



FALL 2023 / SPRING 2024 COACHES' HANDBOOK



COACHING 101: COMPLETING YOUR RISK

MANAGEMENT PROFILE

In accordance with USYS and STYSA protocol, ALL Coaches/Team Managers are required to complete a 3-Part Risk Management Profile to be assigned to a team. Your training/requirements include:

1. Background Check (valid for two years)
2. SafeSport Certification (every year you are required to complete a refresher course)
3. HeadsUp (CDC Concussion Awareness) Certifications (valid for two years)

It is recommended to access your account on a desktop and not a mobile device.

CREATE YOUR COACHING ACCOUNT ONLINE (OR SCAN QR CODE):

[https://system.gotsport.com/programs/5164937X9?](https://system.gotsport.com/programs/5164937X9?reg_role=coach)

[reg_role=coach](https://system.gotsport.com/programs/5164937X9?reg_role=coach)



ALREADY HAVE AN ACCOUNT? LOG IN: <https://system.gotsport.com/>

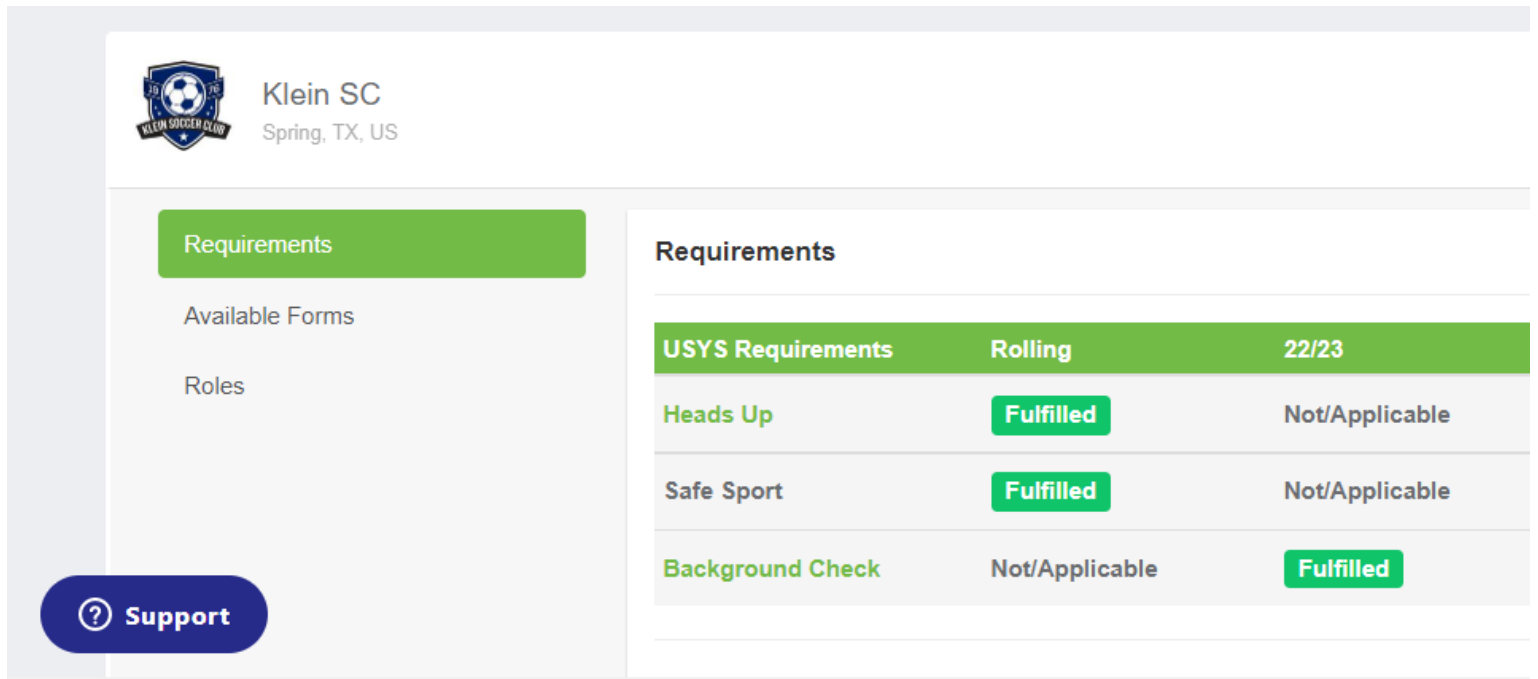
The screenshot shows the GotSport web interface. At the top, there is a navigation bar with the GotSport logo and user icons. Below this is a secondary navigation bar with menu items: Dashboard, Account, Reporting, Team Management, Team Scheduling, Program Registrations, Forms, Referee, and Family. The main content area displays the profile for 'Klein SC' (Spring, TX, US). A table lists the coach's details:

