



West Windsor – Plainsboro Soccer Association
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WWPSA Travel Coach Guidelines

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WWPSA Guidelines for Travel Team Managers

Thank you for volunteering as a Travel Team Manager for West Windsor Plainsboro Soccer Association (WWPSA). 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.

Robin Dean
WWPSA Executive Director

WWPSA Travel Program Overview

The Travel Program is an open program that was founded in the early 1980s to offer players from the Townships of West Windsor and Plainsboro, 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 WWPSA, 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.

Mission Statement

The Mission of the WWPSA 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.

WWPSA Organization

WWPSA is managed by a Board of Directors which includes a Director of Travel. The Director of Travel leads the Travel Executive Committee (TEC) which is the governing body for the Travel Program. The TEC manages the day-to-day operations of the Travel Soccer program, including scheduling games and practices, assigning referees, managing the goals and nets, etc.

Currently, the key positions on the TEC are:

Glenn Gargan	Director of Travel Soccer	travel@wwpsa.org
Pete Tillson	Travel Secretary	designersaurs@verizon.net
Gabriel Ramirez	Small-sided Coordinator	gabewwpsa@comcast.net
Ken Matthews	Full-sided Coordinator	kzvmatthews@verizon.net
Donna Tillson	Tryout Coordinator	tryouts@wwpsa.org
Pedro Portilla	Director, Player and Coach Development	pedrojportilla@yahoo.com
Andre Maglione	Mid-NJ Youth Soccer League Liaison	magsfamily@comcast.net
Howard Rabin	Travel Facilities Coordinator	facilities@wwpsa.org
VACANT	Director, Boys Travel Development Academy	boystda@wwpsa.org
Armando Gochuico	Director, Girls Travel Development Academy	girlstda@wwpsa.org
Bill Gardner	Director, Tournaments	tournaments@wwpsa.org

Jacqueline Stein	Co-Director, Sunburst Tournament	sunburst@wwpsa.org
Diane Kooker	Co-Director, Sunburst Tournament	sunburst@wwpsa.org

The Travel Executive meets approximately once every month. This meeting is followed by a meeting of all Travel 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. Upcoming meetings are posted on the WWPSA home page at www.wwpsa.org.

Soccer in New Jersey

Soccer in New Jersey is governed by New Jersey State Youth Soccer Association (NJYS). 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, WWPSA Travel Teams play in 3 leagues - MNJYSA, MAPS and JAGS. Most small-sided teams and a number of full-sided teams play in the Mid-New Jersey Youth Soccer Association (MNJYSA) league.

All communication with MNJYSA takes place through the WWPSA’s Liaison, a member of the TEC. Each season, WWPSA registers as a Club and also registers each participating team. WWPSA pays a league registration fee for each team. These fees are covered by the registration fees paid by each WWPSA Travel player.

All communication with MAPS/JAGS is managed directly by the team manager. All registration, rostering, and scheduling is the responsibility of the team manager.

MNJYSA Organization

MNJYSA is organized into Divisions as follows:-

Small-sided (8 v 8)

- Division VI (U8)
- Division V (U10 & U9)

Full-sided (11 v 11)

- Division VI (U12 & 11)
- Division III (U14 & 13)
- Division II (U16 & 15)
- Division I (U19, 18 & 17)

PRESEASON: Team Formation and Registration

Calendar & Season Preparation

- MAY: STEP 1: Player Tryouts & Coach Selection
 STEP 2: Notify Players/Parents – Parents should “accept” offered positions
 STEP 3: Provide final Team Roster to Tryout Coordinator
- JULY: STEP 4: Select Team Name
 STEP 5: Notify parents to Register for WWPSA online (www.wwpsa.org)
- AUGUST: STEP 6: Prepare Team budget
 STEP 7: Schedule a Team Meeting
 STEP 8: Select League & Flight
 STEP 9: Send required forms to parents
 STEP 10: Send required forms to coaches
 STEP 11: Roster the Team
 STEP 12: Select Trainer
 STEP 13: Decide on Summer Camp

MAY Events

STEP 1: Player Tryouts & Coach Selection

Tryouts occur over two days, facilitated by professional trainers and moderated by TEC members. Players are ranked according to numerous factors including technical skills, tactical skills, teamwork, and overall athleticism.

