



Livermore Youth Soccer League

High Comp Coach Handbook

February 2007

Livermore Youth Soccer League
P.O. Box 881 Livermore, CA 94551-0881
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www.lysl.org

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FROM THE DIRECTOR OF HIGH COMP

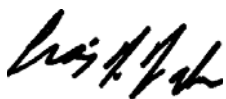
Dear Coach:

Thank you in advance for the time you are committing to help Livermore youth players participate in soccer. Your contribution is valuable and appreciated. Without volunteers willing to help administer the program, the numbers of kids able to play soccer in Livermore would be severely reduced.

The High Comp Program offers a lot of support. Primarily, your appropriate Division Representative is the best source of information. If your Division Representative is unavailable, please feel free to contact me directly. This handbook and the league website, www.lysl.org, should prove to be excellent references throughout the year.

Email will be our primary method to distribute information. We will personally call if that is warranted but for general information, a push of a “send” button is much easier than 40 phone calls. Also, if someone asks a question, often the answer needs to go to everyone. Here again, email makes that easier. Please check your email frequently for High Comp specific information.

Everyone on the High Comp Committee is dedicated to open communication. Please feel free to communicate directly with us as well. We are all in this for the kids. The kids only get to play when there are adult volunteers to support them. Thanks again for your time, effort, and energy.



Craig Taylor
Director of High Comp

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POSITIVE COACHING ALLIANCE

LYSL has partnered with the Positive Coaching Alliance to bring their program of “Honoring The Game” to our coaches, players and parents. The Positive Coaching Alliance was established at Stanford University in 1998 with the mission to transform youth sports so sports can transform youth.

Coaches meetings will be held prior to the start of each season to emphasize the following three national goals of this program:

1. To replace the “win-at-all-cost” model of coaching with the “Double-Goal Coach” who wants to win but has a second, more important, goal of using sports to teach life lessons;
2. To teach youth sports organization leaders how to create an organizational culture in which honoring the game is the norm; and
3. To speak and fuel a “social epidemic” of Positive Coaching that will sweep this country.

A “Zero Tolerance for Abuse of Referees” has been the policy in District III and LYSL since Sept. 10, 2001 and is enforced.

The Positive Coaching Alliance website is: <http://www.positivecoach.org>

ADMINISTRATION

Livermore Youth Soccer League’s Board of Directors and the High Comp Committee are the governing bodies on all matters pertaining to the conduct of the High Comp youth soccer program.

The High Comp Committee is composed of the following positions with current volunteers and contact information noted. Messages for all HCC members can be left at 925-461-7570, Box 4#.

Director of High Comp	Craig Taylor	highcomp@lysl.org
High Comp Treasurer	Kathy Crusco	hctreasurer@lysl.org
High Comp Secretary	Ralph Thomas	hcsecretary@lysl.org
Boys Division Representative	Andrea Day	hcb@lysl.org
Girls Division Representative (Div. 1)	Dan Dremalas	hcg@lysl.org
Girls Division Representative (Div. 3)	Brian Souza	hcg3@lysl.org

OVERVIEW

The purpose of this handbook is to provide information on how the High Comp Program works and an outline of the available resources for a coach to successfully accomplish the job they volunteered to do.

High Comp Goals and Objectives

The most current version of the High Comp Goals and Objectives is available in the document section of the LYSL website. This document serves as a roadmap to guide the future direction of the program as well as identify yearly milestones to measure progress.