Role	Level	Affiliate	USYS Requirements	Rolling	21/22	22/23	More Info
coach	3 - Division 3	USYS ID#: 30076-535986	Safe Sport	Required	Not/Applicable	Not/Applicable	More Info
			Heads Up	Required	Not/Applicable	Not/Applicable	More Info
			Background Check	Not/Applicable	Required	Required	More Info

An orange arrow points to the 'More Info' links in the table. A callout box says 'CLICK ON MORE INFORMATION TO COMPLETE (OR ADD YOUR PREVIOUS TRAININGS)'. A 'Support' button is visible in the bottom left corner.



Once your requirements are completed, the tab will change to **FULFILLED**.



The screenshot shows the Klein SC website interface. At the top left is the Klein Soccer Club logo with the text 'Klein SC Spring, TX, US'. Below the logo is a navigation menu with 'Requirements' highlighted in green, and 'Available Forms' and 'Roles' below it. A blue 'Support' button with a question mark icon is at the bottom left. The main content area is titled 'Requirements' and contains a table with the following data:

USYS Requirements	Rolling	22/23
Heads Up	Fulfilled	Not/Applicable
Safe Sport	Fulfilled	Not/Applicable
Background Check	Not/Applicable	Fulfilled

Please contact the Secretary/Director of Administration, Amy Ortmann (aortmannksc@gmail.com), and she will print your badge. You will pick-up your KidSafe Badge at the KSC office during office hours (see Facebook or website for updated hours, as they are seasonal).

**** Due to insurance purposes, your deadline to complete your RM Profile is the Monday following the second weekend of scheduled games. Failure to complete your profile by this date and you will not be allowed to coach.**

ALL coaches/team managers/admins are required to wear their KidSafe Badge on the sidelines at ALL times. No exceptions. If you have a parent sub a game for you, they must stop by the office before the game for a temporary badge. The badge is valid for one game only, and must be returned to the office after the game.

If you require assistance or have questions regarding your RM Profile, please contact the Director of Administration, Amy Ortmann (aortmannksc@gmail.com).

For all coaching questions (including, rules of play, coach/player/parent conduct or practice field usage), please contact the VP of Operations, Chris Ellender (cellender@kleinsoccer.com).



SPECIAL UPDATE ON SAFESPORT

ATTENTION RETURNING COACHES:

Effective June 2023 - SafeSport certificates will expire on May 31st annually.

For this year only (Fall 2023/Spring 2024), the state will honor a 14-month period; therefore, if you took the course in April or May 2023, you will not need to complete the module again until June 1st, 2024. If you have taken the requirement prior to April 1st, 2023, you will need to take it again before the start of the 23-24 season, in order to be compliant.

Reminder: Without the SafeSport certification, we cannot assign you to your team, or print your KidSafe Badge.

The sooner you update your profile and complete the course - the better!

Dashboard Account Events Team Management Team Scheduling Program Registrations Forms Referee Family

Klein SC
Spring, TX, US

Requirements

Available Forms

Roles

Requirements

USYS	Expiration Date	23/24	24/25	
South Texas Youth Soccer Association Requirements				
Safe Sport	05/31/2023	Expired	Expired	Details
Heads Up	None	Fulfilled	Fulfilled	Details
Background Check	05/31/2025	Fulfilled	Fulfilled	Details

USSSA	Expiration Date	23/24	24/25	
USSSA Soccer Requirements				
Background Check	None	Unpaid	Unpaid	Details
Safe Sport	08/21/2022	Expired	Expired	Details

Safe Sport

Status **23/24: Required** **24/25: Required**

Start Course

Already completed this course?
Press check records button below to search for SafeSport records.
Completed Code

Check Records

Show Safe Sport Upload Form

Report History

ID	Date Submitted	Date Completed	Updated	Status
3801385	09/06/2022 17:17	09/06/2022 17:17	09/06/2022 13:22	Expired
3070944	08/20/2021 23:00	08/20/2021 23:00	07/09/2022 11:00	Expired
2380968	08/21/2021 12:52	08/21/2021 13:16	10/25/2021 18:41	Expired

