



Americans Soccer Club Manager Handbook

Updated December 15, 2011

INTRODUCTION	3
MANAGING REQUIREMENTS	3
TEAMS	3
Transfer Rule	3
Tryouts & Team makeup	3
Small-sided shuffle	4
Guest playing	4
Uniforms & Club Merchandise.....	4
Flighting.....	4
Financial Matters	4
For teams playing full year:	5
For teams playing spring only:	5
For individual players joining mid-season:.....	5
Getting Ready for the Season:	5
UPDATING MANAGERS- NCSA (<i>US Club Soccer</i>)	6
UPDATING or adding players- NCSA (<i>US Club Soccer</i>).....	6
First collect stuff from the player:	6
Before you go to the US Club Soccer Website:.....	6
When ready with all new players' info go to Website:.....	6
Finally:	7
CARDING players- JAGS or MAPS (<i>NJYS</i>)	7
GAME SCHEDULING	7
TBS Games (NCSA).....	7
Scheduling TBS Games (NCSA).....	7
Note:.....	8
Field closures	8
Game scheduling (Non-NCSA)	8
FIELDS	8
Lightning.....	8
PRACTICES	9
Chaperones.....	9
Trainers	9
Winter training.....	9
Indoor tournaments	9
GAME COACHING.....	9
Pre-Game Management	9
Communications	10
Playing time	10
Substitutions.....	10
Positioning	11
Problems	11
Post-Game Management.....	11
OTHER	11
State Cup.....	11
Fundraising & Sponsorships.....	11
Public Relations	11
Other Sports	11

Winter	12
Spring.....	12
Fall	12
PARENT/PLAYER Disciplinary Actions	12
MANAGER Disciplinary Actions	12
TOURNAMENTS & CAMPS.....	13
SIGNATURE PAGE	14

INTRODUCTION

Because Americans teams play predominantly in NCSA, this agreement is slanted toward that league. If you play in another league you need to adhere to their rules as well.

Excellence in team management, training and coaching are key to a successful club. Together with its companion document, the Player/Parent Agreement, as well as the club’s Bylaws, this agreement is one way of helping you become a better manager. Our attempt with this agreement is to present in clear detail what will be expected of you and what you can expect of the club, the team and the players. It will help you identify some potential problem areas and at the same time answer questions about the club’s decision-making process. If you are uncertain about anything, it is your responsibility to ask the club. We have very high expectations of our managers. These expectations are really the rules, regulations, and policies of the Americans Soccer Club and every manager and trainer in our club needs to abide by the club Bylaws, rules, regulations and policies. As you have committed to become a manager of the Americans, please take the time to read the following pages carefully. The signature page must be signed by you to be accepted to the club. This agreement covers the seasonal year that runs from August 1st through July 31st.

MANAGING REQUIREMENTS

In this handbook, any reference to “manager” includes managers and assistant managers. Members – including managers, assistant managers, trainers, players and parents of the Americans Soccer club are members at-will. Membership at-will means that just as members are free to end the relationship at any time for any reason, the Americans Soccer Club Board likewise reserves the right to terminate the relationship with or without cause.

The Board appoints all Americans Soccer Club managers and the Board may remove anyone from his/her position for reasonable cause. Every Americans manager and assistant manager must submit information required for the Club to obtain a background check and must meet the coaching requirements of their league.

As manager you are required to study the Player/Parent Agreement and be prepared to discuss it with your players and parents. Many topics that are not covered here are addressed in detail in the Player/Parent Agreement.

TEAMS

Transfer Rule

Rules established by your team’s league must be followed.

Tryouts & Team makeup

The club will hold regular, formal tryouts as needed. If teams need players or players are looking to join the Americans mid season, they may try out by attending practices. Everyone – including existing players, must complete the club's tryouts form as it helps cover the club from an insurance perspective.

The Board – with the assistance of trainers, select teams. Parent-managers may only provide limited input in selecting players.

