



Torpedoes Soccer Club

Trainer/Head Coaches and Parent Assistant Handbook

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1. INTRODUCTION

This handbook is dedicated to the hard working trainer/coaches who are in the trenches working with the Torpedoes Soccer Club players and families. We appreciate the time, effort, and dedication you give to not only the Torpedoes SC, but also the sport of soccer. The Board of Directors appreciates all that you do for the club. We hope that you find this handbook helpful with your coaching responsibilities

Many thanks! Torpedoes SC

2. OVERVIEW

The Torpedoes SC goal is for coaches to utilize this handbook as a resource as it represents Torpedoes ongoing dedication to the continued development of our players and as members of their communities. The game is all about the players. Children can play the game without coaches, but it is well known a child's experience is greatly enhanced if the coaches, entrusted with the child's development, learn the game's nuances and more importantly understand what is developmentally and cognitively appropriate for their players. To view the club bylaws, [click here](#). Additional information can be found on the [club's website](#).

3. PHILOSOPHY

Torpedoes wants you to respect the game of soccer, respect the players, the opponents, the referee, and the parents. Go about your teachings in a thorough, positive, yet humble manner. Players should come out of their experience with the coach as better people and better citizens, not just better soccer players. So please take the responsibility of instructing our youth with a great deal of care and joy. And, enjoy the handbook in the manner it is intended.

4. PLANNING FOR THE SEASON

PARENT ORIENTATION MEETING

All Trainers/Primary Coaches are expected to establish effective lines of communication with the team parents early in the season by holding a parent orientation meeting. This may take the form of a casual discussion in a players house, or it could be combined with a team outing or picnic. Whatever the format, the time you invest will pay dividends for all concerned throughout the season. If a meeting is impossible, then the following information could be put in a letter to parents/players. But, a face-to-face meeting is expected.

23-24 Season

Fall - 13 Weeks (8/21/23 - 11/17/23)

Winter - 10 Weeks (1/2/24 - 3/10/24)

Spring - 13 weeks (3/11/24 - 6/9/24)

ORGANIZING THE MEETING

- The head coach (Trainer) is responsible for leading the organizational meeting and is expected to be the leader of the team
- Hold it early in the season, preferably before the first team practice. Due to vacation schedules there will most likely be one or more parents/players absent. Make sure to follow up with them when they return.
- Having the players present is optional. However, if they are not present then it is advisable to hold a meeting with your players and clearly explain to them what you explained to the parents.
- Be prepared and be organized to conduct the meeting efficiently.
- Prepare any handouts you would like to distribute, for example: Team roster, Schedule of practice and games, Club rules, Team goals/rules, Summary or outline of the meeting

GUIDELINES TO EXPLAIN TO PLAYER'S/PARENTS

- Discuss the value of the sport and the health benefits to the children.
- Discuss the philosophy of age appropriate activities.
- State the importance you assign to having fun and developing technique.
- State how you evaluate player development through skills and not winning.
- Discuss any team rules and guidelines (e.g., must be there 30 min. before kickoff).
- Let them know if attendance will affect playing time and how it will be managed.
- Explain that they are not permitted on the pulis field during training sessions and games. When not at Pulis it is expected that parents stay on the opposite side of the field as the players and coaches with ample distance from the field of play.

CLUB EXPECTATIONS OF THE COACHING STAFF

TRAINER(PRIMARY COACH) RESPONSIBILITIES

- The trainer is the 1st point of contact and should make all decisions that they need to to run the team (Roster, Practice Schedule, Playing Time, sole Coaching voice from the sidelines)
- Demonstrate leadership, good sportsmanship, respect, and coach with humility.
- Organize practices and teach the game through age appropriate activities/games.
- Provide a safe environment i.e. Inspect the playing surface.
- Arrive at practice on time and remain until a parent picks up every child.
- Give regular feedback to players.
- Distribute a schedule of practices and games in a timely manner.
- Respect referees, know the rules, and conduct yourself respectfully on the field.
- Continue to seek coaching education.
- Attend tryouts to evaluate players.

