

Agawam Soccer Association Travel Coaches Handbook

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I. Expectations

It is the expectation that each coach in Agawam Soccer acts in good faith towards their respected teams in a moral and ethical manner at all times. Coaches are expected to act in a manner that promotes and develops all players on their respected teams and acts appropriately as the head of the team and representative of Agawam Soccer.

II. Team Structure

The recommendation is that each team have:

- A. Head Coach
- B. Assistant Coach (2)
- C. Team Manager
 - a. Help with team communication
 - b. Forms and money collection for tournaments/indoor soccer
 - c. Organize team functions (U14 Banquet- Golf baskets- Exct)

III. Licensing

All travel coaches must possess a US Soccer Grass Roots Certification for the following age groups that they are currently in. Coaches will have until the start of the season they are in to complete the requirements. Coaches that have the G,F,E,D licenses (or NSCAA equivalent) from prior years may submit in place of the current guidelines.

U8/U9/U10 7v7 Grass Roots Course - 4 Hour In person or 2+2 hour online/in person

U11/U12 9v9 Grass Roots Course - 4 Hour In person or 2+2 hour online/in person

U13/U14 11v11 Grass Roots Course – 4 Hour In person or 2+2 hour online/in person

First year coaches will also be required to schedule one (1) on field training each season (fall and spring) with ASA Director of Coaching. This can be done at any time but encouraged to do early in season.

If a coach does not meet the requirements of Agawam Soccer for licensing they will be classified as an "intern" coach and will have to re-interview for the position each season after the team is posted for coaching applicants.

ASA will reimburse all qualified coaches for the registration cost of the Grass Roots and D License, after they have paid, attended, and passes the course.

The following web sites can be used to access coach education and licensing opportunities:

<https://learning.ussoccer.com/coach>

IV: Coaching Director

The overall goal of the ASA Coaching Director is to provide to all coaches and players a resource for coach and player development.

Teams are encouraged to utilize the ASA Coaching director to help with team training sessions.

Coaching director will be responsible for coach education requirements.

ASA Coaching director will be responsible for helping teams with overall coaching and player development. Through in person trainings and educational materials, coaches are encouraged to engage the ASA coaching director as needed.

ASA Coaching director may at times recommend that certain coaches obtain additional training to help; further develop players and teams as a whole.

V: Training

Coaches are expected to hold a minimum of two training session per week. Weather and school functions permitting.

VI: Game Day

Coaches should have the following on game days:

1. Game Ball
2. Corner Flags
3. Alternate Player Jerseys
4. Medical Kit
5. Roster and Passcards
6. Pinnies (in case of matching uniforms or keeper colors)
7. Recommended to have extra pair of shin pads, socks, possible jersey

Coaches should encourage all players to show up 20- 30 minutes prior to each game to be prepared for warmups and referee check-in.

VII: Tournaments

It is highly recommended that coaches attempt to participate in two (2) tournaments per year. The main dates for tournaments are: Labor Day, Columbus Day and Memorial Day. There are also tournaments in August and many indoor tournaments throughout the winter.

Tournaments are good for team chemistry and for the ability of the team to spend extended time together. Coaches that are unable to attend a tournament should encourage the team to do so with assistant coaches if possible.

VIII: Indoor Soccer

It is highly recommended for teams to participate in indoor soccer league during the winter. Indoor soccer generally has three (3) sessions. One starting immediately at the conclusion (sometimes same weekend) of the fall season. Many teams do a minimum of 1-2- sessions.

Please see the LINKS portion of the ASA web site for indoor soccer facilities. Agawam has generally participated in the Roots Athletic Center for indoors but it is at coach's discretion where they would like to participate.

Indoor soccer fees. Fees will be the responsibility of the team to collect. However, if a team so chooses, ASA can set up an online payment platform to collect from parents. ASA will not be responsible for collecting the funds for non-payments. Any shortage of funds will have to come out of the team accounts for repayment.

Indoor soccer is considered an extension of ASA program, but teams may be entered with different coaches and players depending on the situations. It should be understood that all Agawam Soccer Travel teams will keep team in place for indoors unless certain players cannot play and the need for players outside the team exists.