Risk Management

South Texas Youth Soccer Association

Enforced By South Texas Youth Soccer Association

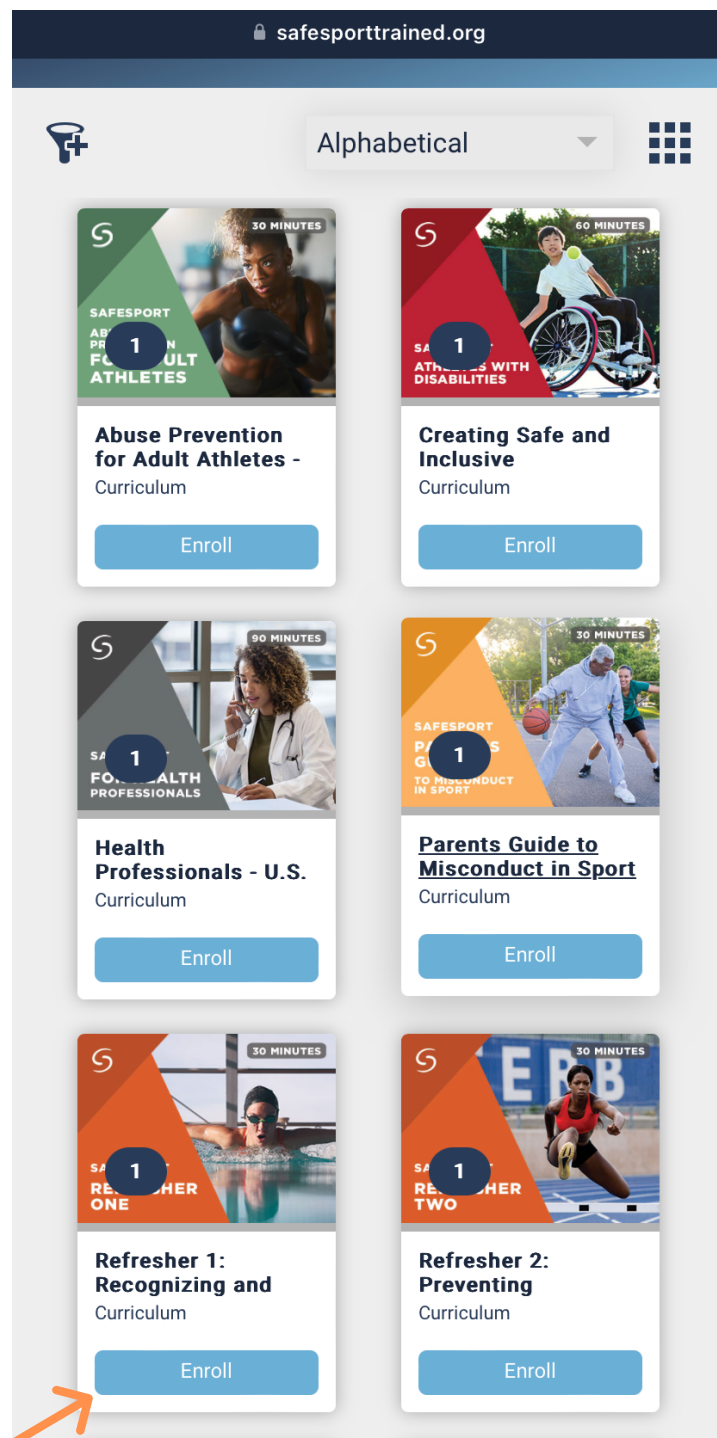
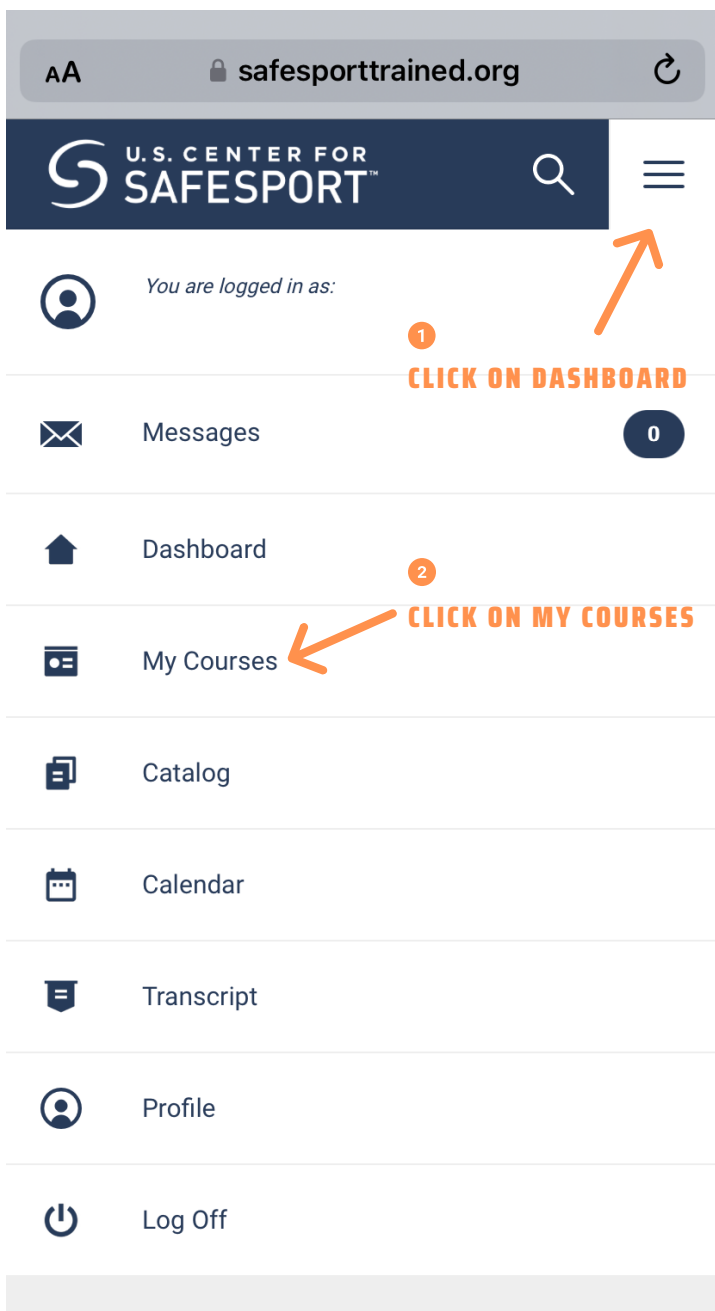
Contact Information