STEP 2: Notify Players/Parents – Parents should “accept” offered positions

You will receive your list of ranked players and should confirm your team members for the coming season through an offer and acceptance process. Small-sided teams may roster up to 14 players and full-sided teams up to 18 players. WWPSA 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.

STEP 3: Provide final Team Roster to Tryout Coordinator

At the conclusion of the offer and acceptance process, provide a final team roster to the Tryout Coordinator.

JULY Events

STEP 4: Select 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.

Notify the MNJYSA Liaison with your team name. They will complete a Team Registration Form with MNJYSA on your behalf.

STEP 5: Notify parents to Register for WWPSA online (www.wwpsa.org)

Register at www.wwpsa.org/Travel/Registration/index_E.html. The Travel Registration fee of \$120 includes Club fees and Facilities Capital Fund fees which include a contribution for State Rostering.

AUGUST Events

STEP 6: Prepare 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

STEP 7: Schedule a 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. Remind parents to register players online at www.wwpsa.org/Travel/Registration/index_E.html.
4. Distribute forms for completion including:
 - (i) NJYS Player Membership Form
 - (ii) Medical Form
 - (iii) SAGE (Set A Good Example) Sportsmanship Pledge
5. Items for collection:
 - (i) Copy of Birth Certificate
 - (ii) 1 ½ x 1 ½ picture of the player (headshot) for the player pass
6. Team Budget – anticipated costs
7. Team Philosophy
 - (i) Playing time
 - (ii) Conflicts with other activities
 - (iii) Positioning
8. 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) Sunburst Coordinator: manage volunteer duties for the WWPSA Sunburst Tournament
 - (vi) SAGE representative
 - (vii) 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).
 - (viii) Party coordinator: Arranges the end-of-season party

- (ix) 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.
 - (x) Other Responsibilities: website, photographer, reporter
9. Practice schedule
 10. Training: Trainer selection and T&P opportunities
 11. Summer mini-camp

STEP 8: Select League & Flight

Club and team registration is completed by the MNJYSA Liaison for each season. Once a team is registered, the league attempts to place the team at the level (flight) requested by the Club.

Depending upon the number of teams who register, MNJYSA 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, WWPSA 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 and flighting decisions go through several appeal opportunities.

Flighting schedule:

Early Aug	Preliminary flight placements announced
Mid Aug	Last date for appealing flights
Mid Aug	Final flights published

STEP 9: Send required forms to parents (Forms must be dated AFTER August 1st)

1. Player Membership Form
www.wwpsa.org/docs/Travel/Forms/NJYS%20Player%20Membership%20Form.pdf

Names and signatures must match birth certificate.

2. Medical Form:

www.wwpsa.org/docs/Travel/Forms/NJYS%20Medical%20Release%20Form.pdf.

You should collect a form for each player. Forms need to be completed, notarized and dated no earlier than August 1st. 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.

This is the only form that must be notarized by a notary or lawyer. You may keep this form and re-use it next year as long as the information is current. All blanks must be filled in, especially Emergency contact and Insurance information.

3. SAGE Form to be completed by all players/parents :

www.wwpsa.org/docs/Travel/Forms/SAGE%20Sportsmanship%20Pledge.pdf

4. You will require a copy of each player's Birth Certificate as proof of age

Photocopies accepted of either the original birth certificate or passport. If the birth certificate/passport is in a foreign language you may need a copy of a translation if the name and birth date are not clear (example: an Asian birth certificate).

5. 1 ½ x 1 ½ picture (headshot) of each player for use on their Player Pass

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

STEP 10: Send required forms to coaches

1. Volunteer Disclosure Statement (NJYS Kidsafe) Form

www.njyouthsoccer.com/regforms/KidSafe%20Disclosure%20Form.PDF

This form should be completed online by volunteer coaches at www.wwpsa.org.

2. Coach Membership Form:

www.wwpsa.org/docs/Travel/Forms/NJYS%20Coach%20Membership%20Form.pdf

3. Non-Volunteer Coach Membership Form (Paid Trainers/ Coaches):

www.njyouthsoccer.com/regforms/NonVolunteerForm.pdf

STEP 11: Roster the Team

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 TEC (Stacy Mangone) in early August.

WWPSA pays the MNJYSA roster fee (\$120) for all teams playing in the MNJYSA league. Individual Teams are responsible for paying the rostering fee for JAGS/MAPS, but WWPSA will refund this amount. Please notify the Director of Travel Soccer for a refund.