The High Comp Program mission statement is to provide a competitive soccer program that provides each participant the opportunity to progressively develop his or her skill and talent to the highest possible level. In order to achieve this goal LYSL shall:

- Provide an informed, responsive, and efficient management structure to oversee the High Comp Program
- Make available quality coaching for all teams and in all age groups that have enough players to form a viable team
- Provide a professional Technical Director, team trainers, and a program that will manage player and coach development
- Provide, to the extent possible, facilities and equipment necessary for effective player / team development

High Comp Coach Position Description

- **Team Formation**
 - Attend and participate at tryout sessions as requested by the Technical Director
 - Gather tryout results from the Technical Director, form proposed team, and present to High Comp Committee and Technical Director as requested for approval
 - Once roster is approved, secure commitment from players / players' families as soon as possible. Submit final roster to appropriate Division Representative for processing
- **Administrative Tasks**
 - Gather and submit required documentation for player passes
 - Assign a non-coach related parent to be the team Treasurer and ensure that the Treasurer fulfills that obligation
 - Submit team applications for tournaments in a timely manner. See www.cysanorth.org for CYSA North sanctioned events. Information regarding US Club Soccer sanctioned events can be found in various other places such as www.usclubsoccer.com, www.gotsoccer.com, and www.calsouth.com.
- **Training Sessions**
 - Work with the Technical Director to schedule trainer led practice sessions. Attend and support as requested. Approve trainer timecards. Schedule and coordinate any make-up sessions
 - Schedule, facilitate, and conduct non-trainer led practice sessions
- **Games**
 - Attend and coach team during scheduled matches. Work together with trainer at all trainer attended matches
 - Submit match results to the appropriate playing league (GSSL, AC, NorCal, or Super 'Y')
- **Education and Meetings**

- Attend license courses to further education
- Attend coach education sessions with the Technical Director
- Attend mandatory annual LYSL Coaches Meeting
- Attend mandatory league coaches meeting(s) (GSSL, AC, NorCal, or Super 'Y')
- Attend High Comp Coaches Meetings throughout the year
- **Communication**
 - Function as the main conduit of communication between league and players / parents
 - Bring issues / questions to the appropriate Division Representative's attention to ensure that the league can function in a consistent and well-informed manner
- **Other**
 - Distribute season schedule and uniforms to players
 - Participate in end of season player evaluations with Technical Director and / or training staff

High Comp Coach Requirements

- Willingness to provide a positive, fun, and learning experience for the players
- Willingness to support the goals, principles, and standards set by the league and the High Comp Program
- Good communication skills
- Willingness to attend all meetings throughout the year
- Responsive to calls and emails
- Willingness to grow professionally as a coach

Available Resources

- Appropriate High Comp Division Representative or any High Comp Committee member
- Documentation
 - LYSL By-laws – Contains league administrative information
 - LYSL SOPs – Standard Operating Procedures provide written guideline how programs are structured / operate
 - LYSL PIMs – Policy Interpretation Memorandums for specific issues and conditions requiring further clarification or definition
 - This manual and other distributed information
 - CYSA Team Manual contains the CYSA Constitution, By-Laws, PIMs, guidelines, etc.
- Websites
 - LYSL – www.lysl.org
 - CYSA North – www.cysanorth.org

- CYSA South – www.calsouth.com
- US Club Soccer – www.usclubsoccer.com
- NorCal Premier League – www.norcalpremier.com
- Super ‘Y’ League – www.supery.uslsoccer.com/

PRE SEASON

The coach is ultimately responsible for the administrative duties of the team. The coach may delegate many of these activities to parents. Most of these administrative tasks happen at the beginning of the season before training begins.

Parent Meeting

The Coach should arrange for a parent meeting shortly after team formation approval. The High Comp Committee is available to help facilitate such a meeting for those coaches new to the High Comp Program. Important items to accomplish at this meeting are:

- Commitment – Being a player and a parent on a High Comp team requires a higher level of commitment than being on a recreational team. This needs to be communicated to the players and parents up front
- Team Roster – Distribute a copy of the team roster that provides key names and contact information for the team
- High Comp Fees – One of the requirements of the High Comp Program is for each team to have benefit from either a Paid Trainer or Paid Coach. The costs of each option (which may have already been selected for the team out of necessity or circumstance) should be discussed. Current fees are available from the document section of the High Comp portion of the LYSL website
- Uniforms – Any player needing uniform or related apparel should be given appropriate ordering information. All High Comp teams must wear the official LYSL High Comp Elite uniform that has been approved for the season. No exceptions

