



Hello GRSC Clinic and Travelling Team Coaches,

Thank you for volunteering to coach with the Glen Rock Soccer Club! You are critical to the success of GRSC and your time and efforts are greatly appreciated. This Guide will assist you in preparing for the season, running your team during the season, and outlines the GRSC *Coach's Code of Conduct and Ethics* expected of all GRSC Coaches. If you have any suggested changes, please let me know at [glenrocksoccerclub@gmail.com](mailto:glenrocksoccerclub@gmail.com) and I will update the document.

### **1) Division and Grade Equivalence Key:**

GRSC teams are divided into Clinic Programs and Recreational Travel Programs. The Clinics are primarily instructional and use professional trainers from [United Soccer Academy](#) (USA Soccer) in conjunction with parent/guardian coaches to develop the soccer skills and knowledge of our younger players. The recreational travel teams participate in GRSC's associated league, the Northwest Bergen Soccer Association (NWBSA, [www.nwbsa.org](http://www.nwbsa.org)).

#### Clinic Programs:

- Pre-K = Ages 3-5 (Co-ed)
- Kindergarten Clinic = Kindergarten (Co-ed)
- Division 7 = 1<sup>st</sup> Grade (Separate boys' and girls' teams)
- Division 6 = 2<sup>nd</sup> Grade (Separate boys' and girls' teams)

#### Recreational Travel Programs (Northwest Bergen Soccer Association):

- Division 5 = 3<sup>rd</sup> and 4<sup>th</sup> Grades (Separate boys' and girls' teams)
- Division 4 = 5<sup>th</sup> and 6<sup>th</sup> Grades (Separate boys' and girls' teams)
- Division 3 = 7<sup>th</sup> and 8<sup>th</sup> Grades (Separate boys' and girls' teams)
- Division 2 = 9<sup>th</sup> through 12<sup>th</sup> Grades (Co-ed)

Birth year ranges for each division can be found [here](#) on the GRSC website when registration is open.

### **2) Preseason Coaching Requirements:**

There are several requirements that all coaches will need to complete before you will be able to coach with GRSC and, for travel team coaches, within the NWBSA.

Register as a coach for Fall 2021 on TeamSnap at <https://go.teamsnap.com/forms/263176>.

#### Rutgers SAFETY Clinic:

The Rutgers SAFETY (Sports Awareness for Educating Today's Youth) Clinic is a three-hour program that meets the "Minimum Standards for Volunteer Coaches Safety Orientation and Training Skills Programs" and provides partial civil immunity protection to volunteer coaches under New Jersey's "Little League Law." **You cannot coach if you do not attend the SAFETY class and/or supply GRSC with a copy of the certification card.** Classes are held at various locations throughout the year, with the

closest held in Mahwah. Dates, locations, and registration information on all SAFETY classes care can be found here: <https://youthsports.rutgers.edu/courses/>. The class is around \$50.

Please obtain and save:

-- A copy of the certification card you will receive at the end of the class. Please email a copy of the SAFETY cert to Clemens Bertram, GRSC Registrar, at [grsc.registrar@gmail.com](mailto:grsc.registrar@gmail.com).

-- A receipt for the class since GRSC will reimburse you for the cost. Please email a copy of the receipt for reimbursement along with the address to which the reimbursement should be sent to Naran Badushov, GRSC Treasurer, at [treasurer@glenrocksoccerclub.org](mailto:treasurer@glenrocksoccerclub.org).

***The SAFETY clinic only needs to be taken one time.***

B) If you already have the SAFETY certification, you will only need to email a copy to GRSC's Registrar, Clemens Bertram, at [grsc.registrar@gmail.com](mailto:grsc.registrar@gmail.com).

C) Background Check: This is **required by the Borough of Glen Rock before you can coach**. The background check form needs to be emailed, dropped off, or mailed to the attention of Tom DeSiervo, Glen Rock's Director of Parks and Recreation, at Borough Hall or [tdesiervo@glenrocknj.net](mailto:tdesiervo@glenrocknj.net). You will not hear back from the town unless there is a possible issue uncovered (so no news is good news). There is no cost to you for this.