The following steps are required to complete the rostering process:

1. Team Registration Form: Will be completed by MNJYSA Liaison (for MNJYSA league only). For JAGS/MAPS, the team manager is responsible for team registration. There is a meeting in late July to register for JAGS/MAPS.
2. Team Roster Form

The Team roster is a listing of all players and coaches and their player/coach IDs. This form must correspond with each player/coach card.

MNJYSA: For this form you need the DC # 21, the League # 09 (MNJ), the Club # 9286. Your team # is in red on the form already.

JAGS: For this form you need the DC # 24, the League # 05 (JAGS), the Club # 9286. Your team # is in red on the form already.

**Coaches only need one card, no matter how many teams he coaches or even what club. The pass number used on the roster doesn't have to match the team number.

The players must be listed in card # order. They don't have to match up to the numbers on the roster form (for example, you didn't use card #4, you don't have to skip line #4 on the roster).

Please make sure that you press hard enough to make the 3rd copy legible. This pink copy is yours (but don't remove it!) and you will need it to make copies for tournaments so make sure it is clear. You do not get a new form if you make a mistake, however, errors do happen. If you make a mistake draw a single line through the error and go down to the next line. DO NOT USE WHITE OUT!

3. Youth 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 MNJYSA 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 TEC. All player and coach forms are prerequisites to the carding process.

This is the most important document of all. Absolutely no errors/white outs/cross outs will be accepted. Please note that you have 18 cards (14 for small sided). If you need additional cards they can only be gotten from the state office on Rt. 33 and they cost \$10 each. You must use blue or black ink!

On the front of the card, where it says

- a. State: pre-printed
- b. Member: leave it blank!
- c. Name: first and last name only as it appears on the birth certificate
- d. Birth date: MM/DD/YYYY (example: 01/02/1995)
- e. Team: West Windsor Plainsboro (team name). This must be written out so write small
- f. Team #: pre-printed
- g. Age Group: U-? (your age group U8, U9, etc)

On the back of the card, the player must sign in cursive (U8 and U9 only are exempt from using cursive, they may print their name) and it must fit on the line provided. The signature must also match the name on the front. The signature is the most common error that results in a rejection! The picture must be firmly glued on the top left corner and cannot cover the signature. The recommended size is 1”x1” and can be as large as 1 ½”x1 ½” but no larger. The face must be clearly visible, no hats or sunglasses. No one other than the player may sign the card!

4. Coach Passes

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.

5. Submit Roster package

For MNJYSA:

The following forms are to be handed in (in the following order) to constitute a completed packet:

- a. Roster form (plus 1 photocopy!!)
- b. Coaches cards
- c. Coach licenses (2 copies)
- d. Player cards
- e. Membership forms
- f. Notarized Medical Release forms
- g. Birth Certificate or passport (copies accepted)
- h. SAGE forms for MNJYSA only

Each coaches/players form must be clipped separately from the other coaches/players and stacked in roster number order.

For MNJYSA, submit the complete package to the WWPSA Roster coordinator (Stacy Mangone).

For JAGS/MAPS: For NJYS carding, all roster materials must be mailed or delivered to the NYJS office in East Windsor:

New Jersey Youth Soccer
569 Abbingdon Rd. Suite 5
East Windsor, NJ 08520
PH: 609-490-0725
FAX: 609-490-0731
office@njyouthsoccer.com

From Aug 1 to about the 3rd week in Aug it can take up to 14 days to get the packet back. Please plan accordingly if you are in any preseason tournaments. If you are, list it on the front of the packet envelope. Also, on the front write your email address. If you need to make any notes for yourself, please do it on the back of the envelope.

STEP 12: Select a 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 TEC, other Travel Coaches or from the

WWPSA Executive Director. We will assist you to find a high-quality trainer suitable for your team's age, gender and profile (e.g.: Premier, Developmental, etc).

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.

STEP 13: Decide on Summer Camp

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 2 ½ hour sessions from 5.30-8pm for 3 to 5 evenings in August. 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.

MANAGING THE SEASON

There are a number of steps to prepare for a successful season:

STEP 1: Set Practice schedule

STEP 2: Soccer Seasons – Fall & Winter

STEP 3: Tournaments

STEP 4: Game Day

STEP 5: Scheduling Winter Games

Practices

STEP 1: Set Practice schedule

Travel teams typically practice twice each week during the season. Practices are 90 minutes long. The practice facility and 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:

- 4:30-6:00pm
- 6:00-7:30pm
- 7:30-9:00pm

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 typically include Conover Park, Zaitz Park, Plainsboro Community Park and West Windsor Community Park. Requests for specific locations are considered, but not all requests can be accommodated and teams must accept their assigned location(s).

