

# Running an EFSC Travel Team



## Guide for Coaches and Managers

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## **INTRODUCTION**

This guide has been developed by members of the East Fishkill Soccer Club (EFSC) to help new teams, as well as new coaches and managers start and run a travel soccer team in the East Hudson Youth Soccer League (EHYSL), EDP and NYCSL. While every attempt has been made for this guide to be comprehensive, it will always be fluid as new items need to be added or as existing processes get modified. If you have any additions, questions or comments, you can send an email to your Travel Directors or a Travel Coach Representative. The TPC (Travel Program Committee) will try to cover most items relating to the Club's Travel Soccer program, but if there is something not covered in the guide it should be brought to the TPC to be reviewed and approved if needed. The TPC/Main Board will ultimately make the final decision based on what will serve as the greater good for all travel teams.

This document has been prepared from the collective knowledge of several people whom have been in the organization for many years. Additionally, there are other sources of information that should be read by all new coaches: The EHYSL By-Laws and the EFSC Travel Program Rules and Guidelines. It will also be helpful to familiarize yourself with each year's Club Officers. NYCSL league and EDP each have Rules of the game and game day procedures for their league. Please reach out to the Travel Directors or Club Travel registrar for assistance in finding any of these online procedures.

## **REGISTRATION PROCESS**

### **COACHING APPLICATION**

Coaches and assistant coaches must submit an application to coach every year. A reminder typically is sent out by the Travel Directors in early spring. All applications must be submitted by March 15th for consideration. Make sure coaches and assistant coaches complete them before the deadline.

### **RISK MANAGEMENT**

All coaches and managers must submit an online Risk Management application every two years. Visit [Efsc.net](http://Efsc.net) under "Travel" and click on Risk Management to submit (or resubmit). Coaches and manager cards will not be issued until this has been completed.

### **TEAM MANAGER**

The team manager is the administrator of the team. While this isn't a mandatory position on a team, it is highly recommended that you find someone extremely organized and competent using a computer to take on the role of running or helping you run the team. This person will also have to complete a risk management form and register as a manager during the registration process.

### **PLAYER REGISTRATION**

Once a player is offered a position on a team and they have accepted, there are several things that are needed from the player as follows:

### ONLINE REGISTRATION

All players need to be registered online via the Efsc.net SportsSignUpPlay web portal. Online registration usually begins shortly after the annual EFSC Memorial Day Tournament (MDT) and usually must be completed approximately 3 weeks later. The registration page is different than that for Intramural which means a new account needs to be set up for the parent(s) and the players need to be entered in the system. The Travel link can be accessed at the top of the Efsc.net website. It is preferred that families pay the registration fee online. If they have not made a payment online parents need to print out the confirmation page, make out a check payable to "EFSC" per the instructions and turn it in to the Travel Coach or Manager who will then deliver to the EFSC treasurer.

### OUT OF TOWN PLAYERS

If players do not live in East Fishkill, then they will also be required to pay an "out of town resident fee". Please check with the Travel Registrar for this amount. A team may be composed of East Fishkill and neighboring town players with no restriction except for age and team size. The EFSC Travel Program Rules and Guidelines should be consulted before adding new players for more details about these rules.

### PHOTO

Player photos are required for all players. These will be used to create the player passes that are required for all games. Every 2 years the leagues require player pictures to be updated. The Club recommends updating the players picture annually at registration.

### BIRTH CERTIFICATE

All players need to have a birth certificate filed with the league office or the league soccer registration system. This only has to be done the first time a player is entered into the system and does not have to be resubmitted every year. A player that is transferring from another team does not have to resubmit their birth certificate if they are already registered in that League. The travel registrar collects copies via email.

### MEDICAL RELEASE FORM

Parents are prompted with the EH/Eastern NY link at the time of registration. US Club has their own medical release form, as they are separate governing bodies with different insurances. Coaches are required to collect a signed Medical Release form for each player. Do **NOT** hand these in. Instead, coaches are required to keep these forms with them and have them available for any game or practice.

### UNIFORMS

A standard uniform kit will contain a home and away jersey, one pair of shorts and one pair of socks. Each player must provide sizes for each along with a jersey number assigned by the coach.

Note that during the season, when new players are added or players need additional uniform components, it is the parent's own responsibility to order them through the club vendor. Any

variation from the club standard kite must be approved by the TPC. New uniforms are not required yearly. Encourage parents to order a larger size to last a player 2 years. Going forward, order as a whole team to keep uniform consistency.