Information on the background check can be found [here](#).

The downloadable application to submit is [here](#).

***Once submitted, the background check does not need to be completed again.***

NWBSA Coaches (grades 3/4 (Div 5), grades 5/6 (Div 4), grades 7/8 (Div 3), grades 9-12 (Div 2):

***NOTE: The PCA requirement is currently suspended as of the 2020 season due to COVID.***

NWBSA coaches are **required by the league** to take a Positive Coaching Alliance (PCA) workshop each year. **The league will not let you coach nor issue your coaching pass until this is complete.** The workshop is 90 minutes long and there is no cost to attend.

-- ***First-time coaches in the league*** will need to take a "Year 1" PCA class.

-- ***Coaches returning to NWBSA from a prior season who have already taken the Year 1 class*** will need to take a "Year 2" or "Year 3" PCA class as needed.

### **3) Getting Your Team Ready:**

Once the draft is completed and rosters submitted to the league, the Registrar or Division Commissioner will roster the teams in TeamSnap. As a coach, you will own the team in TeamSnap and be able to add/remove events, games, etc. from your teams' schedule.

a) First make sure you have up to date contact information in TeamSnap for all members of the team.

This should include:

- Player Name/Nickname
- Address
- Cell and Home phone
- Email
- Any/All Parents/Guardians
- Allergies/other medical information

- b) Contact your team **by regular email first** to see if they have the TeamSnap app on their phone. If they don't, they must download it. Also use this email to introduce yourself and your assistant coach(es) and provide an overview of the season along with general expectations. Listed below are some guidelines that are helpful for parents when you first contact your team:
- Shin guards are required.
  - Cleats are optional but *strongly* encouraged because the grass can be wet after rain or after the frost melts.
  - Black soccer shorts are required for the recreational travel teams in Divisions 2, 3, 4, and 5 (grades 3 – 12) and strongly encouraged for Pre-K through Div 6 (2<sup>nd</sup> grade).
  - For Pre-K through Div 6, GRSC will supply jersey, socks, and soccer ball for players to keep. The soccer balls should be brought to the session every week. *It is best for players to NOT put their name on the ball* since mom and dad will likely spend A LOT of time searching for the ball at the end of each session.
  - For Divisions 5, 4, 3, 2 players, GRSC supplies a jersey that must be returned and socks that the players can keep. Players can also keep one of the soccer balls used by the team during the season.
  - When the weather gets cold, sweat pants are ok. Sweatshirts (hoodless) can be worn as well. If the player wears a hooded sweatshirt, the hood must be tucked under their jersey for safety reasons.
  - Players must bring ample water to each session/game.
  - In the event the sessions need to be canceled (i.e., due to rain), a communication will be sent out through TeamSnap. For travel teams playing away games, assume you will be playing unless you hear from the opposing coach.
  - Start date and end date of season.
  - Practice day(s) (NWBSA teams)
  - Your contact info (email, cell) in case anyone needs to get in touch with you.
  - Photo day date – (Saturday, September 25, 2021).
  - Additional info is available on the Club's website at [glenrocksoccerclub.org](http://glenrocksoccerclub.org).
  - **Players play, coaches coach, referees ref, and parents cheer. Please remind them of this!**
- c) First Aid kits, supplied by GRSC to NWBSA teams along with uniforms and equipment, should be fully stocked with the following: Band-Aids (4 large, 8 medium), gauze pads (4 large), cold packs (4), first aid tape (1 roll), 3M micropore tape (1 roll), first aid scissors (1 pair), antiseptic wipes/prep pads (8 packs), antibiotic ointment (bacitracin, 4 packets), ace bandage (1), elastic wrap (cohesive bandage, 1), ammonia inhalant (smelling salts, 1), latex gloves (1 pair), bottle water (1). If you need additional supplies, please contact the Club at [glenrocksoccerclub@gmail.com](mailto:glenrocksoccerclub@gmail.com) as soon as possible – don't have an empty Med kit at the last game because you've used everything already!
- d) Try to get parents to volunteer for various functions. The more people you get to do these jobs, the better the experience will be for the whole team.
- *Snack coordinator (NWBSA teams)* (if you wish to have snacks at halftime, after the game, or both) - Once the schedule comes out, the coordinator assigns each family to a game and makes them responsible for bringing snacks/juice/water/oranges to the game. (Teams may do it differently, but you can suggest to your families to bring oranges for halftime, a snack and juice box for after the game, and a container of ice along with some bags in case of injury (it saves your ice packs and real ice is better anyway)).
  - *Practice coordinator.* You will need to have a parent at all practices so the trainers do not have to leave the other kids to take care of an injury/bathroom break.
- e) Make sure your coaches and parents know about upcoming events or meetings. Also check the Glen Rock Soccer Club's website for news and other information: <https://glenrocksoccerclub.org/calendar>.
- e) Each team will receive an equipment bag with soccer balls, cones, and practice pinnies for use during the season. Divs 2, 3, 4, and 5 will also receive a container with player jerseys, game pinnies for color conflicts with an opponent's jersey, and goalie jerseys. All divisions will also be issued a set of corner flags to be used for each home game. Don't forget your flags at the end of each match!

