

# CARMEL UNITED SOCCER

## TEAM ADMINISTRATION

### TEAM MANAGEMENT

The Team Head Coach is the boss... Communicate with parents, **keep team organized**.  
Each team must have an Assistant Coach and Team Manager.  
Team meeting at beginning of Fall and Spring seasons.  
Assign tasks: report scores and line field according to schedule (Travel); collect items, etc.  
Parents must be aware their support is required for Indoor Tournament and Club events  
Set schedule for attending tournaments (Travel)  
Only carded coaches, assistants and Club approved trainers can provide player instruction.  
Teams are responsible for any fines imposed by the League or State.

### PLANNING AND RUNNING PRACTICES

Keep written outline with you.  
Keep record of attendance.  
Based on game analysis (most of the time). Plan drills, activities and games.  
No activities with long lines.  
Everyone on time and kept active.  
Take notes at player camps, coaching clinics and courses.

### PLANNING AND MANAGING GAMES

Dissent towards game officials and unsportsmanlike conduct will not be tolerated.  
Coach is responsible for conduct of spectators.  
Team with first game is responsible for proper field and equipment condition.  
Keep written outline with you.  
    Layout system of play with starting players in field areas they'll cover.  
    Substitutes listed on side.  
    Take notes as reminders when making practice plan.  
Digital watch to keep time.  
Snacks and drinks: fruits, water, sports drinks.  
Keep attendance.  
Warm up  
    All players on field half hour before game time ready to play.  
    Have simple, familiar exercises to adapt to conditions.  
Pre game discussion with players.  
    Game specific instruction. Assign players to field areas they'll cover.  
Substitutes should always be with a coach watching game ready to play.  
Half time discussion.  
    First half analysis. Second half instruction. Assign players to field areas they'll cover.  
Post game discussion with players.  
    Brief. Stress the positive. Fix negative things at practice.  
Post game discussion with parents.  
    Next practice, game, meeting and administrative items.  
Travel: Get game report and player passes from ref.  
    Home team reports score to East Hudson according to procedure.