PARENT (ASSISTANT COACH) RESPONSIBILITIES

- Email Sarah Renner (sarahr@torpedoessc.com), club president to get a copy of the official roster with parent contact information on it.
- Set up the TeamSnap account and make sure each player has 2 parents/adults listed with cell phone #s.
- The parent coach is to assist the trainer in the following aspects:, have player passes ready, match forms, and referee money ready the night before the game. Although some referees take Venmo, it is always good to have cash just in case they don't.
- Pay the referee(s)
- Cover in case of emergency/lateness
- Assist in any medical emergencies/injuries.
- The Parent Coach shall not coach or make other gametime decisions such as substitutions. The only voice coming from the sidelines is from the head coach
- Oversee team budgets and collect team fees. Work with the trainer and the board before communicating this to the parents at the start of the season
- Establish a bank account with Columbia bank to use to manage the finances. [Click here](#) for the procedures.
- Work with the trainer to manage team communications.
- Put the corner flags away at the end of each day. [Click here](#) to view the field schedule. Teams who fail to put the flags away will be fined \$25 per occurrence.

BUDGETING

The budgets are set by the parent assistant (manager too if applicable) in collaboration with the board. Although trainer salaries make up a majority of the costs, there are many other items that need to be taken into consideration. [Click here](#) to view the club's policies and procedures for paying trainers. Trainers are to be paid the first of each month for 10 months beginning September, ending in June. Other factors that need to be considered include:

- Tournament registration fees including state cups
- Travel for the trainer for overnight trips
- 3x per week club fees
- 2x league club fees
- *Referee fees
- Veo or other video recording technology
- TeamSnap

* Referee fees - The referee fees are to be paid by the parent assistant at the beginning of each game and are reimbursed by the club. The person managing the money can either charge the team up front and reimburse the account after the season or pay the fees him or herself and get reimbursed directly. [Click here](#) for the club reimbursement form. State Cup entry fees are also reimbursable by the club.

Collecting money from the parents

The money should be collected three times per year, fall, winter and spring. Before each season, the parent assistant or manager is to send an email to the parents asking for money with a breakdown of the budget costs. It is important that the parents are aware of factors that contribute to the budget. The easiest way to collect money is through Venmo. You will need to set up a team email account and bank account for this to occur. You will need to collect the money through Venmo, PayPal, cash or checks and deposit the money into the team account at Columbia bank if you wish.

If there is a balance left at the end of the spring, you can carry it over to the next year or refund it if the parent prefers. If a player is leaving the club or is assigned to a different Torpedoes team for the fall the money should be refunded.

Below is a sample email.

Hello everyone,

It is hard to believe that the summer is almost over and the kids will be back at it next week. (Introduce yourself if you are new to managing the budget) I'm writing to outline the budget for this fall and request payment. For those who are new to the team, we collect training, registration, and game fees each season. The fees are \$868 per player. You can Venmo the money to @torpedoes2012girls.

Below is the estimated breakdown of all the costs. We included the registration for the STA and EDP Fall Tournaments, NJYS State Cup, usual trainer fees, etc.

Please let me know if you have any questions.

*Best,
James*

<i>Event</i>	<i>Cost Per Line Item</i>
<i>Trainer Fees</i>	<i>\$6,675</i>
<i>Veo</i>	<i>\$504</i>
<i>TeamSnap</i>	<i>\$100</i>
<i>Tournament Fees</i>	<i>\$2,034</i>
<i>Misc</i>	<i>\$300</i>
<i>Club 3x practice fee</i>	<i>\$900</i>
<i>Total</i>	<i>\$10,513</i>

<i>Cost Per Player (12)</i>	\$876
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Sample Budgets for the Year

Fall

Event	Cost Per Line Item
Trainer Fees (Sept - Dec.) * Trainer fees are established by the board and given to the trainer and parent assistant for each team prior to each fall season.	\$5,150
Veo	\$504
Tournament Fees (2 Tournaments + State or NCSA Cup)	\$1800
Club 3x practice fee (If applicable. \$75 per player)	\$900
Club 2x league fee (If applicable. \$75 per player)	\$750
TeamSnap	\$100
Misc	\$300
Total	\$8754
Cost Per Player (12)	\$729.50

Notes:

- Effective for the 23/24 season there will be a flat charge of \$300 per player for the year for teams with 'Super' rosters. These are primarily Red teams that have an excessive amount of players practicing 3x per week and playing in two leagues. For these teams, this replaces the individual 3x practice and 2X league fees paid to the club. An exception will be made for large roster teams that are forced to combine such as a 9 v 9 white and black teams, to keep players in the club.
- All scrimmages, tournaments and state cup games are included in the salary. See the trainer pay [policies and procedures](#) for more information.

Winter

Event	Cost Per Event
Trainer Fees (Jan - Feb.)	\$3862.50

Tournament Registration Fees	\$800
Misc	\$300
Credit or deficit from Fall	-\$330
Total	\$5262.50
Cost Per Player (12)	\$438.54

Notes: One indoor tournament is included in the trainers salary. Review the [policies and procedures](#) document for further information about additional winter tournaments.