- f) Check and make sure all players have uniform shirts, **black shorts** (without signage on them please) and black socks. Clinic program jerseys and socks come from the GRSC Uniform commissioner. Div 2, 3, 4, and 5 jerseys are supplied by GRSC and must be washed and returned to storage at the end of the season. **HINT:** on the last game, with appropriate forewarning, collect all shirts off the players' backs. This is the most effective way to get the most jerseys back at one time.
- g) During the month of August, you will be given your team's practice day, time, and location. You may need to add this to your team's schedule in TeamSnap. Fields are available for practice starting early August, but official practices will start the week of Aug 30<sup>th</sup>. If you would like to schedule a practice during the day or weekend before the season starts, please contact the Club at [glenrocksoccerclub@gmail.com](mailto:glenrocksoccerclub@gmail.com).
- h) Game schedules for Div 2, 3, 4, 5 are released in late August or early September. When posted, direct all your parents to the NWBSA website for the team schedule ([www.nwbsa.org](http://www.nwbsa.org)) and teach them how to find out your team's schedule. Also make sure they know how to find the directions for the fields on which you will be playing. Ask your team to update their availability in TeamSnap.
- i) Away games for Div 2, 3, 4, 5 – please let your parents know that for away games, unless they hear from you, they should plan to go to the game even if there has been rain. Within two hours of the game starting, unless the town condemns the field, the decision is up to the referee, not the coaches, if the game is to be played.
- j) NWBSA's Rules of Competition for Div 2, 3, 4, 5 – read and carry a copy of NWBSA's Rules of Competition to each game. The Rules of Competition can be found here: <http://www.nwbsa.org/rules.cfm>.
- k) GRSC supplies portable team benches to Divs 5 and 4 (if available) for use during games. (NOTE: due to social distancing guidelines, no benches will be permitted for the 2021 season).

#### 4) **Before/During a Game:**

- a) Div 2, 3, 4, 5 if you have a HOME GAME you are responsible for your corner flags:
  - ~~HS Fields (Divs 2, 3B): artificial turf corner flags are in the long Knaack Box next to the visitor bleachers on the stadium field. The Knaack Box and flags are shared with Shooting Stars. If you have the last game, you must return the flags to the Knaack box. The key to the Knaack Box should be obtained from either the Division 2 Commissioner or the Equipment Manager and returned at the end of the season.~~
  - All other fields (Divs 3G, 4, 5): corner flags are distributed with uniforms and equipment.
  - Pre-K, K, Div 7, Div 6 – The training company will bring all equipment required to run the sessions.
- b) If you are the HOME coach in Div 2, 3, 4, 5, you are responsible for emailing the visiting coach by the Wednesday to the game with the following:
  - Confirm the location and time of the game. A typical email is: "Hi Mike, My name is <Coach Name> and I am the coach of the Glen Rock Red Storm. This is to confirm our game Sunday, 11/2 with a 1:00 pm kickoff at Wilde Memorial field in Glen Rock. We will be in red jerseys. If you need to get in touch with me I can be reached on my cell at xxx-xxx-xxxx. See you at the field. Thanks, <Coach Name>".
  - If you are the VISITING coach and have not heard from the home coach the day before your game, you should contact the home coach, cc'ing the assistant coaches, to confirm the information above, including a contact number in case of emergency. If none of the coaches respond, please contact GRSC's Club Rep at [glenrocksoccerclub@gmail.com](mailto:glenrocksoccerclub@gmail.com). They will contact the home club and get back to you with an update.
  - Color conflicts must be resolved by the home team. If you have a home game against a team that also is wearing red, you will need to wear the pinnies that were distributed with the jerseys and other equipment. Alternatively, you could ask your team to all wear the same color t-shirt such as black or white. If you need pinnies, contact the Club at [glenrocksoccerclub@gmail.com](mailto:glenrocksoccerclub@gmail.com).