When the club fields teams of different ability in the same age/gender, players trying out must indicate which team they're trying out for. Americans players are allowed to try out for higher flighted teams without any recrimination from their existing team.

We remain loyal to the four towns we serve namely Allendale, Ho-Ho-Kus, Saddle River and Upper Saddle River yet accept "outside" players on a limited basis. Our policy is to have no more than 20% out-of-town kids in the club as a whole. The objective is to balance team competitiveness, residency rules and trying to place kids on teams appropriate for their ability. In some cases this may mean that "outside" players get placed on an "A" team and locals on a "B" team.

All players are subject to getting cut, but the Board **must** approve any cuts of existing players. Our objective is to field the most competitive teams we can assemble using on average, no more than 20% out-of-town kids. All players trying out must be judged equally with current team members and a selection made on merit - provided that club-wide, the percentage requirement is met.

Players who did not make the cut for the higher flighted team, may be given the opportunity to play for the lower flighted team.

Small-sided shuffle

In the case of small-sided teams **of equal strength**, the club highly recommends moving players between teams at the conclusion of each season. The kids get to know each other much better and it's a great experience for the parents. It makes a lot of sense soccer-wise as they work toward becoming a full-sided team.

Guest playing

Teams follow the rules of the leagues they play in. Please follow common courtesy by first asking the manager whether a player can guest for you. Likewise, please don't refuse the request, unless it will directly impact your team negatively.

Uniforms & Club Merchandise

Official Americans jerseys and uniforms are to be worn to all games and tournaments. Any team wearing a non-approved uniform will be fined and could lead to the suspension of the Manager. Team uniforms, official bags, warm-ups, accessories and other club items may only be purchased from the designated club supplier. Under no circumstances, unless approved by the Board, may teams apply the club name or logo to any other items not sourced from the approved supplier.

Flighting

When requested, flighting requests must be made to the Club Administrator. Make sure your team is flighted properly. After going through the season, if you have a .500 record and your goal differential is approximately zero, then you are flighted properly. If you are winning in your flight or are losing in your flight by lopsided scores, then you're not flighted properly and must plan to move up or down accordingly. If you're unhappy after being flighted, contact your league's Divisional Commissioner or age coordinator and file an appeal through the Americans Club Administrator.

Financial Matters

Each team is responsible for its own finances and must establish a bank account, establish accounting procedures and appoint a treasurer. The club cannot provide its Federal ID# for purposes of establishing an account. Ask other managers how to set it up. Be proactive and provide a summary statement to your parents on a regular basis. Small-sided teams that fall under the leadership of a single head manager are regarded as "one" and a combined bank account should be opened for them.

Each team pays for all its own expenses, including trainers. If a trainer is paid more than \$600 during a calendar year **and** payments were either in cash or made out to the trainer personally, you need to

submit a 1099 form to the government, to report income. If payments were to a company like "John Smith Soccer Academy," you do not have to report the income.

Should a player quit or leave their team to join another club or team after any payments were made, there will be no refunds. Failure to make club annual fee payments when due may result in the player's inability to be issued a player card for the subsequent season until all annual fee payments have been made.

Managers are responsible for complying with respective league rules and any fines levied by the leagues on the club due to a manager's actions, must be reimbursed by said manager/team to the club.

Dues are payable to the club as follows:

For teams playing full year:

- \$240 per player (club collects this directly) **plus**
- NCSA **full**-sided teams: \$455 league registration + \$700 gym rental
- NCSA **small**-sided teams: \$355 league registration + \$350 gym rental
- JAGS & MAPS **full**-sided teams: \$700 gym rental (pay registration direct)
- JAGS & MAPS **small**-sided teams: \$350 gym rental (pay registration direct)

For teams playing spring only:

- \$180 per player **plus**
- NCSA **full**-sided teams: \$455 league registration + \$700 gym rental
- NCSA **small**-sided teams: \$355 league registration + \$350 gym rental
- JAGS & MAPS **full**-sided teams: \$700 gym rental (pay registration direct)
- JAGS & MAPS **small**-sided teams: \$350 gym rental (pay registration direct)

For individual players joining mid-season:

- \$240 per player if joining any time during the fall season
- \$180 per player if joining any time after the fall season

- If making your own gym arrangements, full gym amount will be refunded.

