



Hello GRSC Coaches,

Thank you for volunteering to coach with the Glen Rock Soccer Club! You are critical to the success of GRSC and your time and efforts are greatly appreciated. This Guide will assist you in preparing for the season, running your team during the season, and outlines the Code of Conduct expected of all GRSC Coaches. If you have any suggested changes please let me know at [president@grsc.org](mailto:president@grsc.org) and I will update the document.

Division and Grade Equivalence Key:

- Pre-K = Ages 3-5
- Kindergarten Clinic = Kindergarten
- Division 7 = 1<sup>st</sup> Grade
- Division 6 = 2<sup>nd</sup> Grade
- Division 5 = 3<sup>rd</sup> and 4<sup>th</sup> Grades
- Division 4 = 5<sup>th</sup> and 6<sup>th</sup> Grades
- Division 3 = 7<sup>th</sup> and 8<sup>th</sup> Grades
- Division 2 = 9<sup>th</sup> through 12<sup>th</sup> Grades

Birth year ranges for each division can be found [here](#) on the GRSC website when registration is open.

**1) Getting your Team ready:**

Once you are permitted to contact your team, your job begins in earnest.

- a) First make sure you have an up to date contact list for all members of the team. The spreadsheet from the Registrar is a good start, but you may need more info as the season progresses. This list should include:
  - Name/Nickname
  - Address
  - Home Phone
  - Email
    - Player
    - Any/All Parents/Guardians
      - i. Work
      - ii. Home
    - Anyone else who may need team info (grandparents/babysitter/etc.)
  - Cell phone/Emergency contact numbers for
    - Player
    - Parent
    - Any/All Parents/Guardians
  - Allergies/other medical information
- b) Make sure you have completed the Rutgers SAFETY class, submitted for a town background check, and registered as a coach at [www.glenrocksports.org](http://www.glenrocksports.org). These are REQUIRED before you can coach. Please contact your Division Commissioner for additional details.

- c) Listed below are some guidelines that are helpful for parents when you first contact your team:
- Shin guards are required.
  - Cleats are optional but strongly encouraged because the grass can be wet after rain or after the frost melts.
  - Black soccer shorts are required for Divs 2, 3, 4, and 5 and strongly encouraged for Pre-K through Div 6.
  - For Pre-K through Div 6, GRSC will supply jersey, socks, and soccer ball for players to keep. The soccer balls should be brought to the session every week. It is best for players to NOT put their name on the ball since mom and dad will likely spend A LOT of time searching for the ball at the end of the session.
  - For Div 5G, GRSC will supply a jersey and socks for players to keep.
  - For Div 5B and all Div 4, 3, 2 players, GRSC supplies a jersey that must be returned and socks that the players can keep.
  - When the weather gets cold, sweat pants are ok. Sweatshirts (preferably hoodless) can be worn as well. If the player wears a hooded sweatshirt, the hood must be tucked under the jersey for safety reasons.
  - Players should bring water to each session/game.
  - In the event the sessions need to be canceled (i.e. due to rain), an email communication will come from you. Parents can also call the Glen Rock Field Closure Hot Line at 201-251-8494 for an update on the status of the fields. For travel teams playing away games, assume you will be playing unless you hear from the opposing coach.
  - Start date and end date of season.
  - Your contact info (email, cell) in case anyone needs to get in touch with you.
  - Photo day date (varies each year).
  - Red Bulls game (if any).
  - Additional info available at [www.grsc.org](http://www.grsc.org).
  - Players play, coaches coach, referees ref, and parents...cheer. Please remind them of this!

## **2) Getting Ready for the Season:**

- a) Make sure your contact list is available to all coaches and assistants. You can also give a copy to the team, but only with the name, email address and phone info.
- b) Make sure your GRSC supplied First Aid kits are fully stocked. If you need additional supplies, please contact the GRSC equipment manager (Jim Brogan, [jimbrogan.glenrock@gmail.com](mailto:jimbrogan.glenrock@gmail.com)) as soon as possible – don't have an empty kit at the last game because you've used everything already!
- c) Get parents to volunteer for various functions. The more people you get to do these jobs, the better the experience will be for the whole team.
- *Snack coordinator* (if you wish to have snacks at halftime, after the game, or both) - Once the schedule comes out, the coordinator assigns each family to a game and makes them responsible for bringing snacks/juice/water/oranges to the game. (Teams may do it differently, but you can suggest to your families to bring oranges for halftime, a snack and juice box for after the game, and a container of ice along with some bags in case of injury (it saves your ice packs and real ice is better anyway)).
  - *Practice coordinator*. You may wish to have a parent at all practices so the coaches do not have to leave the other kids to take care of an injury/bathroom break.
- d) Monitor the league website, [www.nwbsa.org](http://www.nwbsa.org) (Divs 2, 3, 4, 5B). Make sure your coaches and parents know about upcoming events or meetings. Also check the Glen Rock Soccer Club's website for news and other information ([www.grsc.org](http://www.grsc.org)).
- e) Each team will receive an equipment bag with soccer balls, cones, and practice pinnies for use during the season. Div 2, 3, 4, and 5B will also receive a container with player jerseys, game pinnies for color conflicts with an opponent's jersey, and goalie jerseys.

