings.

Tournament Weekend – You will be required to be at Registration on Friday night and be present on both Saturday and Sunday when your team is not playing. You will be required to report to Headquarters by 6:30am on both Saturday and Sunday to help with set-up. You will be required to help with tear down at the end of both Saturday and Sunday. If you have a late game on either day, report back to Headquarters after to see what needs to be done.

As a team of HSC participating in the Arbey Hudson Hamilton Columbus Day Tournament you will be held at higher standards. Our goal is to celebrate sportsmanship, as well as fun and competition. **Any team that ends a game with a goal differential greater than 6 (six) goals will be fined \$100.00 and will go to the Scholarship fund.**

Tournament Duties include:

- Scheduling
- Fields & Grounds
- Friday Night Registration
- Purchasing (Trophies / Apparel)
- Communications
- Field Coordinators
- First Aid / EMTs

Indoor Soccer (Winter)

There are a number of local opportunities for indoor soccer during the winter including:

Mercer County Community College (MCCC) Youth Indoor Soccer

www.mccc.edu/community_youth_sports_indoor.shtml

Princeton Soccer Association Futsal League

www.princtonsoccer.org/our_programs/princeton_futsal_league/index_E.html

Bob Smith Soccer Academy, Robbinsville Fieldhouse Indoor

www.bobsmithsoccer.com

Life Center, Florence NJ

<http://www.lifecenternj.org/soccer.html>

Registration deadlines usually arrive before the end of the fall season so please act early if this is of interest to your team. In addition, HSC typically arranges indoor soccer training opportunities including school gym space. A member of the HSC will e-mail all coaches to gauge their interest in reserving indoor gym space during the winter months, so be sure to respond promptly to reserve preferred times.

Safety

HSC promises our participants a safe environment and experience. There are a number of aspects to this promise.

Professional or Volunteer Managers, Coaches and Trainers Registration

All of our volunteer and professional coaches, trainers and managers are required to abide by and comply with the HTRSA Membership Requirements. All coaches and assistant coaches must complete the membership form. Click on the link [2010 Membership Form](#) to download the form. To meet these requirements all our coaches, trainers and managers must register with the HTRSA and submit personal information for a background check and be fingerprinted. HTRSA/HSC reserves the right to refuse employment or deny a coach, trainer or manager to assume an aforementioned role based on the results of the background check. Contact : Hamilton Recreation Department, 2388 Kuser Rd. Hamilton Twp. NJ 08690 Phone 609-890-4035

Safety at Practices

Any injuries to any player must be reported to the HSC Director of Travel within 48 hours of the occurrence. HSC must have a copy of the form, in hard copy or electronic format, on hand in case the injured player intends to use their NJYS insurance. Forms can be downloaded from the Travel Forms page.

Safety at Game Time

It is highly recommended that you check field conditions prior to game time. Goals should be properly and safely anchored in accordance with the WWPSA Goal Safety Policy. The referee also has a responsibility to ensure safe playing conditions. Be sure to bring a First Aid kit. It is recommended that you purchase some additional supplies including ice packs. Always carry a team roster with you including all of the parents' and emergency contact telephone numbers. You should also carry a copy of the team's medical forms at all times and should also provide a copy to Assistant Managers and paid trainers. Check for any special medical information and for serious conditions, be sure to speak with parents and request their presence if you think it is necessary.

Parents at Practices

You should organize a parent rotation schedule for practices so that at least one parent is present at each practice. This is to ensure that, in the event of an emergency requiring the adult in charge to leave the field with a child to seek medical attention, children are never alone at the field or alone with a single adult. This is also applicable in the case of inclement weather where adults must seek shelter with the players and wait out the unsafe conditions. Parents can also assist in the care of minor cuts and scrapes. Additionally, the volunteer parent should remain at the field until all players have been collected by a parent or guardian. Remember – professional trainers may be coaching consecutive sessions and will not be able to remain with a player who is waiting to be collected.

Insurance

Affiliated clubs are covered by liability and medical insurance policies purchased by NJYS. The cost of the insurance program is included in the NJYS registration fees. This insurance is considered secondary to a player's primary insurance coverage if such coverage is in effect. In the case where a player has no primary insurance coverage, NJYS insurance coverage takes the role of primary insurance.