Getting Ready for the Season:

- Make sure your contact list is distributed to all parents, assistant managers and trainers.
- Ensure your medical forms are all accounted for and readily available at games and practices.
- Make sure your medical kits are fully stocked.
- Get parents to volunteer for various smaller tasks such as setting up a chaperone list, writing news reports for *The Town Journal* by e-mailing to: TownJournal@NorthJersey.com , (make sure each player gets mentioned in a season,) coordinate snacks, etc.
- Meet with your age coordinator to decide what to schedule for the year as far as tournaments or other events. Make sure to communicate with your parents what that schedule is as far in advance as possible.
- Monitor the Northern Counties website: (www.ncsanj.com) for flighting.
- Check to make sure all players have uniforms that fit (again this could be a job that a parent can coordinate for the team). Remind everyone that uniforms can be purchased at *The Soccer Post* in Franklin Lakes (www.AmericansSoccerClub.org under "Club Store.") New players receive a free uniform.
- As soon as it's posted (late August for the fall season and mid to late March for the spring), direct all your parents to your league Website and teach them how to check your team's schedule. Also make sure they know how to find the directions for the fields you will be playing on. Ask your team to let you know of any conflicts.

- About the same time, the Americans will post the practice schedule for that season. Let all your families know what the schedule is and ask for conflicts so your managers know who is or isn't available.
- Establish a mechanism to notify every one of last-minute game or practice cancellations or changes. These happen regularly and a text group works great.

UPDATING MANAGERS- NCSA (*US CLUB SOCCER*)

Every manager, assistant manager and trainer must complete an on-line background check. (Every adult who has any contact with players is required to complete and pass a Staff Background Check, prior to a pass being issued.)

- Go to www.USClubSoccer.org
- Click on the "Registration" tab, then "Staff Background Check" link at the top.
- Select "Coach", then "League Team" then "Northern Counties Soccer Association of NJ (NJ)" from the dropdown list.
- Select "Americans Soccer Club (NJ) - Club # 1942"
- Complete everything and submit
- Send an e-mail with your confirmation number to kobus@reyncke.com

UPDATING OR ADDING PLAYERS- NCSA (*US CLUB SOCCER*)

First collect stuff from the player:

- Completed and signed [Player Medical Release / Membership form](#)
- Completed and signed signature page of the [Americans Player/Parent Agreement](#)
- Small photo
- Birth certificate if new to the club
- \$240 (\$180 if playing only in spring) club fee. This can be combined with your team fee, as long as someone cuts a check for \$180 or \$240 to the club.

Before you go to the US Club Soccer Website:

- Scan each **new** player's proof of birth (birth certificate or passport) and save it on your computer for uploading (i.e. Smith-John.jpg). Each player must be scanned and saved as a separate file. (You'll never have to do it again.) Use these guidelines:
 - Resolution: Black & White 72 to 150 dpi
 - File size: **No larger than 700 KB.**
 - File types allowed: PDF, JPG, JPEG, GIF
- Scan each player's photo and save in a small JPG file
- Gather full details for every **new** player, including full names, address, phone number, e-mail, date of birth and uniform number.