Mobile Phone Number 5122724553

Address 2851 JOE DIMAGGIO BLVD
STE 23
Round Rock, TX 78665
US

Reports older than 03/31/2023 have expired

Accessing your SafeSport Refresher Course on your mobile device:



3 CLICK ON ENROLL*

***Please Note:** Depending upon the last time you completed a course, you may be required to take Refresher Course 1, 2 or 3 - in that order (but not at the same time). Each Refresher Course takes 30 minutes to complete. After two full years, you are required to complete the training from the beginning. This course will take 90 minutes to 2 hours to complete. When you complete your course - please save your PDF certificate for your records.

COACHING PROCEDURES AND POLICIES

- Please review the Rules of Play included on the next page for all game rules.
- ALL coaches/team managers/admins are required to wear their KidSafe Badge on the sidelines at ALL times.
- Coaches make sure all players get at least 50% play time during games.
- Official Klein Soccer Club uniforms must be worn on game day. On game day - the home team wears darker color/royal blue, and the away team wears lighter color/white.
- Spectators and players/coaches must be on the opposite sides of the field for the game to begin. Anyone who does not have a KidSafe Badge (and is registered as a coach) must remain on the opposite side of the field as the players.
- Only registered Coaches (with a completed Risk Management Profile) are allowed on the player sideline.
 - If you have a parent sub a game for you, they must stop by the office before the game for a temporary badge. The badge is valid for one game only, and must be returned to the office after the game.
- No spectators or coaches allowed behind the goals during any games.
- Coaches are the voice for all of their players and parents. If there is any issues please communicate with your team and relay that information to the KSC Board.
- Referees will not be perfect every single game. If you have any questions regarding rules, or if you have an issue with a referees calls during a game - please contact Chris Ellender, the VP of Operations. Everything will go much smoother if a coach contacts the KSC Board to come access a referee's performance and subsequently, handle any issues.
- The KSC Board has many coaching tools available if you are unsure on how to run practices or what to do on game days.
- All reschedule requests are required to be emailed to the Director of Scheduling, Jessica Suber - kleinsoccerscheduling@gmail.com - no later than Monday night before the scheduled game. Both coaches must be included on the email.
 - Coaches may contact/visit the office during hours, to obtain the opposing coach's contact information. OR, they can email the office staff to obtain the information - office.kstexas@gmail.com.
 - Coaches requesting a game reschedule are to contact the opposing coach and work out a mutually agreeable date and time with each other that does not conflict with other games scheduled.
 - Games will **NOT** be rescheduled if both coaches have not agreed to the reschedule. If the opposing coach will not agree to the reschedule, the game will be played on the original date.



KLEIN SOCCER CLUB – RECREATIONAL GAME RULES OF PLAY – Spring 2024

	U4-U8	U9-U10	U11-U12	U13-U15	U16-U17	U18-U19
Format	4v4	7v7	9v9	11v11		
#Players on field	4 players, No GK	6 players + GK	8 players + GK	10 players + GK		
Min. Players play	3	5	7	9		
Ball Size	3	4	4	5		
Game Duration	Four quarters, 10-min each	Two halves, 25-min each	Two halves, 30-min each	Two halves, 35-min each		
Half Time	5 mins	5 mins	10 mins	10 mins		
Offsides	NO	YES	YES	YES		
Heading	NO	NO	NO	YES		
Punting	NO	NO	YES	YES		
Throw-Ins	U5-U6- KICK IN U7-U8-THROW IN	YES	YES	YES		
PENALTY KICKS	All fouls are	NO	YES	YES		
FREE KICKS	Indirect kicks	INDIRECT	DIRECT & INDIRECT	DIRECT & INDIRECT		
Substitutions	Anytime	Upon ref's approval: Throw-ins, Goal kicks, after stoppage of play, after goals/prior to kickoff, at halftime				
Referees	Coaches	YES	YES	YES		
Game sheets/ Record scores	NO Scores Recorded	YES Online	YES Online	YES Online		