Tips for Team Manager

In addition to your energy and enthusiasm, we recommend the following keys to success as a Team Manager:

1. Health and Safety - Always remember that your first responsibility is for the health and safety of your players. This trumps all other considerations.
2. Communication - Regular communication with players, parents and trainer will take you a long way. E-mail the practice and game schedule on a weekly basis. Speak with parents as often as reasonably possible. Talk with your trainer regularly. Consult your Assistant Manager and involve them in the decision-making process.
3. Be Positive - Set the tone. Always be positive. Don't criticize players. Compliment them on what they did well and demonstrate how they can work to improve their game. Be a role model by working cooperatively with referees, administrators, other coaches and spectators.
4. Look like a coach - Dress the part and you will immediately instill confidence in your players and parents.
5. Don't "over coach" - While this is not intended to be a forum to discuss coaching philosophy, please be mindful not to over-coach at game time. The constant shouting of commands will not enable the development of decision making skills in your players. Practice sessions are the best times for teaching. At game time, let them play. Players who are over-coached at the younger ages struggle later with indecision.
6. Maintain a proper perspective - This is a competitive sport but winning should not override player development. Let players experience different positions on the field.
7. Give all players fair playing time - Treat all players equally. Try to treat your own child equally; avoid "favoring" them but don't punish them by overcompensating and being harder on them than any other player.
8. Have fun - If you players see you enjoy the game, they will enjoy it as well.

Preparing for Game Day

At the beginning of the season, you will receive your game schedule from your respective league. This will list game dates, opponents and home/away locations. Early in the season, a tentative game schedule will be created which is then subject to amendment as the season progresses.

You should notify the coach of the visiting club of the game time and location no later than the Tuesday night before the following Sunday's game. Referees are arranged by your respective league Referee Assignor who, in turn, is notified of the game schedules and locations by the Small-sided and Full-sided Coordinators.

You should provide driving directions to your opponents. Similarly, you should receive driving directions from your opponents for your away games. Directions to all HSC fields and listed on the website at <http://www.hamiltonsoccerclub.com>. Check team colors for possible conflicts.

Game Day

Games are generally scheduled to be played on....

Boys – Sundays

Girls –U8-U14 Saturdays and U15-U19 Sundays

The home team can schedule the starting time of the game between 11:30AM and 5:00PM. Plan to be on the field 30 minutes before game time. The home team is allowed a 15 minute grace period after the scheduled start time. The visitors are allowed 30 minutes grace. Weather or field conditions may require cancellation of the game on the scheduled day. If this happens, the home team must notify the visiting team at least three (3) hours before the first scheduled game of the day, but not later than 10:00 AM when the first scheduled game of the day is scheduled to begin at 1:00 PM or later. If the home team does not give that notice, the game is on unless the referee rules otherwise at the field. Games must be made up by the last scheduled Saturday or Sunday of the season (including any scheduled "make-up weekend").

A copy of the roster is exchanged between coaches before the start of the game. Each team will receive a packet with game cards for each home game to be played. The scheduled date for each game is printed on the card. You must use the correct card for the game regardless of when the game is played.

Both coaches must sign the game card at the end of the game to confirm the game's result.

Teams should have an alternate color shirt in case of conflict with a visiting team. The home team shall change colors if this happens. As required by USSF, players are expected to have their shirts tucked in and socks pulled up. The referee has been instructed to enforce this dress code.

No player shall be allowed to play without shin guards.

In cold weather, players may wear warm garments under their shirts. Younger players may wear sweat pants (every effort should be made to have the sweat pants match the predominant color of the shorts which comprise the team's uniform).

Game Day Checklist

Be sure the items on your checklist are on hand and ready-to-go including:

1. Game card
2. Game balls (2)
3. Corner Flags (set of 4)
4. Coach passes
5. Player passes
6. Referee fee
7. First Aid Kit and ice packs
8. Alternate colored shirts
9. Watch to keep time

Referee Fees

The referee(s) must be paid-in-full prior to the beginning of the game. The referee must provide his or her name to the coaches. The referee and assistant referee fee(s) will be equally divided between both teams.

Referee fees are as follows:

SJSL and SJGSL

Division	Referee Fee for Multiple Games at site		Referee Fee for a Single Game at a site	
	Referee	Asst Referee	Referee	Asst Referee
1 (U17-U19)	\$60	\$36 each	\$66	\$42 each
2 (U-15-16)	\$54	\$34 each	\$60	\$40 each
3 (U13-U14)	\$48	\$26 each	\$54	\$32 each
4 (U11-U12)	\$42	\$22 each	\$48	\$28 each
5 (U8-U10)	\$32		\$38	

JAGS

2008 - 2009 REFEREE FEES AND UNTIL FURTHER NOTICE :

Div I - 17,18,19 age group - \$56.00

Div II - U15-16 age group - \$50.00

Div III - U13-14 age group - \$40.00

Div IV - U11-12 age group - \$36.00

Div V - U9-10 age group - \$30.00

This is the fee for the center referee; linesman would get one half each of the center referee fee.