Any coach that wants to use a player from another ASA team is recommended to reach out to that coach that the team is coming from (For Agawam Teams) out of courtesy to that coach and team.

Indoor soccer is technically not part of the ASA program but team representing Agawam will be held to the same moral and ethical standards that exists in regular season play.

IX: Try Outs:

Try Out procedures are taken from the ASA Travel Team rules Document. Please refer to the Travel Team Rules for tryout procedures.

X: Team Accounts:

All travel teams will have access to a "team account" as part of the ASA bank account. Team accounts will not be "stand alone bank accounts" but a sub-account within the ASA treasurers report. ASA accounts will be set up for teams to be able to utilize the ASA Tax Exempt status for fundraising and to hold money for the team to use for future use.

It is highly recommended for coaches to utilize the ASA Team Accounts so that there is a process in place to account for funds rather than a private or one-person process. This can help alleviate issues with money should that become an issue.

Coaches, to set up a team account notify ASA Treasurer that you plan on collecting money.

All payments made into ASA should be made out to Agawam Soccer Association

XI: U14 Banquet

At the conclusion of the spring season each participating 8th grade team will be allowed to host a U14 Banquet. This will be paid for by ASA. ASA will fund the renting of a hall and the purchase of food for each player and guest. ASA will also contribute up to \$25 per player for a gift to be picked out by team representatives. The rental facility and food will have a budget that will be communicated by the ASA Treasurer. Any costs outside that budget will need to be collected by the teams.

The U14 Banquet has been a great event to celebrate the 10+ years that many players participated in Agawam Soccer and to celebrate that time with family and teammates.

XII: AHS Ball Boys/Girl Duties

Each fall, ASA works with the AHS coaches to provide ball boys/girls at each home game. ASA Travel Soccer Directors will help coordinate. Teams are asked to come in uniform (or warm ups if cold) and to work the sidelines of the games to help the AHS teams with balls as they go out of bounds. Coaches are asked to check in behind the varsity bench 15-20 minutes prior to each home game and get instructions and balls from coaches.

Coaches are also asked to hand in team name along with coaches and managers to the PA announcer for the kids to be recognized during the game. This is a great experience for the kids and to be enjoyed by the whole team.

Coaches may ask teams to wear alternate jerseys to games as to not confuse the "orange" shots on the sidelines during game play. Please check with ASA Travel Directors prior.

Players are not charged at the door for admittance.

XIII: VEO Camera's

Coaches are encouraged to work with ASA Travel Directors to help get VEO cameras to the field to video tape as many games as possible. The cameras are a great tool for ASA coaches to be able to teach and review game play as well as allow parents and players to promote themselves and make highlights.

XIV: Equipment

Each coach will be given the following equipment.

- A. Bag
- B. Game Balls
- C. Medical Kit
- D. Cones
- E. Pennies
- F. Corner Flags
- G. Pop up goals (pair)

Any equipment above and beyond this must be purchased by the team through fundraising.

Equipment is not asked to be returned each season unless there is a coaching change. Coaches will be asked to replace any lost or damaged equipment other than game balls. Any equipment needed should be conveyed to ASA Director of Procurement

XV: Sponsorship events – ASA Golf Tournament

Charities Golf Tournament is a major source of income to help: need based families, scholarships, and local families in need. Coaches are a major part of Agawam Soccer and coaches that promote and get behind events are usually followed by their teams.

It is the expectation of ASA that coaches participate and promote ASA events to their teams and support the overall direction of ASA.

XVI: Web Site- Sports Engine App

ASA's expectations are that each coach will have all games and practices put into the Sports Engine system. Sports Engine is a very advanced web site and has tremendous tools for team management.

Coaches should get familiar with the app and communicate to your teams how you want to use. There are attendance functions as well as advanced directions to fields and chat functions.

For practices, teams are not allowed to reserve fields. Location of practices should be the general field that you will be at: Example "School St Park, Clarke School, Robinson Pool, Jr High, Middle School"

Coaches are encouraged to double check league (Roots/Indoors Exct) schedules to make sure they match what you have in Sports Engine. Good to have a team manger to do!