Spring

Event	Cost Per Event
Tainer Fees (March - June.)	\$5150
Tournament Registration Fees	\$1,750
3x per week club fee \$75 per player	\$825
Coach overnight travel	\$650
Veo	\$500
Misc	\$300
Credit from winter	-\$100
Total	\$9,275
Cost Per Player (12)	\$772.92

Notes: The spring 2024 season will end around the second week of June. Teams that qualify for Regionals will need to develop a budget for the postseason. Information related to that can be found in the [policies and procedures](#) document.

CONFLICT RESOLUTION AND CHAIN OF COMMAND

To help process player or parent concerns in a timely and efficient manner, families are encouraged to follow the club 'Chain of Command'. Our goal is to resolve misunderstandings and to problem-solve conflicts as close to their source as possible while providing a process of appeal if needed.

1. Direct and informal communication should generally be the first step. For soccer-related concerns, families are encouraged to discuss the issue directly with the head coach (trainer).

2. If the issue is unresolved, families should contact the Director of Coaching, who may conduct a problem-solving meeting between the parties involved as deemed appropriate.
3. If the issue needs to be addressed further, the Division Coordinator may hold a meeting with the appropriate parties to seek a resolution to the issue.
4. If the issue is still unresolved, families may appeal to the Board who will review the details and work to find a resolution.

Issues outside of soccer, such as registration, forms, etc, shall be directed to the registrar. If the contact with the registrar fails to resolve an issue satisfactorily, an appeal may be made to the Division Coordinators.

PARENTS/SPECTATORS BEHAVIOR

Parents/Spectators must set the example for the children by exemplifying the highest standards of sportsmanship. Parents/Spectators participate in a game by watching, cheering, and supporting the efforts of all participants of the game. Soccer must be fun! The game is for children. Their participation and enjoyment of the game is the most important element.

Parents have responsibilities to the coach, team, and soccer organization they are a part of. Parents/Spectators should have respect for their coach, all children on the team, and the authority of the referee and his/her assistants.

The team staff is responsible for all Torpedoes parents/spectators. If there is a problem during the game, the parent assistant or head coach/trainer is to discreetly go across the field and say something before the actions escalate. No parents/spectator shall be coaching or arguing referee calls.

5. COACHES EQUIPMENT

Teams should prepare a large BAG for all of the items listed below!

- MEDICAL KITS - A simple kit for games and practices is a good idea for every coach. A kit should include, but not limited to:
 - Ice Packs (or ice and zip-lock bags), Band aids, Vaseline, Sterile pads, Adhesive tape, Elastic wraps, Antibiotic ointment, Bee sting relief ointment
- PUMP and inflating needle: Sometimes the game ball is over inflated or too soft and may need adjusting. The same goes for the balls players bring to practice.
- SHIN GUARDS: a spare pair of old ones will cover for a forgetful player!
- SPARE SHIRTS: (2) for your goalkeepers - Having two extra shirts of different colors (each contrasting with your team shirts) ensures that you will always have a goalkeepers shirt that contrasts with the opposition colors.
- GOALKEEPERS GLOVES: An inexpensive pair is a useful addition to your game bag.

6. GAME DAY GUIDELINES

GAME PREPARATION

- Check team equipment (balls, net, flags). Check the field location!
- Game Day: Remember to bring your equipment bag and substitution schedule, Have a good quality ball with you to use for the game (some clubs will provide the game ball).
- Have your team arrive at least 30-45 minutes before your scheduled kick-off time to properly warm-up. It is important to stress this message to parents as well as players.
- Field Preparation: The team staff is responsible for setting up and taking corner flags. If the responsibility is yours, arrive early enough to get the job done before warming up your team. After the game concludes, put all corner flags in the shed. Clean up all garbage along the fence and sideline area(even if it's the other team's mess!)
- Referee: Meet the referee and make note of his or her name. Ask any questions you may have about game duration, allowable substitution times, etc. Make sure you have your game card to give him and player passes are ready. Be proactive if you need to borrow other players from another team. They have to be on your roster and you must have their player pass as well.