- f) Check and make sure all players have uniform shirts, **black shorts** (without signage on them please) and black socks. Shorts can be purchased at the Soccer Post in Franklin Lakes ([www.soccerpostfl.com](http://www.soccerpostfl.com)). Socks and shirts come from the GRSC Uniform commissioner. Div 2, 3, 4, and 5B jerseys are supplied by GRSC and must be washed and returned to storage at the end of the season. **HINT:** on the last game, with appropriate forewarning, collect all shirts off the players' backs. This is the most effective way to get the most jerseys back at one time.

### **3) During the Season:**

- a) By August, the GRSC will post the practice schedule for that season. Let all your families know what the schedule is and ask for conflicts so your coaches know who is or isn't available. Fields are normally open for practice starting August 1<sup>st</sup>.
- b) Div 2, 3, 4, 5B as soon as it's posted (late August), direct all your parents to the NWBSA webpage for the team schedule ([www.nwbsa.org](http://www.nwbsa.org)) and teach them how to find out your team's schedule. Also make sure they know how to find the directions for the fields on which you will be playing. Ask your team to let you know of any conflicts. Please have them check back with the website during the season as games do move sometimes.
- c) Tell parents about the Glen Rock Fields Hotline number (201) 251-8494 – and tell them to put it in their cell phone memory. This message will be updated in the afternoon by 3pm during the week and by 8am and 12noon on the weekend. As coach you should be the one to officially call off practice or notify parents of a cancelled game.
- d) Div 2, 3, 4, 5B please let your parents know that for away games, unless they hear from you, they must come to games. Within two hours of the game starting, unless the town condemns the field, the decision is up to the referee, not the coaches, if the game is to be played.
- e) For Div 2, 3, 4, 5B read and carry a copy of NWBSA's Rules of Competition to each game. The Rules of Competition can be found here: <http://www.nwbsa.org/rules.cfm>.

### **4) Before/During a Game:**

- a) Div 2, 3, 4, 5B if you have the first home game of the day, you must get corner flags:
- HS Fields: corner flags are in the long Knaack Box next to the visitor bleachers on the stadium field. The Knaack Box and flags are shared with Shooting Stars. If you have the last game, you must return the flags to the Knaack box. The key to the Knaack Box should be obtained from either the Division 2 Commissioner or the Equipment Manager and returned at the end of the season.
  - Div 5G – all equipment is in the container at Hamilton. Ask your division commissioner for the combination.
  - Pre-K, K, Div 7, Div 6 – Red Bulls will bring all equipment required to run the sessions, but equipment from the container can be used to supplement RB if required. When Div 6 starts playing 8 v 8 games towards the end of the season, corner flags are in the container. Ask your division commissioner for the combination.
- b) If you are the HOME coach in Div 2, 3, 4, 5B, you will receive an email from NWBSA the week before the game with the visiting coach's contact information. You are responsible for emailing the visiting coach 4 or 5 days prior to the game to:
- Confirm the location and time of the game. A typical email is: "Mike, My name is Jeff Schaefer and I am the coach of the Glen Rock Red Storm. This is to confirm our game Sunday, 11/2 with a 1:15pm kickoff at Wilde Memorial field in Glen Rock. We will be in red jerseys. If you need to get in touch with me I can be reached on my cell at xxx-xxx-xxxx. See you at the field. Thanks, Jeff Schaefer"
  - Make sure there are no color conflicts (the home team has to resolve the color conflicts). If you have a home game against a team that also is wearing red, please contact the equipment manager for pinnies if you don't have them.
  - If you are the visiting coach and have not heard from the home coach the day before your game, you should contact the home coach to confirm the information above, including a contact number in case of emergency.
  - If you're not sure, you may also want to check to see if the field is grass or turf.

- c) Make sure there is extra water at every game.
- d) Make sure you have your coach and player passes (Div 2, 3, 4, 5B).
- e) Make sure you have a goalie pinnie or shirt. And picking up a pair of goalie gloves may be worthwhile (the Club will reimburse you for these).
- f) If you are the home team, you must supply the game ball and set up/take down the field.
- g) If your game is at Faber, your team may be responsible for setting up or removing the goals from the field (depending on if you are the first or last game on the field). **Remember you must have the goals secured. Remember you need corner flags.** (For division 5G all equipment is in the container at Hamilton).
- h) Coaches need to look over the field before every game and practice. It is each team's responsibility to make sure that the fields are safe and the goals are secure for our children. If a goal is not properly secured **do not play the game until the goals are secured.** God forbid something should happen and a goal tip over.
- i) *It is critical to remember that you **MAY NOT** argue with the referee at **ANY TIME**. Your only discussions with the referee are to request substitutions. You **MAY NOT** enter the field at **ANY TIME** unless invited by the referee. No matter how justified you believe your actions to be, the league **WILL NOT** support you up if you challenge a ref during or after a game. If you have an issue or complaint, please write it up and let us pursue through the league. You can also choose to fill out and submit a Referee Evaluation Form through the NWBSA website (<http://www.nwbsa.org/admin/coaches/refEvalForm.cfm>). You must first log in as a coach, click on "Coach Main" then click on "Referee Evaluation."*
- j) *In the event of any problems at the game (yellow or red card, injury, fight, or other problem) please report it to [president@grsc.org](mailto:president@grsc.org) that day.*