### **PREPARING FOR THE SEASON START**

#### **DIVISION ALIGNMENT**

Prior to Fall and Spring schedules are created, an email will be sent to coaches from the EFSC Travel Directors requesting input and changes to league age/division alignment. There is no U8 division in EHYSL so typically U8 teams request to be placed in the lowest U9 division with other young teams. A team can request to be placed in any division but their request may not always be honored. Teams are also allowed to “play up” in older divisions. You should ensure that whomever is attending and representing EFSC at EHYSL seeding meetings understands your preference and reasons so they can do their best to ensure your teams are placed properly. For NYCSL and EDP these requests are made through those organizations. Coaches should copy the Travel Directors and Club registrar on these requests.

#### **SEASON START UP**

The Club registrar will process all League passes to be made available prior to the start of the season. League passes are usually good for one year, usually September 1st - August 31 of the following year. The club will try to have a travel meeting close to the kick-off of the new season to address any concerns and hand out any equipment and passes. At the start of the Fall season the club will give out one game ball to all teams, with the exception of new teams which will receive two game balls. U13 teams will also receive two game balls since they are moving to the larger size #5 ball.

#### **COMMUNICATING WITH THE TEAM**

Let everyone know from the onset how communications will be handled. The most common way is via email or through a team management application (ex. Teamsnap or SSUPlay). Phone-trees sometimes get used but usually only in cases where a last second decision is made. The team should be made aware that in many instances, a quick response is needed. For this reason, any and all email addresses that each parent checks regularly should be added to the team distribution list.

A contact sheet is also very helpful to have; not just for the coaches and managers but also for the parents. This should include players’ names, jersey numbers, parents’ names, emails and phone numbers (both home and mobile numbers). Confirm you have all emails properly recorded by requesting each parent reply via email. After all parents have responded to your email, it is helpful to set up an email distribution list for the team. This makes last minute emails to the team easier from your end.

### CONTACTS

Make sure you add the phone numbers for your team to your mobile phone contact list. It is not always possible to reach your parents by email, especially when it is game time and some players haven't arrived. It is also suggested that parents put coaches, managers and possibly other parents in their own contact list as well.

On game days, when the weather is questionable, always have the opposing coaches contact info available, especially if you are playing away. A list of all coaches from all East Hudson clubs can be found on the EHYSL website under Quick Links (EHYSL Travel Coaches). It may also be helpful to add their phone numbers to your contact list. For UsClub and EDP usually the opposing coaches information is provided via email with the game information.

### START OF THE SEASON

#### PREPARING PARENTS FOR THE SEASON

Once the game schedule is out, write an email to send to parents providing them with all the necessary information for the season. Include the following:

1. Schedule
2. Player Contact list as described above
3. Practice schedule and location(s). Note that you should ask anyone that plans to be late or miss a practice/game to notify you in advance. That way you will know whether to cancel a practice due to poor attendance before everyone shows up. Establish the best way to get a hold of you whether via email or text.
4. Away game directions (suggest they print and keep a copy in their glove box). These are available on the ehysl.org website.
5. Arrival times (typically 30, 45 or even 60 minutes in advance) of game time.
6. Jerseys – Typically, wear blue to all games including home. If there is a conflict, the home team changes to white. Remind everyone to always bring both jerseys. Many teams tell everyone to put their white in a Ziploc bag and leave it in their soccer bag. Jerseys should be tucked in before each game. The uniform kit is all Blue (Shirt, Shorts and Socks).
7. Each player should bring a #4 ball (#5 for U13 and higher) to each practice and game. It should be properly inflated as well. Have a parent put their child's name on the ball.
8. Shin Guards and cleats should be brought to every practice and game. Players without shin guards will not be allowed to play. Soccer cleats must be worn. Baseball cleats **will not** be allowed. Socks must be worn over the shin guard and any shin guard holders should match sock color. At no point should the shin guard be exposed.
9. No jewelry including earrings, necklaces or any type of bracelet may be worn. This includes hair ties.
10. Players should be properly hydrated in advance of each game. They should also bring water to the games and practices.

### FIELD SETUP

At the beginning of the Fall and Spring season, an email will be sent to all coaches informing them of field setup date and time. It is **mandatory** for each team to send at least 2 representatives to help line the fields as well as set and secure goals. Volunteers will need to sign in and teams **will be** fined for not doing their part.

Additionally, the team playing the first game of the day during the season at the EF Complex is responsible for setting up the flags. The last team of the day is responsible for putting the flags for that field away. The last team of the day should make sure no corner flags are left out, the bathrooms are shut and the garage is locked. This will help reduce theft of EFSC equipment and damages to our facilities.

