

**CCUnited**  
**Coaching**  
**Administrative Manual**

Seasonal Year Fall 2008 – Spring 2009

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# General Information

## 1. Team Formation

### 1.1. Contacting Team

- You will be e-mailed as soon as your roster is available online over the next few days. Please make initial contact with your player within the first 48 hours.
- If e-mailing your team please request a return response so you know your note has been received
- You have access to multiple phone numbers and e-mail address through the online system. Please use them to make contact if you are having difficulty.
- If you have not made contact with a player within 72 hours notify the team formation coordinator immediately at the address at the bottom of the document so that adjustments can be made.

### 1.2. Placement Issues

- If parents report ANY issues with their child's placement, report them to the Team Formation Coordinator immediately. Do not hold onto them to see if they will resolve themselves. We cannot resolve or discuss issues we are not aware of. All issues should be e-mailed in as soon as possible by the coach. E-mail should include the team, player, issue and the best way to contact the parent.
- You may provide the e-mail contact information for the Team Formation Coordinator to parents. If you have it the phone number should not be given out to parents.

### 1.3. Uniforms & Equipment

- Uniforms will be available for pick up at Soccer USA which is located on the SE corner of the intersection of Anderson Mill Rd and 183. You will be notified via e-mail when uniforms are available. One representative per team must pick up uniforms for the entire team. Do not have your team meet at SoccerUSA to do this.
- Each child will receive a pair of shorts, a pair of socks and a jersey. These should be worn to all games. Players must provide their own shin guards which are required for all games and practices.
- Uniforms are package with multiple sizes distributed to a team. Do not let your players start selecting their jersey numbers at random. Uniforms should be stacked by size and players lined up by size and handed out largest to smallest.
- We cannot get smaller sized uniforms. Shorts have draw strings and can be folded over and jerseys tucked in to accommodate smaller players. If you have larger players whose jerseys do not fit contact Theresa immediately at the e-mail address at the bottom of this document. We will get one swapped out for you.
- Each player should bring a soccer ball to practice. U5-U8 uses a size 3 ball, U9-U12 uses a size 4 ball, U13 and up uses a size 5 ball.
- Cleats are not required. Turf shoes or even tennis shoes are acceptable.

### 1.4. Practice Space Information

- Every team not practicing in Steiner Ranch, River Place or Block House Creek will be assigned practice space.
- Game Fields are **off limits** at both Milburn and Williamson County.
- Respect the space of others at practice.

- If an issue occurs, please remember when you are working on it that we need to play nice in the sand box. E-mail issues and we can help you solve them.
- Teams **must** practice at assigned practice locations. Any location change needs to be approved by CCUnited.

## 2. Bad Weather Contingency Plans and Policies

### 2.1. Lightning

- CCUnited has a very strict policy in place to ensure the safety of our players and volunteers. Lightning causes around 100 deaths in the U.S annually, more than hurricanes and tornadoes combined. At the first sighting, get OFF the fields. Do NOT seek shelter under trees. You should get in your vehicles or indoor if possible. You are required to wait 30 minutes after the last sighting to resume activity.

### 2.2. Field Closures

- If it rains heavily before practice, check the website for field closure. If the fields get closed, it will be shown in red next to the field names. If all the fields are listed closed, even if your space is not listed, and even if the “last Updated” is from the day before, it means all practice spaces are closed.
- If it rains heavily the night before games, our field commissioner and/or president will evaluate the fields early Saturday morning. We try to give as much time to the fields to dry as possible so notices may come really late.

## 3. Fundraiser

- After much deliberation, CCUnited has decided to forego the fundraiser this year. In order to keep fees in check and not have to do fundraisers in the future, we are currently looking for sponsors. If you think you can help in any way, please contact [admin@ccunited.com](mailto:admin@ccunited.com).

## 4. Additional Paperwork

### 4.1. Principles of Conduct

- Fill it in and give them back to Administrative Staff. If you get an assistant, or have an assistant coach, or are the assistant coach and the coach couldn't be at the coaches' meeting, have them fill the second form and drop it off at the concession stand at Milburn. This is your code of conduct, read it!

### 4.2. Medical Release

- We provided blank Medical Release forms. They need to be filled in the first time you meet your team and you need to have them on hand during practices AND games.

### 4.3. Online Documents

- Medical Release and Principles of conduct forms, as well as various practice outlines and other helpful information are available on the CCUnited Website. Click on the Documents tab in the left blue column.

### 4.4. Risk Management

- USSF regulations dictate that all persons working with children have background checks done. New policy voted on by the CAYSA Clubs have affected how this registration is done. From now on, Under 11 and Older team coaches will need to register for Kidsafe through Affinity. Under 10 and Younger team coaches will do their Kidsafe registration through e7(Our registration database is e7). If a volunteer is coaching both , they will need to do their kidsafe registration through Affinity and we will do the rest.
- For further details, please see the age group appropriate section below.