- If you're not sure, you may also want to check to see if the field is grass or turf.
- c) Make sure there is extra water at every game.
- d) Make sure you have your coach passes and player roster (Div 2, 3, 4, 5) **NOTE: the league has suspended the use of player passes effective fall 2020 and is using a player roster which must be presented to the referee before each match. The roster is printed out from the NWBSA website.**
- e) Make sure you have a goalie pinnie or shirt. And picking up a pair or two of goalie gloves may be worthwhile. The Club will reimburse you for these – email receipt and your mailing address to [treasurer@glenrocksoccerclub.org](mailto:treasurer@glenrocksoccerclub.org).
- f) If you are the home team, you must supply the game ball and set up/take down the field. The Club will provide each NWBSA team with 3 game balls.
- g) Walk the field before each game and practice to make sure it is safe.
- h) **Make sure the goals are secured with sand bags.**
- i) *It is critical that you **DO NOT ARGUE** with the referee at **ANY TIME**. Your only discussions with the referee during the game are to request substitutions. You **MAY NOT** enter the field at **ANY TIME** unless invited by the referee. No matter how justified you believe your actions to be, the league **WILL NOT** support you if you challenge a ref during or after a game.*
- j) Complaints or praise for Referees: See under "**5) Post-game**" below.
- k) *In the event of any problems at the game (yellow or red card, injury, fight, or other problem) please report it the same day to the Club Rep, Jeff Schaefer, at [glenrocksoccerclub@gmail.com](mailto:glenrocksoccerclub@gmail.com) .*

#### **5) Post-game:**

- a) Teams/coaches shake hands. **NOTE: Suspended until COVID has passed.**
- b) Shake hands with Ref (coaches and players). **NOTE: Suspended until COVID has passed.**
- c) **Retrieve coach passes from Ref** (Div 2, 3, 4, 5). This is especially true at away games or if a coach arrives late since it is frequently very inconvenient to get the cards back, if you get them back at all.
- d) *Complaints or compliments for Referees:* If you have an issue or complaint (or compliment!), you should fill out and submit a Referee Evaluation Form through the NWBSA website (<http://www.nwbsa.org/admin/coaches/refEvalForm.cfm>). The evaluation form must be submitted within 48 hours after the conclusion of your game. To access and complete the Referee Evaluation, first log in as a coach, click on "Coach Main" then click on "Referee Evaluation." The league takes these reports seriously. However, if the complaint is simply to say "the ref missed this call or that call," unless you have video, the league will likely not take any action. The league is more likely to take action if the complaint is along the lines of "the ref was consistently out of position so couldn't make proper calls", they are more likely to take action against the referee.

#### **6) Game Cancellation Procedures:**

- a) Away Games (NWBSA teams): Plan to play unless you hear from the home team coach.
- b) Home Games (NWBSA teams): The Club Rep will notify you through TeamSnap if your field is unplayable due to weather or some other reason at least 90 minutes before your scheduled game time. If Glen Rock's fields are closed, you will need to notify the visiting coach. It is best to call/txt the visiting coach and follow up with an email if they don't answer.
- c) Pre-K, Kindergarten Clinic, Div 7, Div 6: The Club Rep will notify you through TeamSnap if your field is unplayable due to weather or some other reason at least 90 minutes before your scheduled start time. You will then need to notify your team of the cancelled session. Rained out sessions may be made up at the end of the season with the trainers.