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.

Season Schedule - GAMES

STEP 2: Soccer Seasons – Fall & Spring

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 in MNJYSA consists of 10 league games, 5 at home and 5 away. JAGS and MAPS may offer more flexibility in scheduling.

In addition, teams may choose to add activities such as winter indoor soccer (December-March) or summer tournaments and camps (June-August).

Fall Season Schedule:

Late Aug	Preliminary game schedule published
Early Sep	Final game schedule published
Early Sep	Distribution of team/ player packets
2 nd w/e Sep	Week A
3 rd w/e Sep	Week B
4 th w/e Sep	Week C
1 st w/e Oct	Week D
2 nd w/e Oct	Week E
3 rd w/e Oct	Week F
4 th w/e Oct	Week G
1 st w/e Nov	Week H
2 nd w/e Nov	Week I
3 rd w/e Nov	Week J
4 th w/e Nov	Make-up Weekend

Spring Season Schedule

Late Feb	Preliminary game schedule published
Mid Mar	Final game schedule published
3 rd w/e Mar	Week A
4 th w/e Mar	Week B
1 st w/e Apr	Week C
2 nd w/e Apr	Week D
3 rd w/e Apr	Week E
4 th w/e Apr	Week F
1 st w/e May	Week G
2 nd w/e May	Week H
3 rd w/e May	Week I
4 th w/e May	Week J
1 st w/e Jun	Make-up Weekend

Season Schedule - Tournaments

STEP 3: Tournaments

In addition to the 10-game season, WWPSA expects all teams to play in at least one tournament during the fall season and participate in WWPSA's Sunburst Tournament in the spring. There is no charge for WWPSA teams to play in Sunburst. Tournaments build club awareness and result in reciprocal attendance at our Sunburst tournament.

The Tournament Director (TEC) will work with all team managers and will provide guidance and recommendations for suitable tournaments based on age, skill, and experience. The Tournament Director will record team attendance and records at all tournaments in which we participate. This information will be used to advise future WWPSA teams.

Potential Tournaments are listed at www.njyouthsoccer.com/travelntourn/tourn_list.htm. Some relatively local favorites for small-sided travel teams include:

- South Brunswick Invitational: September
- Mount Laurel Columbus Day: October
- North Brunswick Spook-a-Rama: October
- Freehold Frightfest: October

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

Preparing for Game Day

At the beginning of the season, you will receive your game schedule from MNJYSA, JAGS, or MAPS. 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 as early in the season as possible, but not later than the Tuesday night before the following Sunday's game.

Based on the game schedule, referees are arranged by the Small-sided and Full-sided Coordinators. MNJYSA schedules are automatically coordinated. JAGS and MAPS schedules must be submitted to the Small-sided and Full-sided Coordinators by the individual team manager.

You should provide driving directions to your opponents. Similarly, you should receive driving directions from your opponents for your away games. Directions to all WWPSA fields are listed on the website at http://www.wwpsa.org/Facilities/Directions/index_E.html.

Check team colors for possible conflicts.

Managing the GAME

STEP 4: Game Day

MNJYSA Games are generally scheduled to be played on Sunday except U8 games which are scheduled on Saturdays. At least one game in each age group may be scheduled to be played on a Saturday.

The home team can schedule the starting time of the game between 11:30 AM and 5:00 PM on Sunday and between 9:30 AM and 5:30 PM on Saturday at their convenience.

Plan to be on the field at least 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 Sunday of the season (including any

scheduled "make-up weekend"). Try to reschedule games as quickly as possible or you may find it difficult to coordinate with all other teams.

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. Additionally, each team will receive adhesive labels on which to list the team's roster. Two of these labels must be completed for each away game. The two completed labels should be taken to the game and be affixed to the game card supplied by the home team. Both coaches must sign the game card at the end of the game to confirm the game's result.

