

Quick Reference Guide

Welcome! Thank you for volunteering your time to coach. We hope you find this information useful.

If you have any questions not covered, please contact us at clawsonsoccerclub@gmail.com .

1. Risk Management Cards

Risk management is a state-required background check for all coaches, assistant coaches, and managers. New coaches must be entered in the GotSoccer system by Clawson Soccer; please contact clawsonsoccerclub@gmail.com if you have not received your risk management approval. Returning coaches whose risk management has expired need to update it at <http://home.gotsoccer.com/> Please contact registrar@clawson-soccer.org if you need the code for Clawson Soccer to pay the \$7.50 fee.

*****Please print your risk management card and carry it with you or keep it in your coach's bag*****

Concussion certificates are required by the state for all coaches. If you have already obtained Heads Up Concussion Certificate, please email it to clawsonsoccerclub@gmail.com . If you have not gone through the concussion training, take this training through your GotSoccer login, please contact registrar@clawson-soccer.org if you have lost or forgotten your credentials. You must have a concussion certificate prior to the beginning of the season.

*GotSoccer Website Navigation tip – Do not click the ImPACT Test Center button; instead, look above that and hit the Concussion Center tab. Scroll to the Head's Up logo (CDC course) and click Go to Courses Page. Again, do not click the larger button for ImPACT course, instead click Start Course. Take the concussion course and complete the quizzes to get your certificate. If you complete the course through GotSoccer, you do not need to send in your certificate. It is automatically linked to your Risk Management Credentials.

2. Equipment and Jerseys

Clawson Soccer provides equipment to all coaches - pinnies, cones, ice packs, first aid kits, coaches bag and game ball. Each player should have their own ball, shin guards and water bottle. Returning coaches, please make sure you have your equipment. Let Clawson Soccer know if you need any replacement equipment. Coaches of new teams will receive their equipment at the coaches meeting.

U5/U6 players will receive a jersey with their first name on the back. U7-U19 players are responsible for ordering their own jerseys (one lime green and one navy) from Triple Thread. Please remind parents to make sure theirs are ordered by the deadline.

3. Rosters

You will receive a copy of your roster at the coaches meeting. You should then contact your players and set up practice schedules. Players may be added to your roster until your team is full, so continue to review your roster in GotSoccer often until your team is full.

(Full = U5/U6 10 players, U7/U8 10 players, U9/U10 12 players, U11/U12 15 players, U13/U14 18 players, U19 8 players)

Communicate, communicate, communicate!! We advise all coaches to contact their players as soon as you receive your roster. We suggest contacting players through GotSoccer but realize that is not always the most convenient method. When emailing your team include information telling parents your preferred form of communication (email, text, phone calls). You can use your personal email if you choose, but please check GotSoccer frequently to make sure you have the right contact info, as sometimes they may change.

4. Practices

You will receive a master practice schedule.

You may practice in light rain but are not permitted to practice in severe weather conditions.

You must **immediately** leave the practice area if you hear thunder or see lightning and you may not start practice again until at least thirty minutes after you hear thunder or see lightning.

Drills should be age appropriate – Please reference the websites listed in the Coach's General Information Document.

Do not worry about positions and passing at younger ages; it is more about individual foot skills and having fun.

Practice Duration - make it age-appropriate - younger kids will lose focus after 45 minutes.

Snacks – Clawson Soccer does not have a snack policy. If your team wants to provide snack, that is up to the coach's discretion, but please be aware of all allergies on your team.

Please do not allow players to hang from the goals. Notify us if you notice loose goal anchors or any other issues.

Make sure the kids clean up the sideline after practices (and games). The parks are for everyone, and we don't want to leave them a mess

5. Games

Please review the 2018 League Rules Summary for all the game play rules. It's also a good idea to

review this with the ref prior to the game.

Ref Fees - For U5/U6, the games are ref'd by the coaches and/or parents. For the older divisions, you will be provided ref fees at the beginning of the season. Clawson Soccer will give you a check to cover the ref fees at the beginning of the season, and the 'Home team' is responsible to pay the referee at the start of the game. Any unused ref fees must be returned to Clawson Soccer.

Playing Time - All players should play at least half of each half. Because of limitations on when substitutions can be made, it may not be possible for all players to play exactly 50% of each half, but coaches must try to adhere to this guideline as closely as possible.