TYSA RULES APPLY.
TIMBERLINESOCCER.COM
FOR MORE INFORMATION

The Home team will wear royal blue/dark color, and the Away team will wear white/lighter color.

Heat index from 90°-99° Implements a mandatory two minute water break per half with running time.

Heat index from 100°-105° implements a mandatory 5 minute water break per half with running time.

Heat index above 105° immediately suspends play.



DISCIPLINE AND PROTEST POLICY

Offense/Infraction	Offender			Discipline (FIFA/USSF)	
	Player	Coach	Spectator	Minimum	Maximum
Abuse to any participant	X	X	X	3 games	1 year
Abuse to a referee	X	X	X	3 games	1 year
Assault to any participant	X	X	X	1 year	5 years
Assault to a referee	X	X	X	3 years	5 years
Assault to a referee 17 years old or younger	X	X	X	3 years	10 years
Abuse to any KSC board member or staff	X	X	X	1 game	5 years
Fighting (i.e. between people)	X	X	X	3 games	3 years
Offensive, insulting or abusive language	X	X	X	1 game	6 months
Offensive, insulting or abusive language after send off (in addition to the 1 game suspension for the send off/dismissal)	X	X	X	1 game	1 year
Use of racial or ethnic slurs or offensive language that includes derogatory comments about gender, sexual orientation, physical ability or religion	X	X		2 games	5 years
Playing an ineligible player		X	X	2 games	1 year
Playing an ineligible player with fraudulent intent		X	X	1 year	5 years
Playing when ineligible (depending on the player's age)	X			1 game	6 months
Playing when ineligible with fraudulent intent	X			3 games	1 year
Playing a non-rostered/unregistered player intentionally (not a registrar's error)		X	X	1 year	5 years
Playing when not rostered/ not registered player intentionally (not a registrar's error)	X			3 games	1 year
Refusal to leave the field after send off/dismissal (in addition to the 1 game suspension for send off/dismissal)	X	X	X	1 game	6 months
Receiving a second caution in the same game	X	X		1 game	3 months
Denying an obvious goal scoring opportunity	X			1 game	3 months
Serious foul play	X			1 game	5 years
Violent conduct (striking or attempting to strike, etc)	X			2 games	5 years
Spitting at an opponent or any person	X	X	X	2 games	3 years
Any general misconduct not specifically included above	X	X	X	1 game	5 years

GET GAME DAY READY!

**HOME TEAM WEARS ROYAL BLUE/DARK COLOR,
AND AWAY TEAM WEARS WHITE/LIGHTER COLOR.**



UNIFORM SIZING CHART

HOW TO MEASURE FOR JERSEY SIZING:	Lay a shirt flat and measure across the chest, under the arms and across the fullest part of the chest
YOUTH JERSEY SIZING::	YXS - 15" YS - 16.5" YM - 17" YL - 18.5"
ADULT JERSEY SIZING:	AS - 19.25" AM - 20" AL - 20.75" AXL 23"
HOW TO MEASURE FOR JERSEY LENGTH:	Lay a shirt flat and measure from the TOP of the Collar to Bottom of Hem
YOUTH JERSEY SIZING::	YXS - 23" YS - 25" YM - 25.5" YL - 26.5"
ADULT JERSEY SIZING:	AS - 29.5" AM - 30" AL - 31" AXL - 32"
HOW TO MEASURE FOR SHORT SIZING:	Measure waist at the height pant/shorts are normally worn and keep tape comfortably loose
YOUTH SHORT SIZING:	YXS - 20" - 22" YS - 22" - 24" YM - 24" - 26" YL - 26" - 28"
ADULT SHORT SIZING:	AS - 30" - 32" AM - 32" - 34" AL - 36" - 38" AXL 40" - 42"



ATTENTION U4-U8 Coaches ONLY:

This is a friendly reminder that your main responsibility is to coach your kids - not to referee the game.

If you believe there is a foul or infraction please do not try to stop the game and dictate the game yourself. Should what you believe is a foul or handled ball occurs, do not stop the game and award a free kick. Rather, allow the flow of the game to continue and verbally correct the offending player.

