



Reading United Soccer Club

Age Gender Coordinator Guidelines

Travel Soccer Program



General Information, Planning and Responsibilities

1. General Information

- RUSC = Reading United Soccer Club
- MYSL = Middlesex Youth Soccer League
- The Fall season is played September through November. This is considered the non-competitive season.
- The Spring season is played April through June. This is the competitive season.
- Commissioner's Cup (MYSL Championships) and MTOC's (Massachusetts Championships for Division 1 and 2) are held at the end of the Spring season.
- Registration and SportsManager issues are handled by the RUSC Registrar.

2. Next-Season Planning

This is when most of your work is done - preparing for the next season.

- Player Evaluations for the Current Season
 - Important to have ALL coaches and assistant coaches in your age group fill out the Player Evaluations before the start of tryouts.
 - You should attempt to watch and evaluate as many teams as you can during the current season. This will help you when each player is discussed during the Placement Meeting.
 - When forming teams for the Fall: Important to get all the Player Evaluations for the players moving up from a lower age group, and if applicable, provide all relevant Player Evaluations for all current players moving to a higher age group.
- Season tryouts
 - Get dates, coordinate with the Field Assignor. Tryouts should be held just before or right after the current season ends. It is a lot easier to get the players together while they are still in "soccer mode".
 - Find evaluators. Have enough knowledgeable evaluators available for the day of the tryout.
 - Plan practice sessions. Run the tryout like a normal practice: warm-up, small-sided, expanded, scrimmage.
 - Setup. Prepare the field for your practice session. Break field into grids. Use cones.
 - Sign-ins. Have sign-in sheets and pennies available.
 - Organize players. Place players on two "teams", each with a different color jersey (i.e. team jersey vs pinnie). Divide the players into grids.
 - Tryout Evaluations. Have Tryout Evaluation forms, clipboard and pencils ready for all your evaluators. Explain the practice session to the evaluators so they know what is going on.
 - Run the practice. Assign a coach to run warm-ups. Have coaches/evaluators control the grids, explaining each part of the practice to the players.
 - Encourage evaluators to see as many players as possible.



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- Placement meeting
 - Plan a date and location.
 - Meeting should be open to all coaches. Transparency is important.
 - Invite members from the board of directors to be there. The board member(s) are there as overseers.
 - Compile the list of players from the Player Evaluations and the Tryout Evaluations. Create a form (table, spreadsheet, etc) containing all the player's evaluation numbers.
 - At the meeting, you are the chair. Make sure the meeting keeps moving along, don't get hung up too long on one detail. But take the time to discuss every player.
 - Remind ALL coaches that there should be NO communication with the parents before the rosters are announced! Parents should not be involved in the placement of their child.
 - Remind coaches that these teams have no coaches assigned to them. Players are placed first, then coaches will be assigned !
 - Decide which team each player should be assigned.
 - Create the initial roster.
 - Decide the divisional placement for each team. This is our recommendation to the league. They have final say where the teams will be placed.
 - Let everyone "sleep on it".
 - If there are any issues that come up, call another meeting to resolve it.
- Rosters
 - Once the placements are complete, select a head coach for each team. Board approval is needed.
 - Notify coach of team assignment and who is available to assist.
 - Create the formal rosters using SportsManager. You have access to Roster Management. (As an AGC, the Registrar has given you privileges to do this.)
 - Submit roster on time ! The organization pays penalties for late rosters. Fall rosters are generally due in July and Spring rosters are due in January.
 - Send team divisional placement recommendation to the Travel Coordinator. If you feel strongly about a team being in a specific division, make your case for it.
 - Add/Delete players and coaches, during "open" periods. Changing a roster after it has become official needs approval and there will be a league fee.
 - (Spring season only) All U12 and U14 players, and ALL coaches, need ID cards. Make sure the players and coaches have uploaded a square headshot into SportsManager. The registrar will handle the printing of the cards.
- Rosters are announced by Registrar
 - No coach is to contact players or parents before rosters are released.
 - Once rosters are finalized and entered into SportsManager, the Registrar will contact all the players.



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3. Pre-Season Responsibilities

Things you need to do before the season starts.

- Prepare the coaches
 - You should attend the league coaches meeting, which takes place a couple of weeks before the season starts.
 - You should have a coaches meeting with your coaches before the season starts to discuss anything learned from the league meeting and any issues the coaches may have.
 - Make sure all coaches have a valid CORI on file.
 - Encourage the coaches to take and keep up their licensing. Courses are available throughout the year. Information is available on the Mass Youth Soccer website.
- Prepare the teams
 - Equipment. Make sure each team has: game and practice balls, first aid kit, cones, pinnies, goalie gloves and shirts.
 - Practice fields. Teams request practice slots from their allocated field space. The Field Coordinator arranges the allocated space. You will coordinate the requests and make sure each team gets enough practice time. Coordinate with the Age Coordinator for the opposite gender to make sure the fields are not over-crowded.
- Parent Management
 - All questions/issues/problems/disputes from the parents should come to you, not the coaches.
 - When parents have a problem with their child's placement, remind them all the effort that went into placing the child. Tell them "it wasn't done by one person, in 5 minutes".

4. In-Season Responsibilities

Things you will do during the season

- Add players and coaches to rosters
 - Only if necessary and allowable.
 - Facilitate coach getting approved updated roster and approved ID card to address adds.
 - Generally no need to drop players who have quit.
- Absolutely NO contact with MYSL Registrar
 - All contact through the RUSC Registrar
- Coordinate practice field changes
 - You need to accommodate field conflicts (e.g., make up games, High School games) and loss of daylight. This will happen often.



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- Game rescheduling
 - There is a list of steps outlined for this in the Coaches Guidelines. You are responsible for making sure all steps have been followed: teams agree on a date, the field is available, the Registrar and the MYSL AD have approved it, and the schedule has been updated.
- League issues go through your MYSL Age Director (AD)
 - First point of contact for league issues, questions, disputes
 - Team misplacement. If a team has not been placed properly and are getting slaughtered, discuss this with the MYSL Age Director as soon as possible. There may be a slight possibility to correct this by dropping the team down.

5. All-Year Requirements

- Board Of Directors (BOD)
 - You are a member of the board. You should attend the monthly BOD meetings.
 - You handle the interaction between the teams (coaches, players, parents) and the board.