When ready with all new players' info go to Website:

- Sign in at www.usclubsoccer.org using this:
 - Login: Your e-mail address
 - Password: Your first name
- Check your OWN information for correctness:
 - Click on "Staff Management"
 - Click "Details"
 - Let administrator know if anything is wrong
- Check your TEAM information for correctness:
 - Click on "Team Management"
 - Click "Details"

- Let administrator know if anything is wrong
- Add your **new** players (Have on hand full details for every player, including full names, address, phone number, e-mail, date of birth and uniform number.)
 - Click on “Player Management”
 - Click “Add Player”
 - Assign the player to your team from the pull down menu and complete ALL the player information METICULOUSLY. (**Please don't type everything in upper case**)
 - Browse and attach the POB - saved per the instructions above. (Check to make sure it uploaded properly by clicking the “View” button.)
 - Browse and attach the player's photo
 - Click “Add Player”
 - Review everything.

Finally:

- Once you've entered all your players, let the club administrator know that all your players have been entered, all the POB's have been uploaded and all of your assistants have completed their on-line background checks. (We will NOT issue Passcards until the team is complete.) The club administrator will request the Passcards and NCSA will print the Passcards. Once the club has received your Passcards from NCSA, you will be asked to make an appointment to meet to laminate your passes. Make sure you collect the fee for every player.

CARDING PLAYERS- JAGS OR MAPS (NJYS)

- Consult with your age coordinator.
- District Commissioner (All teams except rec):
 - Mollie Anderson-Therault
87 Charles Bosser Dr.
Bordentown, NJ 08505
 - Phone: (609) 291/8733
 - E-mail: njdc24@aol.com
 - Registration codes:
 - Mollie is DC # 24
 - JAGS League is # 05
 - Americans club is # 9004

GAME SCHEDULING

Read the full NCSA Rules at www.ncsanj.com

TBS Games (NCSA)

- Original TBS games must be **scheduled** (not necessarily played), within two weeks of the official start date of the season.
- Games that become TBS due to rain or otherwise, must be **played** within two weeks of the original date.

Scheduling TBS Games (NCSA)

- Contact your opponent to find out if they have specific preferences, and then agree on several options that would suit both teams.
- The procedure for booking fields is posted on the club Website.
- Following confirmation of field availability, and the knowledge that you've secured a field, confirm this with the opponent and ask him/her to confirm agreement.
- Once you have agreement from the opponent, submit the game change request through the club Website. Monitor the NCSA Website to ensure the change was submitted correctly.

Note:

- You are not allowed to create gaps between games. NCSA want their referees to get back-to-back games and the club will not submit a game change that creates a gap.
- Final requests must be submitted by Sunday evening to be effective that coming weekend.

Field closures

If the weather is awful and you're sure nobody could possibly play a soccer game ... show up as a team. If you don't, you'll forfeit the game and have the pleasure of paying a hefty fine. Unless the town condemns the field, only the referee can cancel a game. If the town closes the field, you can expect a call from the club rep. When in any doubt, be proactive to determine whether your field will be closed:

- Check for updates by e-mail from club officials
- If you have a **home** game that cannot be played because the field is condemned, the first team scheduled to play at a field that day must meet the referee at the scheduled field and pay \$25 per assigned referee + tell the referee that the field is condemned and that no further games will be played there. If the game is not played, the home team coach must notify the Games Chair(s) and the Division Commissioner within 24 hours.

Game scheduling (Non-NCSA)

- Home game dates must be submitted through the club Website immediately upon receipt from the league. The club will then schedule games according to field and referee availability.
- Referees will be assigned by NCSA and must be paid according to NCSA rates.
- NCSA field closure rules apply to all non-NCSA games.
- NCSA fines and rescheduling rules apply to all non-NCSA games.

FIELDS

We are guests at all the fields we play and therefore responsible for leaving it cleaner than the way it was found. We're all ambassadors for our club and towns and going the extra yard is common sense.