### PRACTICES

#### PRACTICE FIELDS

Travel teams are allowed two 1 ½ hour practice time slots per week during the outdoor season; one slot at the Rt 52 complex, and if not enough space is available for the second night, LeeTown or Van Wyck JHS will be assigned. It is imperative that you use the field and time slot assigned to you. Just because the field is or has been open doesn't mean you can just start using it.

Due to limited access to school gyms, there are no available facilities allocated to teams over the indoor/winter season. However there are facilities available where you can rent space such as the Net at Gold's Gym and the Carmel Sports Club. For the list of approved indoor space please talk to the Travel Directors. The Travel Directors and TPC will review and approve all indoor spaces facilities. The club wants to make sure all spaces are insured and would be available for all club members to rent or use the space.

The Club currently has an active set of time slots at the Net at Gold's Gym that the club is responsible for. When a team gives up their time slot, the club will keep the slot and offer it to another team as winter space is very limited.

#### FIELD COORDINATOR

The Field Coordinator will assign practice slots for indoor and outdoor seasons in order of age from oldest to youngest teams. The field coordinator must be notified if a practice time slot is not being used on a given day. Available time slots will be offered to other teams.

#### INSURANCE

All practice locations must be reported to the Field Coordinator/travel directors so they are included on the insurance policy rider and approved usage.

#### MEDICAL RELEASE FORM

Coaches must have the original copy of each player's registration/medical form with him at all practices, games and tournaments.

### REFEREE FEES

The home team is responsible for paying the on-field referee before the game. This should be in the form of cash. The referee fee is established at the start of the season and can be found in the EHYSL Game Operating Procedures that are distributed to all coaches and also found online at [www.ehysl.org](http://www.ehysl.org). Failure to notify the main referee that a game is cancelled or changed will result in the full payment of that referee by the home team. Similar rules apply for all leagues. Please review each league game day procedures.

### LINEUP CARDS

Lineup cards for EH are available online at [www.ehysl.org](http://www.ehysl.org). It is a good idea to enter all of the player jersey numbers in advance of the season and then save it as a template for each game. The game card should be printed, folded according to instructions and given to the referee 15 minutes prior to the game, along with player passes. At this time, two copies of the lineup card are required for each game. At the conclusion of the game, the home team is responsible for emailing/faxing or mailing both home and away cards to the league office by the Monday after the game is played. Please refer to EH guidelines for process confirmation.

NYCSL and EDP have online game reporting systems and game day processes. More info will follow on NYCSL and EDP regulations. Please follow-up with the Travel Directors or Club registrar for more details. The EH process is well defined. Only 2 guest players from within the club are allowed and they must play up onto a Div 1 team. The EH Club pass form must be filled out, properly signed and sent in to the league office Friday's prior to game day or within 24hrs of a make-up game.

### PLAYER PASSES

Player passes are submitted to the referee along with the lineup card. NO PLAYER will be allowed to play without a player pass. Each League has different rules and guidelines as it relates to line-up cards, rosters and guest players. Please review each league guidelines for more details.

### Pre-game opposing coach communication:

It is good practice to contact the opposing coach/ team manager a few days prior to the game to confirm location, uniform colors, policies regarding bad weather, any pointers on parking.

### GAME RULES & CONDUCT

#### GUIDELINES FOR RUNNING UP SCORES

Our governing body, East Hudson, states at no point should a team run up the score past a 7 goal differential. There is an escalating penalty system including fines if this happens. As the score becomes lopsided, it is recommended to start switching player positions, rotate your players and "play possession" as a way to keep the differential in check. Do not wait until the differential is 7 so that you have a buffer should one of your players become overzealous.

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Please review NYSCL and EDP guidelines around fair play and scoring. EFSC recommends our teams to not run up the scores, even if another league does not have any guidelines.

### CONDUCT ON THE FIELD

Players are expected to maintain their composure on the field and let the referees do their job. Players shouldn't be arguing calls. Additionally, all parents are expected to remain in control and not communicate to opposing players, coaches or the referees. This includes halftime and following the game. Remember that you, the coaches, are ultimately responsible for both your parents and players behavior.