## Under 10 and Younger

### 1. Kidsafe

- The volunteer registration system is online. Make sure you submit your kidsafe registration in the correct system.
- Our administrator prints your volunteer badge from the registration database and it will be available for pick up at the concession stand at Milburn Park. Alternate arrangements can be made for teams not playing games at Milburn.
- It is IMPERATIVE that you get this done. Without the background check, you will not be allowed to coach and we may have to dismantle the team you are coaching. Do not delay! The Kidsafe registration link is on the homepage. Contact [admin@ccunited.com](mailto:admin@ccunited.com) ASAP if you encounter any problems.

### 2. Schedules

#### 2.1. Rain-outs

- In the event a whole Saturday gets rained out, you do not have to do anything. The games will be moved to a Saturday at the end of the season. In case only a few games get rained out though (Fields reopen at 10am, all 8:30 and 8:45 games were cancelled), please follow the process outlined under “Conflicts” below.

#### 2.2. Schedule Conflicts

- In case of a conflict, contact the coach of the team you were scheduled to play on the date of the conflict and figure out another time or date and time to play. Due to the increasing number or reschedule request, CCUnited is adopting the following policy:
  - No game may be rescheduled during the existing schedule.
  - You may move the game to later the same day after games are done for a particular set of fields( Fields 1 through 6 for U5-U6, fields 7 through 12 for U7-U8) or move it to a Sunday between 1 and 3pm

- Once you agree on a time, email ccu-scheduler@suddenlink.net the original game pairing, date, and time and the new date and time you have agreed upon.
- The opposing coach does not have to agree to move the game. If that is the case, the coach with the conflict needs to get someone to cover his game for him.

## Under 11 and Older Division 3 and Division 2

### 1. Kidsafe

- The volunteer registration system is online. Since CCUnited is not using the same program for registration as the State Office is using for data safekeeping, the registrations you have completed through our website does not submit you to the background check.
- Our administrator prints your volunteer badge from the Official State Registry and it will be available for pick up with your rosters and player cards from our registrar. Contact our registrar at admin@ccunited.com.
- It is IMPERATIVE that you get this done. Without the background check, you will not be allowed to coach and we may have to dismantle the team you are coaching. Do not delay! The Kidsafe registration link is on the homepage. Contact admin@ccunited.com ASAP if you encounter any problems.
- CCUnited has put together the following Instructions for new registration:
  - You WILL find this a little confusing as it is not in the format you are used to. The Registration will be labeled Administrator/Coach application at first, then drops the coach completely and only calls it Administrator. Keep going with it anyway.
  - From the CCUnited Account Access and Online Registration, click on "Registration"
  - Registration Type, click "Coaching Application"
  - Returning Coach/Administrator, select the appropriate
  - Administrator/Coach Account Verification: Fill in the left side then click on "Login using Account information"
  - The next screen will depend on whether or not the system recognizes you. Some info has been uploaded but I'm not sure which has or has not.
  - Family Account Verification, be sure to list yourself as a coach if it only lists you as a Parent/Guardian.
  - Household Address, Verify and click "Continue"
  - Coach/ Administrator Application: Click "Skip" if the first contact listed with the arrow is not you until you get a screen with the arrow pointed at your name. Under 11 and up is Rec D 3 or Comp D 2. If you do not know whether you're Div 3 or Div 2, that means you're Rec D 3. Once you've made your selection click "Create Application". If it then moves to someone else listed after your name, click "Skip" until you move on to the next screen.
  - Coach/Administrator Details, check your info. This is one of those screens where "Coach" disappears past the page Header. Under "Administrator Information", that means you, be sure to make a selection for "Levels of Play" AND "Positions". If after

clicking "Continue" you do get to a player Details page, read through and click "Continue" until it gets to next page(Fixing whatever required fields if it comes up. Those show up in red if they're missing information).

- Registration Summary, Check it and click on "Continue"

And then FINALLY, you will get the "Thank You" screen!

## 2. Required Paperwork

Once players reach the Under 11 age, teams start playing the 11v11 format on the big field with a maximum roster of 18. Most clubs do not have enough teams to play in-house so the teams are registered to play in the CAYSA administered leagues. The Fall Season has division pure leagues whereas the Spring season is "Cup" Play, where teams are placed according to Fall records to provide as close a competition as possible.

Because teams will be playing against other club teams, the requirement for paperwork is more vigorous. To play those league games you must have at all times and ready to produce to any official who asks for it:

- An Official Roster, printed from Affinity(The STYSA mandated program) and signed by your club registrar. It cannot be signed by any board member or by the coach. It has to be signed by the official registrar, recognized by CAYSA. Your CCUnited Registrar can be contacted at admin@ccunited.com.
- Player Cards for each of the players, printed from Affinity, signed by your club registrar, signed by the player, with recent, recognizable, player photo attached and the card laminated. The cards must show Player Name, player ID, Team name and Team ID. If any of those requirements are not met, the cards are not considered valid and the game can end up in a forfeit. There are **NO guest players allowed during league and cup play**. So if the player card you have for one of your players does not have the correct team name on it, they cannot be allowed to play, or the game will end in a forfeit.
- Kidsafe badges for all the staff attached to the team and present on the player/team sideline. No Adult without a kidsafe badge may be allowed on the sideline with the players. No adult noted on the roster may be allowed on the sideline with the players, regardless of whether they have a kidsafe badge or not.
- Medical release forms properly filled in for each of the players for your protection and theirs.
- Copies of birth certificates for each of your players

**Note:** Player cards are valid for the entire seasonal year. If you are coaching the Fall and the following Spring Season, you will only get player cards for the new players in the Spring season. Do not dispose of the cards!!! Players may transfer from your Fall team to another team in the Spring and they will need their player card. The player card is the property of the player! If the parents ask for it so their child can guest play in a tournament with another team or if they are transferring to another team, you must give it to them! However the parents need to understand that you will need the card back before the next league game(in case the child was guest playing) or he will have to sit for lack of necessary paperwork to produce to the referees or any official who asks for it.