WWPSA Home colors are GREEN (jersey and shorts). 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:

U-19, 18 & 17	\$60.00
U-16 & 15	\$50.00
U-14 & 13	\$46.00
U-12 & 11	\$46.00
U-10 & 9	\$46.00
U8	\$46.00

Assistant Referees shall receive fees equal to one-half of the applicable Referee Fee per Assistant Referee. Therefore, for a U8 game with a Referee and two Assistant Referees, the total fee will be \$92 or \$46 per team; if there is only one official, the total fee will be \$46 or \$23 per team. If one team fails to show for a game, the other team will pay the referee fees in full and shall be reimbursed by MNJYSA. 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 three (3) 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

U-19, 18 & 17	2 x 45 mins
U-16 & 15	2 x 40 mins
U-14 & 13	2 x 40 mins
U-12 & 11	2 x 35 mins
U-10 & 9	2 x 30 mins (or 4 x 15 mins)
U8	2 x 25 mins (or 4 x 12.5 mins)

Playing Time

MNJYSA 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

MNJYSA 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.

MNJYSA 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.

Season Schedule - WINTER SEASON (Indoor)

STEP 5: Scheduling Winter Games

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.princetonsoccer.org/our_programs/princeton_futsal_league/index_E.html

Bob Smith Soccer Academy, Robbinsville Fieldhouse Indoor
www.bobsmithsoccer.com

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, the TEC typically arranges indoor soccer training opportunities including school gym space. A member of the TEC 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. In addition, between January and March, outdoor space is reserved at the MCCC Turf field; participating teams share the cost for these training opportunities.

Coach Meetings

There are a few mandatory MNJYSA meetings each season 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. The MNJYSA Liaison will advise team coaches on the scheduling of these meetings.

Other Training Opportunities

Tactical & Positional Training (T&P)

In addition to team practices twice a week, the Travel Program runs optional weekly specialized Technical and Positional (T&P) group training sessions. The T&P program each season typically includes separate classes for Striker, Midfielder, Defender, Goalkeeper and Speed & Agility. During the off-season, we also offer various player development programs.

Website

All WWPSA teams are given a single web page under the Travel Teams page (www.wwpsa.org/TravelTeams) 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 WWPSA Team Page.)

E-mail **Brent Nielsen**, the WWPSA Registrar, at registrar@wwpsa.org to have any changes made to your WWPSA Travel Team Page, including adding you as an administrative user for your page so that you can add contacts, players, etc.

Coaching Improvement Opportunities

Coaching Courses

NJYS requires all coaches and assistant coaches to have a valid USSF coaching license with a minimum Class F-License. WWPSA hosts an F-License course each summer. If you cannot attend the WWPSA course, 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.

Additional licenses are attainable. Please refer the WWPSA website for more information.

Safety

WWPSA 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 WWPSA Youth Protection Policy. To meet these requirements all our coaches, trainers and managers must register with the WWPSA and submit personal information for a background check. WWPSA 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.

RUTGERS S.A.F.E.T.Y.

WWPSA sponsors the Rutgers SAFETY Clinic for parents and coaches. The Rutgers SAFETY Clinic (Sports Awareness For Educating Today's Youth) is a three-hour program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" (N.J.A.C. 5:52) and provides partial civil immunity protection to volunteer coaches under the "Little League Law" (2A:62A-6 et. seq.). Over 140,000 parent coaches have completed this program in New Jersey.

In accordance with the stipulations in the Little League Law, the Rutgers SAFETY Clinic:

- Helps coaches minimize the risk of injury to young athletes
- Provides information about fundamental coaching concepts which enhances volunteer coaches' effectiveness
- Protects volunteer coaches from civil lawsuits

Safety at Practices

Any injuries to any player must be reported to the WWPSA Executive Director within 48 hours of the occurrence. WWPSA 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.

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.

Set A Good Example Program (SAGE)

MNJYSA follows a program called the "Set A Good Example (SAGE) Program". SAGE is MNJYSA's program to instill good sporting behavior in all who participate in MNJYSA soccer activities. Teams registered to play in MNJYSA will appoint SAGE representatives who will be available to monitor behavior at games. MNJYSA will conduct orientation sessions for SAGE representatives to acquaint them with MNJYSA's expectations concerning sporting behavior and to provide suggestions concerning how SAGE representatives can help foster that behavior. SAGE also provides that teams hold meetings to show a video, Kids Come First, which shows guidelines for parents and coaches about what is truly important in youth sports.

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. 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.
7. Have fun
If you players see you enjoy the game, they will enjoy it as well.

Addendums

Addendum A: Sample Team Budget

Addendum B: Sample Player Pass and Coach Passes