### PLAYING TIME

According to By-Law XII Rule I of the East Hudson Youth Soccer League, all registered players in attendance of a non Division 1 game (Division 1 begins at U12) **must** play at least half of each game. There is no minimum amount of play time for players on a Division 1 team U12 and above. The club feels strongly that even teams playing outside of EH should abide the EH playing time rules. The club encourages equal time when possible for all ages and leagues

### VIEWING THE GAME

To avoid conflicts, all Leagues have mandated the following: Both teams must set up on one side of the field and all parents/spectators are set up on the other. At no point should there be any parents anywhere on the team sidelines. This will be enforced by the referees.

### CLEARING FIELD OF GARBAGE

Advise parents to please look around the field after games and practices and help clean up. We do not like to leave bottles, wrappers, etc. lying around. We would like to maintain our reputation both on the field and off. This includes both home and away games as well as at tournaments.

### EQUIPMENT & FIELD USAGE

#### FLAGS

All corner flags should be returned to the complex garage by teams that play their final game per field on that day. Team coaches should have a key to the garage. If the corner flags don't get returned, chances are they will get stolen or destroyed.

#### FIELD LINING

Field lining is completed at the Rt.52 Complex and at Leetown on a weekly basis, usually Thursdays.

#### BATHROOMS

Bathrooms at the Rt.52 Complex are cleaned regularly by a paid employee. If you played the last match at the end of the day, please close and ensure the bathrooms are locked.

### LEETOWN

U12 and U13 teams that play at Leetown must remember to pick up a set of corner flags from the Rt. 52 complex that they bring to each game.

### **CANCELLATIONS, REFEREE NO-SHOWS & FIELD CLOSINGS**

Communication is one of your key roles as coach and/or manager of a travel team. Parents look to you to know where and when the games are being played. They also look to you for status updates during bad weather.

### EFSC FIELD CLOSINGS

If you have any questions about whether the fields are closed, you can visit the East Fishkill Soccer Club website at [www.efsc.net](http://www.efsc.net) and select the "Field Status" link on the upper left side of the page. This link is updated on weekdays, usually by 3:30 PM. If the complex is closed, you are not allowed to practice at the complex or at the schools. On weekends, the update for field status will be at 8:00 AM and then at noon. Noon will be too late to react for any of the early games so if the fields are closed and you have a 12:00 game, you will need to cancel.

Make sure your parents know that any time there is bad weather, wet fields, power outages, etc, they should be monitoring their email for last minute updates. Often cancellations are made with only an hour or two of notice. At times, cancellations are made with as little as 30 minutes notice. The field coordinator tries to avoid this but it can happen.

Have a plan in place with your coaches as to how practice cancellations will be handled. There may be instances when the fields are open but the weather is so poor that a decision needs to be made. If the coaches want to make the call, then make sure they know how to contact all the parents with ample time for you to get the word out.

For games, remember you are not only playing on home fields but also travelling to local fields. Contact coaches/managers of opposing teams as early as possible during bad weather situations to assure their fields are open and the game is on. Return the favor by advising them when your fields are closed or questionable. Not only do you have to notify the opposing team of any cancellations but also the Age Group Coordinator (AGC) for your division and the Referee Assignor for EH. NYCSL and EDP also have these details in their game day procedures.

Any time there is the possibility of field closings or cancellations, be prepared. This is especially true if you will not be present for a game or practice. Consider having a designated backup team representative assigned to monitor the field closings in your absence. Make sure they have all relevant contact information ahead of time (backup should have the contact sheet for opposing teams to be able to contact them in the event their field may be closed and vice versa). If you sign up for a winter league, it's a good idea to have your team representative on the emails from the coordinator as well. This way if you are out of town, you are not the only one that gets the email notification of a cancelled event.

#### RESCHEDULING GAMES

If you are the home team and a game needs to be postponed due to weather or for any other reason, you will need to inform the opposing coach, the EHYSL Age Group Coordinator (AGC) as well as the Referee Assignor as soon as possible. You will need to contact the EFSC Travel Fields Coordinator to find field openings and then agree on a new date/time with the opposing coach. Once that is set, you will need to inform the EHYSL Age Group Coordinator and also your Referee Assignor as to the new date and time. Remember to note the original game date on the lineup card when the game is actually played. NYCSL and EDP have similar rules for game rescheduling. EFSC teams should make sure to coordinate with the clubs field coordinator to properly secure the fields.

#### REFEREE NO-SHOWS

If an assigned referee fails to show, the League office must be notified when the scores are sent in. For developmental age groups, notify the East Fishkill Referee Assignor. The two teams may agree on a substitute who then must officiate the entire game. If the agreed upon substitute is a relative of a player or coach of either team, both coaches must agree, in writing, to the arrangement before the game. Once the substitute referee starts the game, he/she cannot be replaced even if the assigned referee shows up late. The substitute referee shall receive the current HVSRA payment schedule for that age group. Please review NYCSL and EDP procedures for referee no shows.