- Never change practice location after drop-offs. Make sure everyone leaves before you do. Send players in pairs to the bathroom.
- The club will place flags at all fields.
- Turf field (St. Joseph and NHRHS) flags are kept at John Murray's house at 15 Oakwood Road, Allendale, NJ 07401. Pick it up if yours is the first game; drop it off if you're the last. **Nothing but water on the field. No spectators inside the fence.** In addition to cleaning the player's area, get your kids to also go into the stands and pick up there and around the fence.
- Always have a bag with you to gather your and the opponent's garbage.
- During the spring, baseball, softball and lacrosse take precedence over soccer. Even if you were assigned a field for practice, do **not** confront the other coach. Instead, call club officials to try and sort it out on your behalf. Regardless of the circumstances, the club will not tolerate any confrontation involving our coaches.
- If you need to practice shots on goal, move the posts to solid grass to spare the goal area. Move it back when finished.

Lightning

Lightning kills and you're reminded that you're responsible for the safety of the kids with you. Referees have instructions to halt a game in case of lightning and only resume 30 minutes later. Follow these common-sense rules:

- Leave the field immediately and as quickly as possible following a lightning strike or the sound of thunder. If the sky looks threatening, take shelter before hearing thunder. Never think that it is far away and you can squeeze another few minutes of activity in.
- Seek shelter in a car or a building ... NEVER under a tree or bleachers. Stay away from metal.

- Wait at least 30 minutes after the last clap of thunder before leaving shelter. Don't be fooled by sunshine or blue sky!
- Know what to do if someone is struck by lightning: "If a person is struck by lightning, medical care may be needed immediately to save the person's life. Cardiac arrest and irregularities, burns, and nerve damage are common in cases where people are struck by lightning. However, with proper treatment, including CPR if necessary, most victims survive a lightning strike, although the long-term effects on their lives and the lives of family members can be devastating."
- Read this: <http://www.lightningsafety.noaa.gov/overview.htm>

PRACTICES

You are required to adhere to the published practice schedule and obtain permission from the club for any changes.

Chaperones

It is imperative to always have an adult female attend every girl's, and a male or female attend every boys' practice. Please make sure someone is "in charge" to ensure each kid gets picked up. The person in charge cannot leave until the last kid has been picked up.

Trainers

All trainers must be approved by the Board, must agree to a background check and must carry their own liability and workers' compensation policies and provide a copy of it to the Club Administrator.

Winter training

Included in the yearly membership fee is an amount allocated for indoor gym space. Managers will be asked to sign up for space and once allocated to their team, will be committed. Teams that make their own arrangements and submit proof of payment will be reimbursed the amount received for gym rental. See "Financial Matters" for details.

Indoor tournaments

All teams are encouraged to participate in indoor tournaments. A league is optional. Strong teams are encouraged to play up a year in age. Because the fields are all smaller, you'll never play with a full complement. To avoid too many subs, let kids sign up for fewer tournaments than you've entered. This way the kids get to play an equal number of tournaments with lots of playing time at each.

GAME COACHING

Trainers are responsible for coaching games and all game coaching decisions, including player selections, game lineup, player positions, amount of playing time, etc. Managers are there to assist – if requested by the trainer. In the event the trainer cannot attend the game, the manager takes over all those responsibilities.

Pre-Game Management

- Have available a copy of the FIFA laws of the game and the rules of the league you play in.
- Double-check NCSA web site and confirm game info such as location, time and uniform colors in advance with opposing coach. Keep communication lines open with parents about any changes as soon as you know about it.
- Have your game paperwork readily available - The following are mandatory for games to be played:
- Both teams: Two copies of each team's US Club roster
- Both teams: Players' and Coaches' Passcards
- Both teams: One copy of NCSA Game Day Form – prepared on line through the NCSA Website, no more than 24 hours before the game. Add managers' and trainers' names that you expect to be at the game as well as players playing up for you. You can also write this in at the game, but it's much better to add it beforehand. **If you add players' names by hand, you**

MUST go back into the system within 4 hours of the game and add them in the system!

Sign the form.