With regards to throw-ins, don't be concerned about being stringent on throwing form. Do make sure the throw in is from the point the ball went out and from behind the boundary line. Players should not be allowed to throw the ball to themselves.

Overall, the games should be focused purely on players having a fun and positive experience getting exposed to the sport!

Please direct any questions about the Rules of Play to Chris Ellender (cellender@kleinsoccer.com).

ATTENTION U9 AND UP Coaches ONLY:

It is also your responsibility to turn in your game sheet after each game. See the next few pages for instructions on how to access and print your game sheet.

You will deliver your game sheet to the club house - there's a clear box on the counter. If you stop by the office after 2p.m. - please drop the game sheet in the door slot. Both coaches should print their own copy for every game and fill in the required information for your team roster including goals scored during the game (do not worry about jersey numbers for the opposing team). Bring the sheet and a pen with you to the fields. Get referee information at the start of your game. The signature of the opposing teams coach is required on your game sheet. At the end of the game when your players are doing their "Good Game Exchange" take the time to sign both game sheets with the other coach.

Please remember to double check accuracy before signing the opposing team sheet.

Please reach out to the Office Staff (office.ksctexas@gmail.com) or Amy Ortmann with any questions.



PRINTING GAME SHEETS

U9 AND UP ONLY

Log into your GotSport Account: <https://system.gotsport.com/>

Accessing on your desktop: Click Team Management => Matches => ●●● =>

Print Match Card => Standard => Export => Print

The screenshot shows the GotSport dashboard. The top navigation bar includes: Dashboard, Account, Reporting, Team Management (highlighted with an orange arrow), Team Scheduling, Program Registrations, Forms, Referee, and Family. On the left sidebar, the 'Matches' menu item is highlighted with an orange arrow. The main content area shows a search filter for 'My Teams' and 'Event', and a table of matches.

Number	Event	Date	Time	Venue	Home Team	Away Team	Division	Status	Chat
442	TYSA Fall 2021 League	Sat 09/11/2021	11:00am CDT	Meyer Park - Meyer Park Field #5	Klein SC Klein U15G Dominguez	Klein SC Junior Girls 07	TYSA 15U/16U		

This screenshot shows a list of matches. An orange arrow points to the dropdown menu for match 456. The dropdown menu options are: Print Match Card, Match Stats, Away Bulk Match Stats, and Away Match Day Roster.

453	TYSA Fall 2021 League	Sat 10/09/2021	09:00am CDT	Matias Almeyda Futbol Club - Field #1	MAFC Almeyda FC U16	Klein SC Klein U15G Dominguez	TYSA 15U/16U		
456	TYSA Fall 2021 League	Sat 10/09/2021	02:00pm CDT	Stampede Sportsplex - Stampede Sportsplex #2	Houston Dynamo Dash YSC Dynamo Woodlands - OPEN	Klein SC Klein U17 Navarro/Dominguez	TYSA Open		
458	TYSA Fall 2021 League	Sat 10/23/2021	09:00am CDT	Meyer Park - Meyer Park Field #5	Klein SC Klein U15G Dominguez	Klein SC Klein U15G Moscoso	TYSA 15U/16U		

This screenshot shows the 'Game Sheet' dialog box. It has a title bar 'Game Sheet' and a close button. Below the title, it says 'Game Sheet Type' with two radio buttons: 'Standard' (selected) and 'Photo'. There is a green 'Export' button at the bottom. An orange arrow points to the 'Export' button.