### 3. Scheduling

Your home fields are at Williamson County Park (WCRP). The email address to use for scheduling is [ccu-scheduler@suddenlink.net](mailto:ccu-scheduler@suddenlink.net). Division 2 and 3 teams, you should receive your game scheduling grid directly from your CAYSA Coordinator.

Please read everything that follows.

First and foremost, **when you email the scheduler, please include your correct team name, club name and age group in the subject line:** For Example: CCUnited U13G Wolves Scheduling dates

The process is as follows: You will send the scheduler your home game dates. If you wish, you may give one time option per game. Morning, Noon, early afternoon, late afternoon, those are your options.

She will give you timeslots, fields and times for those dates as well as attach a "Confirmation Grid" in Excel.

1. You call your opponents. one of two things will happen:
  - o the assigned time works for them, the game is now confirmed FOR YOU. Go to point 2.
  - o the time doesn't work for them, you find out what does work and email me for availability. You are back to point 2.
2. You put that confirmed game in the Confirmation Grid". Be sure to change its name adding your official team name (Confirmation Grid CCU U13G Wolves). Example: Confirmation Grid CCU U13G Wolves.xls if you are attaching it in Excel. You must send back your confirmation grid to your Scheduler once all the games are confirmed. You may confirm games as you go to reserve slots but you will have to send back your grid when it is all said and done.
3. The scheduler will email you back and confirm date, time and field number as well as opponents for each of your games.

Some of this seems redundant, however redundancy helps accuracy. Consider how bad it would be to come to a field with opponents at 7:15am for an 8am game and no referee ever shows up.

### 4. MISCELLANEOUS

- Try to schedule as many games as possible early in the season, you'll be thankful later!
- Any changes in the schedule need to be confirmed at least 7 days before the game you are trying to change is originally confirmed for.
- Don't forget to run your schedule by your parents when it's all said and done. Once your confirmation grid comes back to me, your schedule is FINAL.
- I will make every effort to work with you on conflicts. You should know though that the team that confirmed their schedule first will be given preference to not have to move their games.

- As you might have guessed above, referee crews are assigned per my grid so it is very important we be on the same page.
- There are **NO weeknight games at WCRP**

## 5. Your Online Tool, e7

The system we use for registration, administration and communication is e7Sports. The system used for Official Rosters, Player Cards and reporting is Affinity. This is why as a Under11 and Older coach you had to complete two registrations, the Coach/Volunteer Registration and the Kidsafe Registration. The Kidsafe Registration is what allows for you to be added to the Official roster, without which you cannot be allowed on the Player side.

### 5.1. Accessing your roster

You can easily access your roster by going to [www.ccunited.com](http://www.ccunited.com) and clicking on the Coach Login button, located in the blue column on the left side of the screen and entering your Username and Password. Once you get to the Main Menu, you will see the following options:

- Registrations
- Players
- Teams
- Setup
- Personal Information.

Click on Teams. You will then get a choice between:

- View Team Roster
- Print Team Roster
- Print team Game Report

Click on View Team roster. If you are coaching more than one team, you will see several entries preceded by a Magnifying glass Icon. Click on the Icon and it will take you to the Roster. If you are coaching more than one team but can only see one entry, please let our staff know so you can be attached to all relevant teams.

Note: You will not be attached to a team unless you are coaching, assistant coaching, or managing the team. You cannot be attached as a parent.

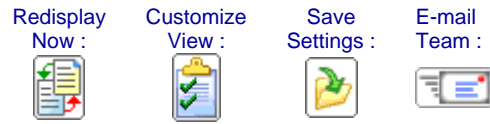
Note: **If you coached previously**, when you log in the first time you will log in to the rosters of the last season you coached, EVEN IF you registered this season. You will need to go to Setup, Change Season, click on Spring 2008 and make sure you select Yes for Set as Default.

### 5.2. Emailing your team

Once you have reached the team roster page, you can email the entire team by Clicking on the Letter Icon described below. Using the system enables you to email everyone and all the email addresses the parents listed when signing up. It also filters the addresses so if an email address is noted more than once, the parent will only get one email.

### 5.3. Customizing your roster access

Above the roster are 4 Icons:



By clicking on the Customize Icon, you can select more information for each player than listed with the set defaults. If you wish to always see what you selected, once you get back to the roster page, click on the Save Icon and every time you log in you will be able to see the selected information.