- On your US Club Roster, cross off players' names who are not playing.
- Player Passes: Same order as roster, secure in pouch or with rubber bands, pull out those players who are not playing or late. Teach players to line up in order and to hold their cards. Manager should check before lineup that all non-allowed items are removed, shirts tucked in etc. Make sure players' shoes are tied and if anyone needs to go to the bathroom go well before the game starts.
- First aid kit is a must! Line up bags and water bottles. Bring ice or assign a parent to bring ice to every game. Have handy extra water for players who run out, suntan lotion and bug repellent. Tents are great in the heat and rain but don't use them on turf fields. When rainy, bring towels and extra warm clothing.
- Home-team responsibilities: Check field in advance, lining, condition, corner flags, game ball, clean up sidelines before and after games (bring a garbage bag to clean up after snack), ref fees exact amount before game, put back goals if necessary.
- Players and coaches of both teams on same sideline, parents of both teams on opposite sideline. Coaches must stay within the coaching box, which is approx. 20 yards of the sideline starting from the center mid-field (no one should be anywhere near the goals, either on the sideline or behind them). Tell players where you want them to be while they are sitting out.
- Looking the part: A well-run warm up has a major psychological effect on the team and your opponent. Matching warm-ups and neatly lined up bags help.

Communications

- Always be positive, even when talking to a player in private.
- As little as possible play-by-play instructions during games, even at smaller ages.

Playing time

We are a competitive club where players are not guaranteed equal playing time. However, given that teams are made up of carefully selected, qualified individuals, playing time should never be a major issue. The club's objective is to operate somewhere between "winning-at-all-cost" and a rec approach of equal playing time. All teams should always play to win, yet give major consideration to the development of players. Every team has a few star players on any given day, and unless the game is an easy one, they should be expected to get more playing time. Coaches should compensate for less playing time by giving weaker players additional playing time during easy games, thereby giving weaker players ample playing time over the course of a season. Parents should consider their child's playing time over a whole seasonal year and not isolate individual games. We require small-sided team players to play at least 1/3rd of each game. This rule is especially important at tournaments where small-sided coaches are encouraged - but not mandated, to play everyone equally. Starting at U10, premier teams may elect to strive for a state ranking in which case winning at tournaments becomes much more important. Even in those cases, the 1/3rd rule still applies for small-sided play. Although we don't have a formal rule for full-sided teams, coaches are encouraged to follow these same guidelines. Notwithstanding these provisions, all able-bodied players on every Americans team must receive playing time in every game. Managing playing time can be very difficult and head managers should work closely with their trainer to ensure a balanced approach is followed.

Substitutions

- Use substitutions to the team's advantage, clearly keeping in mind player morale and development. There's no need to have a "starting line-up," except perhaps in critical games. Give everyone the opportunity to start on a rotational basis.
- Subbing smaller numbers at a time is much easier and try to avoid switching a whole defensive / mid-field / forward line.

- Try to avoid switching a player between positions during a single game; rather doing it on a game-by-game basis.

Positioning

By U11 most players should find themselves in semi-permanent positions. Until full-sided, players should be encouraged to try different positions without forcing the issue. Defenders can learn a lot from playing mid-field and forwards and mid-fielders absolutely must learn defensive skills. Experiment when comfortably ahead.

Problems

- **Missing referees:** Wait 15 minutes before arranging for a stand-in referee with the opposing coach. Always have a whistle and pinnies to use as flags. It's OK to re-schedule the game if you can't agree on a fill-in ref (but try to work it out if possible). Please note that the league, not the Americans, assign referees.
- **Not Enough Players:** In NCSA you can guest play an entire team (not limited to 3) if you are short players. You can only borrow from an Americans team flighted lower than yours. For instance, if you are a U12 Boys C team, you can only borrow Americans boys or girls from U12 D flights or lower or any U11 (or lower) flighted team, etc. Also, girls' team cannot borrow from boys' teams even though the opposite is true. No guests from other leagues or clubs.