#### REPORTING

After playing a game, there are several mandatory tasks that must be performed.

#### LEAGUE REPORTING

Scores for all league games must get reported. This means that you will need to login online at [http://apps.tsisportsnet.com/league/l\\_topMenu1.aspx](http://apps.tsisportsnet.com/league/l_topMenu1.aspx) to enter your scores by midnight on Sunday. You will be assigned a login and password by EHYSL prior to each season start. NYCSL and EDP have their own processes for game score reporting.

#### REPORTING OF INJURIES

All player injuries must be reported to the League office using the **Advance Notification of Injury** form. Note that EFSC tries to provide first aid kits to all first year teams. Teams should replenish first aid kits as needed from their own team funds. Ice packs are supplied by the individual teams. A freezer with ice is located in the concession area.

#### MAILING LINEUP CARDS

For EH games only the referee provides the home team's coach with the lineup card for both teams. The home team is then responsible for emailing/ mailing or faxing these to the league office within 1 week to the following address:

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EHYSL, 1906 Rt. 52, Suite C, Hopewell Junction, NY 12533

Office 845-765-2864 Fax 845-765-2866

Current Email: debbie@ehysl.org - please review preseason communications to confirm

### **LISTING IN THE POUGHKEEPSIE JOURNAL**

The Poughkeepsie Journal prints game and tournament scores and results for local teams on Thursdays. It is not necessary that a team submits their scores to the paper but it is always a nice touch for kids to see their names and accomplishments in the paper. During a game or tournament, someone should take on the task of logging positions, scores, goals and assists.

### **LEAGUE GAMES**

If you want your team's league games listed in the Poughkeepsie Journal, your submission should include whether the game was home or away.

1. Record player starting positions. The first time a player enters the game, what position they play. If they change at halftime, don't worry about it. The only positions we use are F=Forward, M=Midfield, D=Defense, G=Goalkeeper.
2. Track player goals and assists (if applicable) on the tracking sheet during each game.
3. Record the Score of the game, both our score and opposing team score.
4. Record if it is a Home game or an Away game.
5. Record the full name of opposing team.
6. Confirm the score with the coaches or referee before submitting.

Below is just an example of what your email should look like. Format should be as follows:

Email Subject: BU11 East Fishkill Rampage (Indicate Home or Away) - Results for Poughkeepsie Journal

Body of the email:

Sept 13 Away game

Under-11 Rampage 8, Florida Crush 2

Goals: Kevin Turi (2), Luke Melvin (2), Chris Scaringe (2), Nick Gartner, Garrett Ossolinski

Assists: Luke Melvin (2), Kevin Turi, Chris Scaringe, Matt Golden,

Forward: Fernando Taborga, Sean Landers

Midfield: Meghan Riccardi, Matt Oliviera, Billy Riccardi,

Defense: Ben Whipple, Karl Volk

Goalkeeper: Brent Kohl

Note: Any player with a goal or an assist should not be listed in their starting position. The goal is to list everyone only once. If everyone in a position such as Forward scores, then remove that position from the email that is submitted. If a player has a goal and an assist, then they can be listed twice. Make sure everyone's name is spelled correctly to avoid "nasty" emails from parents.

### **TOURNAMENTS**

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For tournaments, teams will have to submit the accomplishment to the Poughkeepsie Journal directly (email to [players@poughkeepsiejournal.com](mailto:players@poughkeepsiejournal.com)). Typically you would also attach a team photo of the kids holding their trophies. Some teams just take a team photo early in the season and submit that to the newspaper each time.

When you submit accomplishments such as league titles or tournament wins, you can write a small blurb to accompany the photo. For example, this is a writeup on a winter league title that was submitted along with a photo:

The East Fishkill Rampage claimed 1st place in the BU11 division of the 2009-2010 winter league at The Net in Lagrange. The boys finished undefeated with an 8-0-2 record and outscored their opponents for the season 63-12.