Game Sheet Type
 Standard Photo
Export

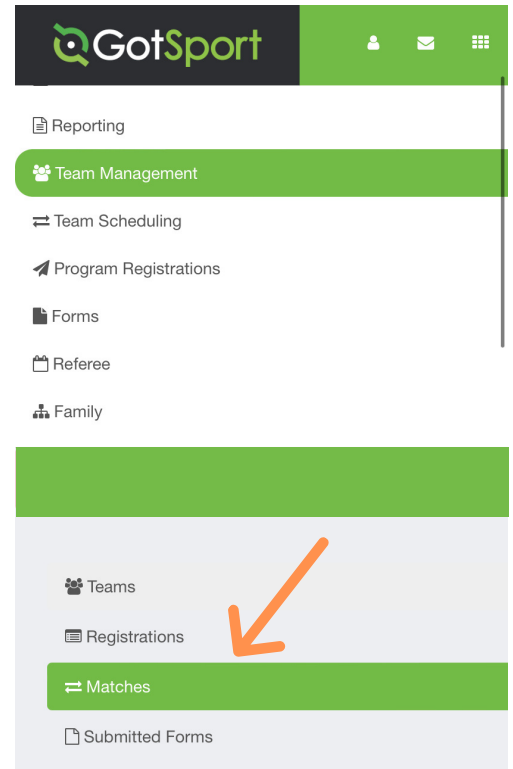
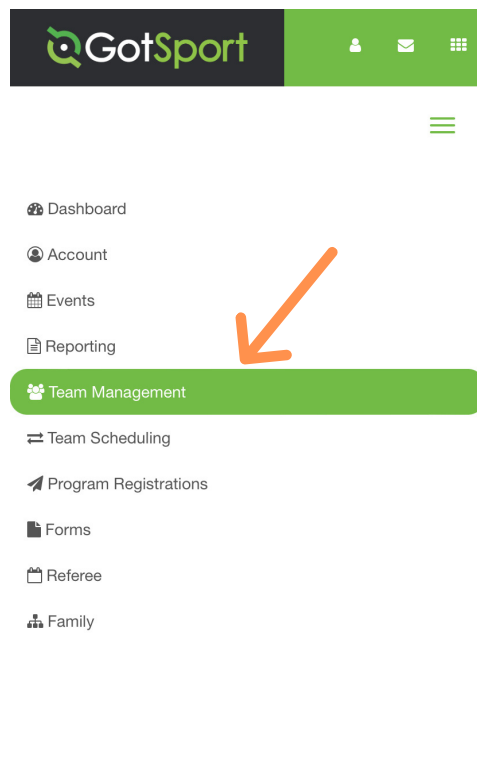
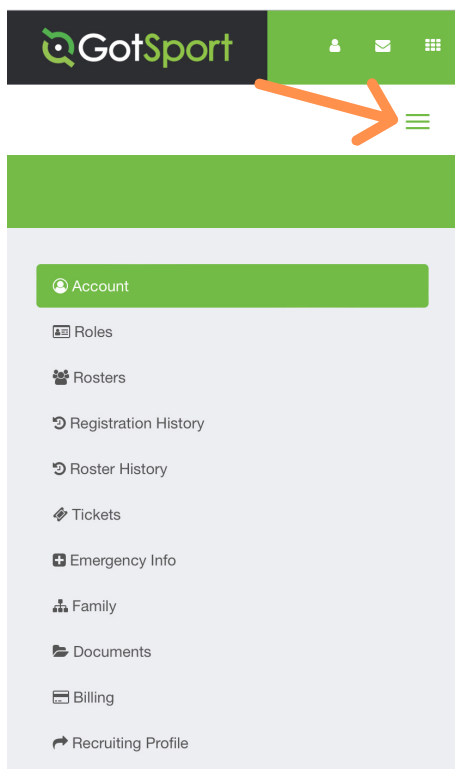
Accessing on your mobile device:

Log into your GotSport Account: <https://system.gotsport.com/>

OR Scan the QR Code =>



Click on  => Team Management => Matches => ●●● => Print Match Card
=> Standard => Export => Print



Number	Event	Date	Time	Venue	Home Team	Away Team	Division	Status
548	TYSA Fall 2021 League	Sat 09/18/2021	10:00am CDT	Alden Bridge Sports Park - Field #2	Inter Woodlands FC	Klein SC Klein U17	TYSA	Open
550	TYSA Fall 2021 League	Sat 09/25/2021	11:00am CDT	Meyer Park - Meyer Park	Klein SC Klein U17	Houston Dynamo Dash YSC Dynamo Woodforest 03 Orange	TYSA	Open
564	TYSA Fall 2021 League	Sat 10/09/2021	02:00pm CDT	Stampede Sportsplex - Stampede Sportsplex #2	Houston Dynamo Dash YSC Dynamo Woodlands - OPEN	Klein SC Klein U17	TYSA	Open
552	TYSA Fall 2021 League	Sun 10/24/2021	10:00am CDT	Meyer Park - Meyer Park Field #5	Texas Premier Soccer Club Texas Premier 06B	Klein SC Klein U17	TYSA	Postponed
557	TYSA Fall 2021 League	Sat 10/30/2021	02:00pm CDT	Stampede Sportsplex - Stampede Sportsplex #2	Houston Dynamo Dash YSC Dynamo Woodforest 03 Orange	Klein SC Klein U17	TYSA	Postponed