Post-Game Management

- Side line conduct of coaches and players and fans: High-five after games – **including the referees!** Post-game parents' tunnel for younger kids. Remember to thank referees!
- Submit scores per league rules to avoid a fine. Winning team (or home team in case of a tie) need to call in or e-mail in (depending upon your NCSA division commissioner) scores.
- Always fill out the Referee Evaluation forms, noting both problems as well as good things.

OTHER

State Cup

All Americans Teams that are flighted in top brackets and are eligible for State Cup play are required to enter the NJYSA State Cup or the State Championship organized by US Club Soccer.

Fundraising & Sponsorships

The club is open to sponsors and fundraising through events. If you or any of your parents have experience in this regard and/or would like to volunteer, please contact a Board member.

The Americans permits individual teams to obtain outside funding for their teams through fundraising or sponsors. The Board must approve fund raising projects, events, or other activities and reserves the right to reject any sponsor or fund raising project for any reason at any time. The club will receive 10% of all proceeds from all such activities or sponsors.

Public Relations

We'd like every team to submit at least one article per season to The Town Journal. Submit photos and a short write-up by e-mail to: townjournal@northjersey.com.

Other Sports

Many of our kids play multiple sports, which necessarily mean compromise in terms of attendance of practices and games. The Americans Soccer Club is aware of these conflicts, but encourages multi-sport development. Compromise is the only solution, although by making soccer really fun, we can make sure it's their preferred sport. If you have players with conflicts, try working it out with the other coach and make sure their teammates and parents don't think they're getting preferential treatment. There's certainly no purpose in punishing a player for missing practices or games if they try to attend as many as possible.

The Americans have always been very accommodating to other sports and we'd like our managers to continue this tradition. Perhaps through our good example, some of the other sports' coaches will eventually learn that letting kids sit out because they missed a practice, is not in the best interest of our children.

Winter

Rec and travel basketball take precedence and no Americans player will be asked to miss a basketball game for any soccer practice, game or tournament. If you elect to sign up for a tournament or schedule league games on or prior to the third weekend in March, you'll have to excuse basketball players who have a conflict. Under no circumstances will Americans players be punished in any way because they elect to sign up for rec or travel basketball.

Spring

During the spring you'll find many conflicts with hockey, lacrosse, track, baseball and softball, requiring fancy footwork to make it all work. Our managers must be willing to compromise during the spring to allow kids to play other sports, especially if they're on their school team. Likewise, parents should understand that they compromise their kid's teams when signing up for multiple sports. Our managers should be proactive and talk to the other sports' coaches to work out a compromise.

Fall

During the fall, Americans soccer takes precedence over all other sports - except if you're playing soccer for your school. Americans players are all encouraged to support their towns by signing up for recreational soccer. If players signed up for rec soccer and/or tag football, the pecking order is as follows: First priority is school soccer games and practices, next our games; then rec games, then our practices, followed by tag football games and rec practices. Because football usually demands attendance at all practices, players usually can't make it to soccer practices. If a player is eager to play both sports and he's a major contributor to your team, the Americans manager should be able to accept the compromise.

If you're unclear about this policy or are faced with a unique and difficult situation, please discuss your situation with the Board.

PARENT/PLAYER DISCIPLINARY ACTIONS

See Player/Parent Agreement.

MANAGER DISCIPLINARY ACTIONS

All managers, trainers, officials, parents and players are subject to the club's *Bylaws*, this *Manager Handbook* and the *Player / Parent Agreement*. Violations can result in disciplinary actions not limited to: fines (amounts be levied at the discretion of the Board), suspensions and expulsion.

Suspensions of greater than two (2) games or expulsion will occur only after a hearing at which the manager has had a reasonable opportunity to oppose such action. Grounds for removal may include, but are not limited to failure to abide by club rules, agreements, regulations and Bylaws, failure to attend managers meetings and training sessions, and failure to comply with other requirements issued by the club from time to time.