Front Row: Luke Melvin, Bryan Steigerwald, Billy Riccardi, Ben Whipple, Anthony Volpicelli

Back Row: Nick Gartner, Tommy Colman, Matt Oliviera, Kevin Turi, Chris Whipple, Garrett Ossolinski, Mike Ossolinski (Asst Coach)

Missing from Photo: Bill Riccardi (Coach), Fernando Taborga, Max Harris, Karl Volk, Brent Kohl

## TEAM FINANCES

### TEAM ACCOUNT

Each team works from an account managed by the EFSC Treasurer. A portion of registration fees, uniform fees, rollover money from the previous year, etc. gets deposited into this account at the beginning of each season. New teams get seeded with \$200 plus a portion of all player registrations. The coach or manager for each team is responsible for ensuring there are adequate funds in the account to cover expenses that are incurred as a result of running the team. At no point should the account be in the red. At quarterly travel meetings, an official account summary will be available for each team. Whoever is managing the team account should also be maintaining a record of deposits and expenses and should reconcile this with the official statement. This will help ensure your team is not running a deficit. All team finances expenses and deposits must go through the club treasurer and the Travel teams account. Coaches, team managers or any team member should not be maintaining any funds outside of the club accounts. At this point the EFSC does not support any form of electronic team banking or payments systems i.e. Paypal or Venmo.

### CUTTING CHECKS

Whenever it is necessary to cut a check for tournaments, reimbursements, indoor space, trainers, you must make a request with the Club Treasurer. This is handled by submitting a reimbursement request to the Club Treasurer through the EFSC website. These are listed under "Travel" button then "Requests for Treasurer" on the website. They include team deposits, reimbursement requests and referee checks for the season. Remember, it is always best to have a paper trail for all monies. You can also follow up with the Travel directors for any team fund issues. They will work with you and the club treasurer to address any issues.

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### Team Equipment Purchases

All equipment purchases with team funds is property of the team.

### DEPOSITS

At this time, all monies collected from parents are via check or money order made payable to EFSC. **No CASH.**

### PARENT "DONATIONS"

Outside of the deposits that the club makes to your account for things like registration fees, from time to time you will need to request the parents to provide funding. These are in the form of a parent donation made out to EFSC. You may need to do this to fund tournaments, trainers, indoor field rental, indoor leagues, equipment, etc. As a rule of thumb, try to keep a balance in the account that will cover at least two tournaments so you are able to pay for them while you are waiting for all of the parents to contribute. Asking for "donations" can be painful and from time to time it may be necessary to remind parents to pay promptly.

### PARENT APPROVAL FOR EXPENDITURES

The EFSC Travel Program Rules and Guidelines state that parents need to approve any expenditure over \$50. Receipts should be provided for personal expenditures such as equipment reimbursements.

## EFSC MEMORIAL DAY TOURNAMENT (MDT)

### REGISTRATION

EFSC teams must register for the Memorial Day Tournament (MDT) by 1/31. There is no fee for any EFSC team. Registration is handled online via the Gotsoccer.com website. **All EFSC Travel** teams are required to participate in the Clubs home tournament. This is part of registering to be an EFCS travel team and player.

### TOURNAMENT PLANNING

Each team is required to provide 2 representatives to help with the tournament planning. The MDT is the main team fundraiser for the year and in order to get your team's share of the proceeds, participation in the planning and running of the event is mandatory.

### MDT REP

The MDT Rep is responsible for assisting in the event planning and being the intermediary with their team. The MDT Rep usually handles one or more of the vendors associated with planning or running the event. This includes assigning work tasks such as field setup, field reset or one of the on-site jobs such as parking, check-in, awards, bathrooms. In return for all of the time this volunteer contributes, they usually are exempt from the team job requirements during the event but are the main contacts should somebody not show for their assignment.

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During the planning of the event, it is also necessary to help fill some of the brackets. Often, it is the MDT Rep that sends emails to opposing coaches from EHYSL or surrounding leagues to help fill some of the age groups.

### JOURNAL REP

The MDT Journal is an advertising booklet that gets produced and handed out at the tournament each year. A representative from each team will work with the team parents to collect advertisements for the journal. Some parents may choose to make donations rather than collect ads. Of course 100% of the donations are deposited into the team account. All travel teams are required to either have each team player/parent acquire ads or donate a minimum of \$100. Some team increase that fee and use this as one of the Team's primary fundraising events. Teams/players in their final HS season with the club can communicate with the Travel Directors and Club Journal Lead that they will not be participating. Each parent/player is responsible for fundraising either through advertisements or donations.

### PARENT PARTICIPATION

Prior to the tournament start, the MDT Rep will receive a list of jobs that the team is responsible for. This list can be shortened by performing tasks in advance of the tournament such as field setup the Friday before. Since the Head Coach is responsible for Field Marshal duties on the day your team is not playing, they are exempt from other duties. Typically the MDT Rep is also exempt as they have already put in numerous hours planning the event. Failure by any team to show up for their assigned tasks results in a reduction in tournament proceeds for your team. The jobs are usually assigned during the time your team plays/is at the fields.