RULES FOR NCSA U8 GAMES

Size of teams

- A maximum game day roster 12 players make up a team for a 4 v 4 small sided game.
- One game per rostered team will be played per the scheduled game. (If you should have more than 12 players per team then it is suggested you create and register a second team.)
- Game will be 48 minutes with 4 12 minute quarters.
- U8 shall take kickins during the fall season. Kickins shall be taken from the touchline and opposing teams shall retreat to at least 2 yards from the kickin.
- U8 shall take throw-ins during the spring season. Throw-ins shall be taken from the touch line opposing teams shall retreat to at least 2 yards from the throwin. Players may be allowed two additional attempts at the throw-ins.
- In an effort to limit excessive scoring, a team that is down by 3 goals may add a player. As soon as the goal differential is 2 goals the additional player must be removed and a 4v4 format shall resume.
- Any team that wins a game with a greater than 7-goal differential, the head coach may need to appear before the Games Conduct Committee and may be assessed a minimum of \$25 fine and may also be assessed a 1 game suspension.

7. RISK MANAGEMENT

COACH LIABILITY AND PLAYER SAFETY

As a coach you will have the care, custody, and control of someone else's children for 30-50 hours this season. In this capacity you have the potential both to create and to prevent accidents and injuries.

You should be aware of your responsibilities as a coach. Attention to these aspects will help minimize your personal risk, and prevent sports-related injuries. Your responsibilities include but are not limited to:

- Providing adequate supervision (general and specific to the game) - The health and safety of your team members are entrusted to your care. You must provide adequate supervision to avoid foreseeable accidents and injuries. NEVER leave players unattended! NEVER leave after a game or practice until parents or guardians have arrived!
- Warning players of inherent risks - Players and parents must know, understand, and appreciate the risks they are likely to encounter in soccer. Inform them at the parent orientation meeting.
- Providing proper first aid - Have a first aid kit available along with a plan, which outlines emergency procedures. Know where to find emergency help and a telephone (put a couple of quarters in your first aid kit or have a cellular phone on hand). Don't attempt to provide aid beyond your qualifications. ALWAYS have your players medical release forms with you - they should provide emergency phone numbers as well as permission for you to obtain emergency medical aid in the event a parent/guardian cannot be reached. Be aware of liability issues concerning transporting players.
- Trainers shall never transport a player alone in his or her vehicle

TORPEDOES COACHING EDUCATION PROGRAM: The Coaching Education Program is designed to give coaches, of all abilities, the opportunity to learn more about the game. These courses lead to the awarding of a state-coaching license at the "D" level, and state coaching certificates at the "E" and "F" levels. Licenses and certificates are awarded only through this program. The F license is now substituted with grassroots courses. You may take this at any state association. Make sure when taking grassroots that you are being certified with how many field players your team is playing that year. 7v7, 9v9, 11v11. It is 100% mandatory to have a coaches license to coach in EDP.

8. ROSTER MOVEMENTS OR PLAYER ADDITIONS

* PRIOR APPROVAL IS REQUIRED FOR ALL ROSTER MOVES AND ADDITIONS

ADD A NEW NCSA PLAYER DURING THE YEAR

- Before a player is invited to any training sessions with a team, the trainer must get permission from the DOC. Prior to giving permission, the DOC must consult with the board division coordinator to confirm there is currently room on the roster. In general, the board discourages mid-year roster additions. If there is no room on the current roster, the player will not be considered. He or she will have to wait until the tryouts. Trailer players parents must complete the [attached medical form](#) prior to training with a team.
- Once the above criteria is met and the trainer wants to recommend a player be added to a roster, he or she must inform the DOC who will submit the request to the board for approval. The player must create an account on the website before being sent an acceptance.
- Once the acceptance is sent, the player must be registered for the age group that he or she is joining for 23-24 Travel Soccer

- EDP Teams Only” - Once approved, direct the player to login and register for EDP Pass 2023-2024
- Please get the player's birth certificate in advance. (NCSA teams Only)
- Once approved, contact the registrar to add the player to the team. Please specify the team(Age group and EDP, or the NCSA team with the age group and flight Letter. Remember, colors are only our EDP Team. NCSA teams use for example “GU10DB.”
- Collect and send the birth certificate to the registrar by email or text. (No Birth certificate = No pass).
- Collect a [US Club Waiver Form](#) (Filled out and signed by the parent). This is for NCSA Teams Only. This form can be found by googling “US CLUB SOCCER WAIVER FORM”
- Direct the player to purchase a jersey from the Uniform Store under TEAM CENTRAL on the website (<https://torpedoescc.itemorder.com/shop/sale/>). A uniform # will then be assigned to the player after they pay. NO PLAYER CAN CHOOSE THEIR OWN NUMBER, UNLESS THEY HAVE A SIBLING IN THE CLUB THAT WANTS TO DUPLICATE THE NUMBER.