Parent Volunteers

The coach should be coaching the players, not performing every task in the management of the team. To accomplish this, parents are expected to volunteer to help the team in some way. Here are the most common tasks:

- Treasurer – The Treasurer is responsible for setting up a team bank account. A coach or coach’s spouse cannot be the Treasurer. The Treasurer also needs another parent from the team to be a co-signer on the checks (this should not be the treasurer’s spouse). All fees are collected by the Treasurer and deposited into the team bank account. The Treasurer then writes a check payable to LYSL for all fees owed by the team
- Team Parent – The “go to” person for parents to ask questions and raise issues. This helps free up the time for the coach to just coach the kids

- Fundraiser Coordinator – The league has determined not to do general fundraisers. The league fundraising coordinator will be able to help you if you decide to do a team fundraiser, collect funds, distribute materials, and interface with other fundraising representatives
- Publicity – Local papers will publish the details of the matches if they are submitted through proper channels and in a timely manner
- Trash – Our fields can be taken away from us to use at any time. The most complaints we get from LARPD, LVJUSD, and the park neighbors is the trash left behind. Pick up and properly disposed of all remaining water bottles, wrappers, etc in the entire area of the field used.

Player Passes

All High Comp players and persons on the player sideline are required to have a player pass before they can participate in any games or tournaments in both CYSA and US Club Soccer sanctioned events. Each team must be in good financial standing with LYSL before any player passes will be released. In summary submit the following in one neat and organized package to the appropriate Division Representative:

CYSA

- 1” x 1” picture with the name on the back
- Birth certificate for each player
- CYSA player registration form (1601) for each player
- CYSA adult form (1628) for each adult requiring a pass (i.e. coach, trainer, etc.); up to a maximum of four
- Team roster (18 max.)

US Club Soccer

- 1” x 1” picture with the name on the back
- Birth certificate for each player
- US Club Soccer Club Registration Confirmation form (R002) for each player
- US Club Soccer Risk Assessment Form (R004) for each adult requiring a pass (i.e. coach, trainer, etc.); up to a maximum of three
- Team roster (25 max.)

The Division Representative will give the paper work to the Registrar. After processing, the Registrar returns the official roster(s) and stamped / laminated player passes to the Division Representative for distribution to the team.

The Division Representative will hold all passes until the HC Treasurer has confirmed that appropriate fees have been collected and that the team is in good financial standing with the league.

During the course of the season the need to add, delete, or transfer a player must be brought to the attention of the Division Representative who will work with the Technical Director, other coaches, and Registrar to facilitate the process. Once again, all fees must be collected before passes are released to the team.

Tournaments

The expectation is that all High Comp teams participate in tournaments. With the addition of US Club Soccer, tournaments are available on a year round basis. CYSA sanctioned tournament applications are accepted beginning in early May while US Club Soccer is dependent on the event itself. The coach is responsible to ensure that tournament applications are submitted in a timely manner and as required by the particular sanctioning body. Tournaments fill quickly so don't wait until the last minute to apply.

The High Comp Committee attempts to schedule two local tournaments each year. Teams are strongly encouraged to attend and be participatory at these events by both playing and hosting (i.e. running) their particular venue. Besides being able to represent LYSL, hosting a tournament is an excellent way to raise money for the team by receiving refund of the entry fee, operating a snack shack, etc.

PLAYING SEASON

Games and Training Sessions

Coaches must have copies of all medical release documents (CYSA and US Club Soccer as appropriate) in their possession at all times when the players are present and under the responsibility of the coach. Any injuries during games or training sessions must be communicated to the LYSL Insurance Coordinator within 48 hours. There are forms for both CYSA and US Club Soccer that must be completed and submitted in a timely manner for this purpose.