#### **7) Practices:**

- a) A final practice grid, which contains teams, times and field locations for NWBSA teams will be sent out prior to the start of the season to all coaches and division commissioners.

### 8) Heading Policy:

The Glen Rock Soccer Club follows the youth heading mandate of the United States Soccer Federation as modified below:

- a) Players in Division 4 (5<sup>th</sup> and 6<sup>th</sup> grades) and younger shall not engage in heading, either in practices or in games.
- b) Limited heading in practice for players in Division 3 (7<sup>th</sup> and 8<sup>th</sup> grades). More specifically, these players shall be limited to a maximum of 30 minutes of heading training per week, with no more than 15-20 headers per player, per week.
- c) Coaches should be aware of circumstances in which individual consideration is needed. For example:
  - o A Division 4-aged player “playing up” into Division 3 should not head the ball at all.
  - o A Division 3-aged player “playing up” into Division 2 should abide by the heading restrictions for Division 3 players.

### 9) Misc. Notes:

- a) You may wish to have a copy of the FIFA laws of the game.
- b) Have suntan lotion and bug repellent with you at games/practices in your coach’s bag.
- c) If you have a canopy, they are great in the heat to keep the sun off the kids not in the game on a hot day. It also helps to have cool hand towel available when it’s hot.
- d) If you have a bench, it’s great to keep the kids seated and focused on the game.
- e) It is league and club policy that **all players must play half of every game – regardless of ability, or score of the game, or time remaining in the game.**
- f) **Remember: Players play, coaches coach, referees ref, and parents cheer!**

### 10) Coach’s Code of Conduct & Ethics:

The Glen Rock Soccer Club (GRSC) is committed to enhancing the physical, social and emotional development of Glen Rock youth by promoting, teaching, playing and enjoying the game of soccer. We adhere to the highest possible standards of professionalism, sportsmanship and ethical conduct. As a coach, I represent the GRSC and pledge to always align my actions to the following GRSC *Coach’s Code of Conduct & Ethics*.

#### *Player support*

- I will place the emotional and physical well - being of each player above all else, including winning.
- I will strive to teach my players basic soccer skills, techniques and strategies, and I will provide opportunities for all players to improve their skills, gain confidence and develop self - esteem at practice and in games.
- I will do my best to keep the sport of soccer fun and enjoyable.
- I will not tolerate or participate in any physical or verbal abuse, harassment, intimidation or bullying nor will I criticize or yell at any player for making a mistake.
- I will demand a sports environment that is free from drugs, alcohol and tobacco; furthermore, I will refrain from the use of drugs, alcohol and tobacco at every game and practice and I will never arrive to a game or practice under the influence.

#### *Personal conduct*

- I will be a positive role model who maintains my personal integrity and dignity at all times. I will encourage good sportsmanship and fair play, and demonstrate respect for all participants – players, officials, parents, opponents and spectators.
- I will never swear, use profanity, make obscene gestures or engage in any inappropriate behavior or conduct at any time.
- I will respect the authority of the Referees and game officials during every game. I will never excessively argue any decisions made by them nor confront any referee on or off the field before, during or after the game. I will treat officials with respect and dignity, and will teach my players to do the same.

- I will be humble in victory and gracious in defeat, placing the well - being of every player above my personal desire to win. I will encourage the same from my players, parents and spectators.

In the event a complaint of a violation of the GRSC *Coach's Code of Conduct & Ethics* is brought against a GRSC Coach or Assistant Coach, it will be investigated and dealt with on an individual basis as determined by the GRSC Executive Committee.

Thank you again for volunteering and have a great season!

Jeff Schaefer  
GRSC Club Rep  
GRSC Coaching, Fields & Equipment Commissioner  
[glenrocksoccerclub@gmail.com](mailto:glenrocksoccerclub@gmail.com)