Everyone has problems from time to time and we will make every effort to work with you to help solve the problems you may have. After we have exhausted all efforts to solve the problem, we will be left with little choice other than to pursue disciplinary action as outlined below.

- 1) The Disciplinary Committee will discuss the problem directly and privately with the manager, with the assumption the problem will be corrected immediately.
- 2) If the problem persists, the club may temporarily suspend the manager. If the situation warrants, the Disciplinary Committee may recommend to the Board of Trustees that the manager be removed from the club.

- 3) The manager recommended for removal from the club may request to meet with the Board of Trustees, whose decision will be final.

TOURNAMENTS & CAMPS

Age coordinators – with input from team managers, will decide on which tournaments and camps to attend and leagues to play in. Use the following as a guide only:

	Fall	Winter	Spring	Summer
U8	-Pre-season team camp -Columbus Day tournament	-Each player 3 Indoors <i>-Competitive add league</i>	-Memorial Day <i>-Competitive add late-season</i>	-No tournaments -Allow competitive kids to play select -Local camp together
U9	-Pre-season team camp -Columbus Day tournament <i>-Competitive add pre-season and late-season tournaments</i>	-Each player 3 Indoors <i>-Competitive add league</i>	-Memorial Day <i>-Competitive add late-season</i> <i>-Elite add pre-season</i>	-No tournaments -Allow competitive kids to play select -Local camp together
U10	-Pre-season team camp -Columbus Day tournament <i>-Competitive add pre-season and late-season tournaments</i> <i>-Elite add second pre-season</i>	-Each player 3 Indoors <i>-Competitive add league</i>	-Memorial Day <i>-Competitive add late-season</i> <i>-Elite add pre-season</i>	-No tournaments -Allow competitive kids to play select -Local camp together
U11	-Pre-season team camp -Columbus Day tournament <i>-Competitive add pre-season and late-season tournaments</i> <i>-Elite add second pre-season</i>	-Each player 3 Indoors <i>-Competitive add league</i>	-Memorial Day <i>-Competitive add late-season</i> <i>-Elite add pre-season</i>	-No tournaments -Allow competitive kids to play select -Local camp together
U12	-Pre-season team camp -Columbus Day tournament <i>-Competitive add pre-season and late-season tournaments</i> <i>-Elite add second pre-season</i>	-Each player 3 Indoors <i>-Competitive add league</i>	-Memorial Day <i>-Competitive add late-season</i> <i>-Elite add pre-season</i>	-No tournaments -Allow competitive kids to play select -Sleep-away camp together
U13	-Pre-season team camp -Columbus Day tournament <i>-Competitive add pre-season and late-season tournaments</i> <i>-Elite add second pre-season</i>	-Each player 3 Indoors <i>-Competitive add league</i>	-Memorial Day <i>-Competitive add late-season</i> <i>-Elite add pre-season</i>	-No tournaments -Allow competitive kids to play select -Sleep-away camp together
U14	-Pre-season team camp -Columbus Day tournament <i>-Competitive add pre-season and late-season tournaments</i> <i>-Elite add second pre-season</i>	-Each player 3 Indoors <i>-Competitive add league</i>	-Memorial Day <i>-Competitive add late-season</i> <i>-Elite add pre-season</i>	-No tournaments -Allow competitive kids to play select -Overseas trip together
U15+	N/A	-Each player 3 Indoors <i>-Competitive add league</i> <i>-Elite add college showcase</i>	-Memorial Day <i>-Competitive add late-season</i> <i>-Elite add pre-season</i> <i>-Elite add college showcase</i>	-No tournaments -Allow competitive kids to play select <i>-Elite add college showcase</i>

SIGNATURE PAGE



I have read the Manger Handbook available at www.AmericansSoccerClub.org and I agree to abide by these policies as well as the Bylaws of the Americans Soccer Club.

Name: _____

Signature: _____ Date: _____