Weather cancellations and field closures – If we have experienced inclement weather, field closures will be communicated to coaches by Clawson Soccer. Once field conditions are assessed, you will receive an email about what fields are closed. If you do not receive an email, please assume fields are open and games are on.

Thunder/Lightning - If thunder or lightning are observed, a weather delay occurs, or the game is canceled.

If the fields are open, you should report to the field for scheduled games. Only referees cancel games due to weather.

Game Equipment –

For the older divisions, the home team is responsible for providing the game ball. Corner flags are provided at each field. Please check the white tubes for corner flags. If flags are missing or damaged, please contact the field manager Brian Maurer at (248) 629-0180 or email clawsonsoccerclub@gmail.com

No Ref - If you do not have a ref at your field 15 minutes before game time, please call ref scheduler Erich at 248-467-7846 or email eshrews@gmail.com and copy clawsonsoccerclub@gmail.com . If there is no ref at game time, ask the opposing coach if one of their parents would like to ref the game. If the opposing team does not have a volunteer, ask for a volunteer from your team parents. If no volunteers are willing, work with the opposing coach to find a solution, either one of the coaches refs (preferably the opposing coach), agree to no ref or cancel the game as a last resort. Any unused ref fees should be returned to Clawson Soccer at the end of the season.

Player Insurance - Every Clawson Soccer player is covered with health insurance through the MSYSA. In the event of an injury during soccer play, this insurance may serve as secondary insurance coverage. The injury must be reported promptly in writing or the ability to make an insurance claim is forfeited. Either the coach or the parent must report the incident, in writing, to clawsonsoccerclub@gmail.com within 48 hours of the incident. If within 24 hours, you do not get a response acknowledging receipt of your e-mail, you must follow up with Heather Pfaff at treasurer@clawson-soccer.org .

6. Scheduling

Blackout Dates - We understand that you have other commitments and will try to not schedule games during periods of time when you are not available. Our scheduler can only honor so many blackout dates; if you include more than 3 specific dates, it is likely the additional dates will not be honored.

Schedule – Our fall season starts the first weekend following Labor Day and runs through the end of October. Our Spring season typically starts around the middle of April. We schedule 10 games for each team; most are on weekends, but due to the short season, some will be on weeknights. Fall schedules will not be ready until late August, and Spring schedules will be ready in April. When schedules are released, you will be contacted with more information.

U4-U19 (U5/U6 only need to complete these steps)

- Reschedule procedure: If you must reschedule a game:
- Contact the opposing coach
- Agree upon a new date and time for the game

U7-U19 – complete these additional steps

- Once the game date and time are agreed upon, BOTH coaches must e-mail scheduler@roysa.com requesting the game change – please make sure to reference your game number (found on the schedule) in your email.
- Please provide at least one week's notice for any rescheduled games; this allows the scheduler to advise the ref scheduler, so refs are canceled/rescheduled as well.
- There are NO reschedules allowed less than 3 full days before your game. For example, if your game is on Saturday, you must complete the reschedule procedure (listed above) by Tuesday. If this is not accomplished, and your team does not show up, you forfeit the game, and these games are not rescheduled.
- If you must cancel the game within 24 hours of game time, you must notify scheduler@roysa.com (or arrange for another parent on your team to) as soon as possible. In these cases, the referees still get paid, so you must go to the game field at your originally scheduled game time to pay the referee. These games will not be rescheduled.

7. End of Season

Ref Fees - You may have unused Ref Fees at the end of the season because one or more of your home games wasn't played. Please mail a check to Clawson Soccer, PO Box 104, Clawson, MI 48017, for any unused ref fees.

Next Season - Returning players from last season are guaranteed a returning spot on your team if they sign up on time. Please do not promise anyone a place on your team, as Clawson Soccer place players, and you will not know player/parent requests for the following season.

8. Miscellaneous

Facebook. Please encourage your parents to "Like" our Facebook page so that they do not miss important information.

Events. When we have club wide events, like the 4th of July Parade, restaurant nights, and picnics, please let your team know and encourage them to attend.

9. Feedback

If you have suggestions for improving the Clawson Soccer, please e-mail the Clawson Soccer President at president@clawson-soccer.org. Thank you for volunteering!