### TRYOUTS

Tryouts usually begin in early May. As a coach, it is up to you when you hold tryouts, but you are required to conduct at least four different dates. You may choose for them to coincide with practices or hold them as additional dates. You should log every child that comes to a tryout, including how many times. This is a good indicator of their interest level. Make sure you have complete contact information for the parent (name, phone, email) prior to picking the team as you may need to contact them (i.e. cancellation of tryout). Please make sure all players pre-register online for tryouts via [efsc.net](http://efsc.net) under Travel, Tryout Date & Info tab. This is required by the club.

Players are allowed to "play up" only in the case where there is no on-age team for them to play on. Additionally, when a child is one of the best kids on a younger team, they may want to be further challenged by trying out for an older team. In this case, they still need to try out for the on-age team and the parents will need to send a letter to the EFSC Travel Director requesting for their child to play on an older team. This should be done prior to you finalizing the team so it will need to be done early. The Club DOC, Travel Directors and Coaches of the team involved will be part of the evaluation process.

Once you select your team, you should inform those that made it prior to informing the kids that didn't make it. In some cases, kids will try out for more than one team in more than one town and they will have to choose. If they don't choose your team, then you can offer their position to one of the kids that was an alternate. By holding off on informing them, it will save you some headaches.

If you have kids on your current team that are at risk of not being selected, again you may have to have a conversation in advance with their parents. This gives them the option of putting them in skills clinics to improve, change their attitude if that is the problem, or simply start looking to try out for another team. While nobody wants to hear that their child is having difficulty, it is much better than letting them know before it is too late and all tryout options for other teams have been closed out. If Coaches are cutting players they should make the Travel Directors aware so that it can be reviewed by the TPC. This doesn't mean coaches can't cut players, it is just making sure that all players and coaches are being treated fairly. This also allows the club to possibly find new homes for the players with-in the club.

### **OPTIONAL ACTIVITIES**

#### **TEAM PICTURES**

EFSC usually organizes Picture Day at the beginning of the Fall season. If you and your team are interested in getting pictures taken, notify the Intramural Director. They will assign the date and times for the Picture Day. As soon as you have a date from EFSC, ask your parents to reserve the date. Note that if a player cannot make it to the team photo, they can go earlier or later for an individual photo that day.

#### **SNACK SCHEDULE**

Younger teams optionally schedule volunteers to bring in a snack/drink for after the games. Please remember to pick up all garbage.

#### **TEAM WEBSITE**

Many teams have developed a team website, where their practice schedules and game schedules are posted. Teams can create their own site at Google.com, TeamSnap.com, SportsSignUp Play or use other apps available. You can also use these apps for sending emails updates/track player availability and post schedules (i.e. who will be at the tournament). It makes it easier to manage a team using this type of website. For a small annual fee, you have additional features such as team stats, payment tracking, etc. It is very helpful in that it also lets each parent indicate their child's availability to games, practices and tournaments.

#### **TEAM PHOTOGRAPHER**

Often one of the parents is a shutterbug. This works out great when they take game and tournament photos and upload them to one of the public sites like Shutterfly, Kodak, Flickr, etc. and let everyone pick the photos they want to print.

## TOURNAMENTS

Tournaments are great bonding exercises for new teams and also a great way to engage in higher levels of competition, often outside of the local teams. The best outdoor tournaments are typically run over holiday weekends such as Labor Day, Columbus Day, Thanksgiving, etc. There are regional tournaments run locally over the winter at the Net Gold's Gym and HVSD (Milton Dome) and also in the summer months.

Soon after the Fall season starts, it is time to begin thinking about the Columbus Day weekend Tournaments. There are several of these run locally including Beekman, MonroeWoodbury and Poughkeepsie. If you are looking for more information about tournaments, talk to some of the other travel coaches or contact the Travel Directors directly for feedback.

If at least one of the coaches is available, you would want to poll the team for availability and interest. Checks will have to be collected to cover the registration cost. It makes sense to round up and have the remaining money go into the team fund (e.g. \$26/player becomes \$30). Parent checks are to be made out to EFSC with your team name in the memo section and will be deposited through the Club Treasurer into the team account.