LYSL reserves the right to limit practice locations to only those fields approved by LYSL. The High Comp Program normally rents the LARPD fields at Independence Park (Kellman Fields) and / or Robertson Park for High Comp to facilitate paid training sessions. Additional days / times will be provided for non-trainer led sessions provided space is available. If not, then teams will have to utilize other LYSL approved parks / schools on a first come basis with the recreational program. Never violate park rules by training or playing on a closed facility. It negatively reflects on the entire league and could result in lost field space / privileges for the entire league.

Player Transfer

The below excerpts have been reproduced in their entirety from the LYSL High Comp Goals and Objectives:

- Develop a system by which players progress from the recreational program to HC and within the HC program itself
- Division 3 teams shall advance 3-4 players to Division 1 and recruit 3-4 players from the recreational program each year

These guidelines are suggested to foster player development and placement in the most appropriate level of play. They are not intended to establish precedence that Division 1 takes priority over Division 3, Division 3 over the recreational program, etc. but rather to acknowledge that player movement between teams and amongst the programs themselves is a necessary and essential component of player development / progression and overall program growth. This player movement will not always occur between seasons or at other convenient break points. The Technical Director and High Comp Committee will take into account the possible disruption to existing teams when considering these matters.

Once rosters are final, player adds and / or movement (transfers) within the High Comp Program (e.g. between High Comp teams, between the House Program and High Comp Program, and on to / off of LYSL High Comp teams from / to other leagues) must be approved by the High Comp Committee and Technical Director, subject to all governing bodies (i.e. CYSA, US Club Soccer, LYSL, etc.) rules.

The transfer process shall begin with the identification of need, opportunity, concern, etc. related to a player and / or team. This “identification of need” shall be submitted to the Director of High Comp in writing. The Director of High Comp will then enlist the assistance of the appropriate Division Representative and Technical Director for evaluation, follow-up, and resolution.

It is not appropriate for a coach, trainer, parent, player, etc. to take it upon his or herself and try to address the matter directly. It is the responsibility of the Technical Director with assistance from the Division Representative to contact all parties involved (coaches, trainers, parents, players, etc.), evaluate the merit of the request, and then make written recommendation to the High Comp Committee. The Division Representative and Technical Director will brief the High Comp Committee who will then jointly approve or deny the request.

The process within the High Comp Committee itself can take some time to reach a decision point. There is also follow-on paperwork (CYSA and / or US Club Soccer) that must be completed and submitted (with proper signatures obtained) before the change can be made official. During this time, it is not appropriate for promises to be made or open discussion held on such matters until all documentation is final.

LYSL SOP's Reference

SOP v.9 Player Transfers

- SOP V.9 (a) Once a team roster is final, player adds and/or movement within the HC program must be approved by the HCC and the TD, subject to all governing bodies (i.e. CYSA) rules.
- SOP V.9 (b) A player that transfers to another team will be subject to the LYSL refund policy for any trainer and tournament fees paid or fundraising money raised with the original team.
- SOP V.9 (c) A player wishing to transfer from the House program to the High Comp Program must complete the following steps:
- SOP V.9.c.(i) The player's guardian (or a player of legal age) must notify the current House AGC and appropriate HC Representative of desire to change playing programs. Approval for transfer may be influenced by current team roster size of either team to be affected, player appropriateness for the program, or other similar considerations.
- SOP V.9.c.(ii) The appropriate House AGC the appropriate person for the HC Rep to initially approach the House coach with the request to transfer one of the players from the House team.
- SOP V.9 (d) Actively recruiting players in-season from other High Comp or House teams or other leagues will result in Disciplinary action.
- SOP V.9 (e) Once the signatures are gathered, the form is turned into the league Registrar for processing through the league and the district.
- SOP V.9 (f) All transfers are subject to CYSA transfer policies.