PERMANENT ROSTER MOVE

Contact the DOC, who will then submit to the board, to move a player permanently from 1 team to another. Please specify what team the player is being dropped from, and what team the player is going to.(Age group and EDP, or the NCSA team with the age group and flight Letter (NO COLORS!!)).

NCSA Notes

WATERMARKED ROSTERS

- Go to www.ncsanj.com and login with your coach's login information.
- Click Team management on the left, then click View/Print Active US Club Roster, then click the team, then "View" (Watermarked Roster)!
- Print a few just to have some copies in your possession.
- Changes are due every Wed night by 10PM if a new watermarked roster needs to be submitted to NCSA, NO EXCEPTIONS). New players, dual carding players, and jersey numbers require a new watermarked roster Coaching coverages/players playing up do not require new watermarks.

NCSA MATCH DAY FORMS (MDF)

- Click Team management on the left, then click "Match Day Form."
- Click the game # for the weekend's game.
- Fill out the coach's name and pass/ID # in the required spaces(You can find the coach's ID # on the watermarked roster). Enter all coaches that will be on the sideline.
- Click yes/no for any players "playing up". *Unlimited players can play "up", a max of 2 players per game are allowed to play down. If yes, enter their information.
- Click Save & View/Print.

NOTE:Coaches must do this for every game, at least 24 hrs in advance. If you submit this and then find out you are having a player play up, you can do it again and it will save the last submit as your MDF. Submitting this gives the ref the ability to check you in electronically from his phone(NCSA is completely paperless). You still need to have player passes on you at all times. You can print the match day form after clicking save & view print

SCHEDULING HOME TBS GAMES FOR NCSA

- Go to the DOC 1st for Mon-Thurs games, Fri - Sun can be directed to the registrar/field scheduler). Contact the opponent for a few agreeable dates 1st!
- Check the field grid for availability, and confirm with the field scheduler on the time slot.
- Confirm with the opponent, then text the field scheduler that the game is confirmed, along with the Game #. There is no form needed for NCSA games. These have to be agreed upon by both teams

9. SUBMITTING GAME SCORES

GAME SCORES Must be submitted after the game, through your Login. The winning team must record the score online via the NCSA website at www.ncsanj.com within 4 hours of completion of the game. In case of a tie, the home team must record the score. When recording the game score, the team entering the score shall report the correct score. If the score is not recorded within 4 hours, or if the score is incorrect, the offending team(s) shall be subject to a \$25 fine. In an effort to limit excessive scoring, any team that wins a game with a greater than 7-goal differential, the head coach must appear before the Games Conduct Committee and shall be assessed a minimum of \$100 fine and may also be assessed a 1 game suspension. In addition, any team that wins by more than 7 goals will only be awarded 2 points for the win instead of 3.

10. EDP Notes

MATCH CARD FORMS

- The match day form must be presented to the referee prior to every game.
- To access the form, log on to gotsports.com, click Team Management, click Matches, scroll to the upcoming game, click the three dots in the 'Status Column', click Print Match Card.

SCHEDULING ALL GAMES

- The home field grid shows all open slots that are available. Once you see an open slot that works for your team, contact the field scheduler to hold it for 48 hrs. Contact the opponent and finalize. Once nit teams accept it, fill out the online good form showing all details of the game. This goes directly to the field scheduler so he/she can get refs.

COACHES MEETING DATES FOR 2023-2024

Coaches meetings will be held at 8:00 pm, on the dates listed on our club website, outdoors at Pulis field by the concession stand. Meetings generally last between 30-45 minutes and are held less than twelve times per year. The information discussed at the meetings is important to the players, coaches, teams, and the club, and therefore all coaches, trainers, assistant coaches, and team managers are invited to join and participate. One representative from each team must be present.

ATTENDANCE POLICY FOR COACHES MEETINGS

In an effort to improve attendance at coaches' meetings, the Board is re-instituting a policy regarding meeting attendance and reimbursement. The policy is that unless a team is represented by a coach or parent at a minimum of two-thirds (2/3) of the coach's meetings held in a season (the fall and spring being separate seasons), the club will withhold \$200 of the referee fees it would ordinarily reimburse. So, if a team is represented at less than two-thirds of the coaches' meetings in the Spring 2021 season and seeks to be reimbursed \$500 in referee fees, the club will withhold \$200 and reimburse the team only \$300.