#### 5) Game Cancellation Procedures:

- a) Away Games (NWBSA teams): Plan to play unless you hear from the home team coach.
- b) Home Games (NWBSA teams): The Field Hotline is updated on the weekends by 8am and again by 12:00 noon. If Glen Rock's fields are closed, you will need to notify the visiting coach. It is best to call the visiting coach and follow up with an email.  
While your parents can call the Field Hotline, the official word of a cancelled game should come from you, the coach.
- c) Pre-K, Kinder Clinic, Div 7, 6, 5G: The Field Hotline is updated on the weekends by 8am and again by 12:00 noon. If Glen Rock's fields are closed, you will be notified by your Division Commissioner. You will then need to notify your team of the cancelled session.

#### 6) Post-game:

- a) Teams/coaches shake hands.
- b) Shake hands with Ref (coaches and players).
- c) **Retrieve player passes from Ref** (Div 2, 3, 4, 5B). This is especially true at away games or if players arrive late since it is frequently very inconvenient to get the cards back, if you get them back at all.

#### 7) Practices:

- a) The practice grid, which contains times and field locations allocated to GRSC can be found on the GRSC website: [www.grsc.org/practice-schedule.htm](http://www.grsc.org/practice-schedule.htm).

## **8) Heading Policy:**

The Glen Rock Soccer Club follows the youth heading mandate of the United States Soccer Federation as modified below:

- a) Players in Division 4 and younger shall not engage in heading, either in practices or in games.
- b) Limited heading in practice for players in Division 3. More specifically, these players shall be limited to a maximum of 30 minutes of heading training per week, with no more than 15-20 headers per player, per week.
- c) Coaches should be aware of circumstances in which individual consideration is needed. For example:
  - o A Division 4-aged player “playing up” into Division 3 should not head the ball at all.
  - o A Division 3-aged player “playing up” into Division 2 should abide by the heading restrictions for Division 3 players.

## **9) Misc. Notes:**

- a) You may wish to have a copy of the FIFA laws of the game.
- b) Have suntan lotion and bug repellent with you at games/practices.
- c) If you have a canopy, they are great in the heat to keep the sun off the kids not in the game on a hot day.
- d) If you have a bench, it's great to keep the kids seated and focused on the game.
- e) It is league and club policy that **all players must play half of the game – regardless of ability, or score of the game, or time remaining in the game.**
- f) Remember: Players play, coaches coach, referees ref, and parents cheer!

## **10) Coach's Code of Conduct & Ethics:**

The Glen Rock Soccer Club (GRSC) is committed to enhancing the physical, social and emotional development of Glen Rock youth by promoting, teaching, playing and enjoying the game of soccer. We adhere to the highest possible standards of professionalism, sportsmanship and ethical conduct. As a coach, I represent the GRSC and pledge to always align my actions to the following GRSC *Coach's Code of Conduct & Ethics*.

### *Player support*

- I will place the emotional and physical well-being of each player above all else, including winning.
- I will strive to teach my players basic soccer skills, techniques and strategies, and I will provide opportunities for all players to improve their skills, gain confidence and develop self-esteem at practice and in games.
- I will do my best to keep the sport of soccer fun and enjoyable.
- I will not tolerate or participate in any physical or verbal abuse, harassment, intimidation or bullying nor will I criticize or yell at any player for making a mistake.
- I will demand a sports environment that is free from drugs, alcohol and tobacco; furthermore, I will refrain from the use of drugs, alcohol and tobacco at every game and practice and I will never arrive to a game or practice under the influence.

### *Personal conduct*

- I will be a positive role model who maintains my personal integrity and dignity at all times. I will encourage good sportsmanship and fair play, and demonstrate respect for all participants – players, officials, parents, opponents and spectators.
- I will never swear, use profanity, make obscene gestures or engage in any inappropriate behavior or conduct at any time.
- I will respect the authority of the referees and game officials during every game. I will never excessively argue any decisions made by them nor confront any referee on or off the field before, during or after the game. I will treat officials with respect and dignity, and will teach my players to do the same.

- I will be humble in victory and gracious in defeat, placing the well-being of every player above my personal desire to win. I will encourage the same from my players, parents and spectators.

In the event a complaint of a violation of the GRSC *Coach's Code of Conduct & Ethics* is brought against a GRSC Coach or Assistant Coach, it will be investigated and dealt with on an individual basis as determined by the GRSC Executive Committee.

Thank you again for volunteering and have a great season!

Jeff Schaefer  
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