Once you register (typically online), you will need to request a check to be sent to the tournament director. This is done by sending a reimbursement request to the Club Treasurer and letting them know what tournament and from which team account. The Club also tries to coordinate with our in-house tournament director and send a EFSC check to the host club. This is covered multiple times our monthly travel meetings. Our Club can receive a discount per team if we send a group of teams to a tournament. Please send an email to club tournament director, MDT director and travel directors so this all can be coordinated and used to help solicit those host clubs to come to our MDT.

For outdoor tournaments, parents typically arrange to bring tents, tables, drinks, food and snacks. Tents are especially important on hot days as is typically the case on Memorial Day and Columbus Day Weekends. Be sure to pick up all garbage home and away.

Note that you will need to bring player cards, your approved roster and medical release forms to all tournaments. If it is an out of state tournament, you may also need to get a "Permission to Travel" form approved by the EHYSL office. These are available on the East Hudson website at ehysl.org.

## PERMISSION TO TRAVEL

## Running an EFSC Travel Team August 2019

When playing tournaments outside of Region I (Connecticut, Delaware, Pennsylvania, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York West, Rhode Island, Vermont, Virginia and West Virginia), each team must request a "Permission to Travel" by completing a Travel Authorization online on the Eastern New York Youth Soccer Association site at [enysoccer.com](http://enysoccer.com) website. Travel Authorization will then be sent to you via email.

### GUEST PLAYERS

From time to time, you may need guest players at a tournament when some of your players are unavailable. Most tournaments allow for this but set a limit on how many can play for you. Usually it is no more than three guest players. When you have found a guest player, a Guest Player Release form will have to be filled out. The coach, assistant coach or manager on record from the guest player will have to sign the form. The receiving coach will also have to sign it and then fax/email it down to the EHYSL office. It usually takes a day for them to stamp it and fax it back. You will need to submit this along with your roster upon tournament check-in. Also note that the guest player will need to bring their player card and complete a medical release form. Make sure to return back their player card after the tournament. For USClub and EDP teams follow the tournament rules for guest players. "In-house" players for some tournaments are not considered guests. Please be courteous to your peers and ask the coaches of the team you are borrowing player from before talking with the player/parents.

### WINTER SOCCER

The start of the Fall Season is also the time to begin planning for your team's winter activities. You'll need to get a feel for what the team commitment level will be during the winter season. There are several options which can be rather expensive for new teams without the benefit of prior fundraising.

### WINTER LEAGUES

The Net at Gold's Gym in LaGrange has a league that runs on Saturdays (Boys) and Sundays (Girls). Since there is more demand for boys, they tend to run age groups as young as U9. Usually the boys start no earlier than U9 and the girls U10. The league runs Dec-Mar.

### WINTER PRACTICES

Sometimes, the younger teams are offered practice time in one of the school gyms. It is on a basketball court which is a fast surface but can help with learning ball control and passing. The time slots are few and far between so you shouldn't count on this as an option. There are a few options to consider depending upon your team's interest and budget:

The Net at Gold's Gym in Lagrange:

Most teams will commit to 20 weeks from November to the end of March. Rough cost total is \$2,500.00, which can be offset by team funds. The net space is coordinated through the club. The EFSC has worked with the Net on time slots and now controls all team winter practice sessions at the Net.

## Running an EFSC Travel Team August 2019

The Carmel Sports Club in Carmel also is a new turf facility with similar costs. Please reach out to the club Travel directors for additional winter space needs.

**Note:** There are teams that may be interested in splitting time or space with other teams. You will need to consider if you actually need the full space or would rather alternate weeks. Poll your team early, so when the time comes to secure space, you will know what your team is willing to participate in.

### **OUTSIDE THE CLUB OPPORTUNITIES**

There are several options for clinics and camps where skills training, including goalie, finishing and general foot-skills are available. There are also regional websites where you will find out about tournaments and other information. Please note that some of these programs have their own teams and as the players get older, you should be concerned about your player getting “poached” by them.

#### CAMPS Recommendations

- Leyton Orient FC Summer Camp (Rt.52 Complex)
- New York Soccer Academy Summer Camp (Rt.52 Complex/The Net Gold’s Gym)
- Coerver NY Summer Camp (Rt.52 Complex)
- Vassar Advanced Camp

#### Skills Clinics

- New York Soccer Academy at The Net (at Gold’s Gym)
- Coerver NY at The Net (at Hudson Valley Sports Dome))

All items may not have been covered in this Handbook or in our travel guidelines. For items that are not covered or further classification is needed, please reach out to the TPC or the Club’s Travel Directors. They will review and provide the Club’s guidance or directions the team, coach, player or parents should follow. All decisions by the TPC/MB will be the final say for all items.