Assistant Referees shall receive fees equal to one half of the applicable Referee Fee per Assistant Referee. If one team fails to show for a game, the other team will pay the referee fees in full and shall be reimbursed by their respective league. If the referee must cancel a game because of an unplayable field or weather conditions, the referee(s) should still be paid. If a second game is scheduled after the canceled game, the referee(s) should only be paid for the first game.

Positioning on the Sides of the Field

Only players and coaches having proper coaches' cards from both teams shall occupy one side of the field. The parents and spectators of both teams shall occupy the opposite side of the field. A team shall be permitted to have no more than four (4) carded coaches on the side with players and coaches. A club linesman is permitted on the side with players and coaches.

Coaching is to be done from a 10 yard strip along the touchline at the halfway line on the team's side of the halfway line. This area is the "technical area." The referee has the final word on field conditions, markings, nets, corner flags, ball, weather, players and time.

Game Times

Division I (U17-U19) - 45 min/half.
Division II (15-U16) - 40 min/half.
Division III (U13-U14) - 35 min/half.
Division IV (U11-U12) - 30 min/half.
Division V (U8-U10)- 30 min/half.

Playing Time

HSC requires a minimum playing time of one quarter of a game. However, as developmental teams, all small-sided teams should ensure a minimum of a half of a game of playing time for every player. Equal playing time should be a reasonable goal within the reasonable bounds of timekeeping.

After the Game

HSC recommends that players shake hands with their opponents after the game. It is good sportsmanship also to shake hands with the Referee and Assistant Referees.

Remember to collect your passes from the referee.

Small-sided game rules

First, we encourage all coaches to share with their players, the USYSA PLAYERS CODE:

- Play the game for the game's sake.
- Be generous when you win.
- Be graceful when you lose.
- Be fair always no matter what the cost.
- Obey the laws of the game.
- Work for the good of your team.
- Accept the decisions of the officials with good grace.
- Believe in the honesty of your opponents.
- Conduct yourself with honor and dignity.

"FAIR PLAY PLEASE"

FIFA Rules apply with the following modifications and considerations:

Field Size: You will play on a small-sided field with smaller goals that are 7 feet high and 21 feet wide.

Ball size: The ball will be size 4.

Number of players: Games will be played with a maximum of 8 players (minimum of 5), one of which must be a goalkeeper.

Duration of Game: Two 25-minute halves (U8) or 30 minute halves (U9 & 10) separated by a 5-minute break. Approximately midway in each half, there will be a short break for players to get drinks. The game will restart where it stopped with a goal kick, kick-off, throw-in etc.

Start of Play and Free Kicks: The diameter of the center circle is 8 yards and players should be 8 yards from any free kick.

Penalty Kick: Ball is placed 10 yards from the goal line and all players are 8 yards away.

Throw In: Players get a second chance to complete a throw in correctly. After that, the ball reverts to the other team.

Corner Kick: The encroachment distance is 10 yards.

Substitutions: Free and unlimited by either team at stoppage of play. A team may substitute on its own throw-in, on any goal kick, referee stoppage (e.g.: injury), after a goal has been scored by either team.

Forms Checklist

Before the season begins, the following forms will need to be completed.

Assistance will be provided at each step in order to ensure a smooth registration and “carding” process.

1. Team Registration Form Completed by coach.
2. Team Roster Form Details will follow as part of the “carding” process.
3. **Player Medical Form** - <http://njyouthsoccer.com/regforms/Forms/medform.doc>
4. **Player Membership Form** - <http://njyouthsoccer.com/regforms/Forms/PlayerMembershipForm.doc>
5. **Volunteer Coach Membership Form** - <http://njyouthsoccer.com/regforms/Forms/CoachMemberForm.doc>
6. **Non-Volunteer Coach Membership Form** - *This form must be completed through the NJYS Office. District Commissioners cannot issue a Coaches pass to a Non-Volunteer. Packages for registering Non-Volunteers will be available from the NJYS office.*
7. **KidSafe Disclosure Form** - <http://njyouthsoccer.com/regforms/Forms/KidSafeDisclosureForm.doc>
8. **Player Add/Transfer Form** - <http://njyouthsoccer.com/regforms/Forms/AddForm.doc>
9. **Player/Coach Release Form** - <http://njyouthsoccer.com/regforms/Forms/ReleaseForm.doc>