Number	Event	Date	Time	Venue	Home Team	Away Team	Division	Status
548	TYSA Fall 2021 League	Sat 09/18/2021	10:00am CDT	Alden Bridge Sports Park - Field #2	Inter Woodlands FC	Klein SC Klein U17	TYSA	Open
550	TYSA Fall 2021 League	Sat 09/25/2021	11:00am CDT	Meyer Park - Meyer Park	Klein SC Klein U17	Houston Dynamo Dash YSC Dynamo Woodforest 03 Orange	TYSA	Open
564	TYSA Fall 2021 League	Sat 10/09/2021	02:00pm CDT	Stampede Sportsplex - Stampede Sportsplex #2	Houston Dynamo Dash YSC Dynamo Woodlands - OPEN	Klein SC Klein U17	TYSA	Open
552	TYSA Fall 2021 League	Sun 10/24/2021	10:00am CDT	Meyer Park - Meyer Park Field #5	Texas Premier Soccer Club Texas Premier 06B	Klein SC Klein U17	TYSA	Postponed
557	TYSA Fall 2021 League	Sat 10/30/2021	02:00pm CDT	Stampede Sportsplex - Stampede Sportsplex #2	Houston Dynamo Dash YSC Dynamo Woodforest 03 Orange	Klein SC Klein U17	TYSA	Postponed
545	TYSA Fall 2021 League	Sun 10/31/2021	12:00pm CDT	Matias Almeyda Futbol Club - Field #1	Inter Woodlands FC	Klein SC Klein U17	TYSA	Open

FALL 2023/SPRING 2024: FIELD MAP

7700 Cypresswood Drive

Spring, TX - 77379

www.kleinsoccer.com



STORAGE



SCAN TO SIGN-UP FOR
TEXT ALERTS ON
FIELD CLOSURES AT
MEYER PARK!



PRACTICE FIELD ASSIGNMENT

As the Head Coach - it is **YOUR** responsibility to select/reserve a day/time for practice. You will select any day, Monday-Thursday (5:00pm-8p.m.). All practice takes place at Meyer Park - north side.

PLEASE NOTE: The coaches who attend the preseason Coaches' Meeting will get their first pick at practice fields; therefore, it is highly recommend that you (and/or your assistant coach/team representative) attend.

If you are unable to attend the meeting, please contact Chis Ellender, the VP of Operations, to sign-up for your practice slot (cellender@kleinsoccer.com) - in the email you must include your age group, team gender (if U8 or older) and preferred practice day/time. We will not consider and/or reply to any practice requests until after the Coaches' Meeting. Please expect a reply no later than 24 hours after the meeting so you can prepare accordingly.

We will do our best to accommodate your practice day/time request, but keep in mind that sign-up is on a first come/first serve basis.

We allow teams two weeks to select their first practice slot prior to allowing teams to request an additional practice slot.

See below for the link/QR Code for the Spring 2024 practice schedule. The Coach's Last Name is listed in the time slot and it is categorized by age group.

https://docs.google.com/spreadsheets/d/1jG0f9ol96s8TbacU6YXjh9fVS1_vlCnJNA_Iz8oPWwo/edit#gid=1508663151



FIELD AND WEATHER TEXT ALERTS

Sign-up for "rain-out texts alerts" here: https://www.rainedout.net/team_page.php?a=9abe52e88cf536d1ce64

QR Scan the QR Code:



Please Note: You will be notified by the text alerts if cancellation due to weather occurs.

IMPORTANT - Please have the parents/guardians sign up for text alerts as this helps for practices too.

For practice sessions, coaches are responsible for monitoring the heat index and taking the appropriate precautions to ensure player safety, which includes:

- Ensuring hydration breaks during practice, plus mandatory breaks every 20 minutes.
- Adjust or shorten practice sessions
- Cancelling/reschedule practice

For scheduled games, KSC Administrators and Lead Referee Coordinators are responsible for monitoring the heat index (by weather radio, online or the Weather Channel) and keeping the participating teams and game officials informed of the heat index and weather conditions.

Referee coordinators on site will also monitor the weather conditions and make the decision to cancel a game or call it anytime after the start of the game. Called games are not likely to be rescheduled.

The following guidelines will be used by KSC when there is a possibility of a dangerous heat index:

HEAT INDEX	MATCH PLAY GUIDELINES
Up to 89°	Normal Play
90° - 99°	Mandatory two-minute water breaks per half with running time.
100° - 105°	Mandatory two-minute water breaks per half with running time. Each half may be shortened by 5 minutes.
105°+	Suspend Play

CONTACT INFORMATION FOR BOARD OF DIRECTORS AND STAFF

- **Ryan Bence, Club President:**
rbenceksc@gmail.com
- **Chris Ellender, Vice President of Operations:**
cellender@kleinsoccer.com
- **Amy Ortmann, Secretary/Director of Administration:**
aortmannksc@gmail.com / admin@kleinsoccer.com
- **Jessica Suber, Director of Scheduling/Team Formations:**
kleinsoccerscheduling@gmail.com
- **Melany and Hayden, Office Staff/Team Formations:**
office.ksctexas@gmail.com



281.320.2211

www.kleinsoccer.com

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**THANK YOU FOR
COACHING WITH US!
HAVE A GREAT
SEASON!**