On the Field

During the season, there are a few things every coach should be aware of:

- Every field with scheduled matches will have a set of goals. There will also be a lock box for nets and corner flags.
- Keys to the lock boxes and instructions on how to properly set up goals and report equipment issues are handled through the LYSL Director of Operations
- The first team that shows-up at a field for a game is responsible for setting up the goals at least 1/2 hour before the game is scheduled to begin. Make sure the pin is set into the ground at an angle that prevents the goal from falling forward
- If there is not a team waiting to use the field, the goals, nets, and corner flags must be taken down and stored. Do not leave them up because you "think" that there is a game afterward
- It is best to set the coaches up on one side of the field and the parents on the opposing side. Coaches should restrict their movement to from the center line up to 10 yards from the center line. In other words, a coach may not cross the center line into the other coach's zone or into the end zone area.
- Behavior on the field should be positive and supportive. This is also true for the parents and any other spectators. If you have a problem with a parent or other team, please let the

Division Representative know right away. The league also has a Disciplinary Committee to handle extreme situations

- Smoking, alcohol, and foul language is strictly prohibited
- Please ensure that teams clean up after themselves. "Trash detail" is everyone's responsibility. Also, if there is a mowing or other field condition issue, please notify the LYSL Director of Operations
- Please remind your parents that if they bring their dogs to the fields, the city leash laws and "poop scoop" laws must be followed

Game Time, Game Cards, and Scoring

- LYSL has asked the referees to make sure that all games start and end on time. This means that a referee can cut a game short if it is to end on time. Once one game is late, the rest fall far behind. Game cards need to be filled out by both coaches before handing off to the referee prior to the start of the game. Follow the appropriate sanctioning body's process for game card creation, submission, etc.

Playing Time

According to league SOP's, LYSL guarantees each player on a High Comp team a minimum playing time equivalent to 25% of the season with the following exceptions: 1) Health; 2) Discipline. The exceptions reduce the minimum playing time to zero. Make sure all players receive equal and fair playing time. A good win / loss ratio is important but player development is more important.

Referees

Our referees are USSF Registered referees and are contracted through the Livermore Referee Associations (LRA). LRA assigns referees, the league does not. Referee coverage is prioritized in assignment to games in the following priority: oldest age group to youngest. Therefore, the younger the age group the more likely there might not be a registered referee at every scheduled game. This is unavoidable as there are just not enough volunteers to go around.

If a player or coach is ejected the best thing to do is immediately start the process of documenting the number of games served as suspension. Each playing league (AC, GSSL, NorCal, Super 'Y', etc.) has their own process, forms, and policy regarding suspensions.

Field Conditions and Vandalism

Fields status is under the authority of the Livermore Area Recreation and Parks District (LARPD). Any vandalism should be reported immediately by calling 925-373-5700. Field status can be obtained by calling the LARPD Turf Hotline at 925-373-5702, 1#.

POST SEASON

Awards

The individual playing leagues (AC, GSSL, NorCal, Super 'Y', etc.) determine what, if any, awards will be given for winning teams. However, LYSL may from time to time (depending on

available budget) provide additional or other forms of recognition. These are distributed through the coaches at the end of the playing season by the Division Representatives.

Borrowed Equipment

Coaches that have borrowed equipment will need to return it to the Director of Operations.

Coaching Next Season

If you are interested in coaching the following year remember to submit your application before the dead line. Also, communicate your desire to continue working with the league to the High Comp Committee and Technical Director.

Financial Reports

The coach of each High Comp team is responsible for all financial matters concerning the team. It is normally a responsibility that is delegated to a parent; however, it is the responsibility of the coach to make sure the end of season financial report is turned into the league on time. Check the website for details or contact the High Comp Treasurer.

DOCUMENT REVISION HISTORY

Below is a history of the changes to this document

Author	Date	Change
Michael Belsick	02-Feb-03	Initial 2003 document release
Carla Lopez	22-Jun-04	Player pass information and player evaluations
Corey Nelson	29-Jun-04	Formatting
HCC	05-Feb-05	Complete update
HCC	04-April-06	Positive Coaching Alliance and Player Transfer
HCC	01-Feb-07	References only