# Clarence Soccer Club Contacts

The following list should be used to contact an intermediary to resolve conflicts between coaches, referees, players, or parents as quickly as possible as situations arise. The expectation is that one of these people will be on-site with their cell phone and can act quickly.

|  |  |  |  |
| --- | --- | --- | --- |
| Roger Showalter | House League Director | 361-5410 | [roger@buffalotungsten.com](mailto:Chris.probst.67@gmail.com) |
| Chris Probst | Assistant Director | 803-2737 | chris.probst@invoke.com |
|  | Division 6 manager |  |  |
| Steve Cappellucci | Division 1 manager | 228-0560 | stvcapp@aol.com |
| Chris Kausner | Division 2 manager | 812-2686 | ckausner@yahoo.com |
| Frank Pepe | Division 3 manager | 812-5022 | frankapepe@gamil.com |
| Scott Zgoda | Division 4 manager | 903-5791 | szgoda@bisonbag.com |
| Tyler Showalter | Division 5 manager | 361-5413 | tgs911m3@yahoo.com |
| Jose Navarro | Director of Referees | 536-4589 | josyda95@gmail.com |

Useful contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Cheryl Schultz | Registration Manager | 741-2885 | cscregistration@hotmail.com |
| Tom Karanas | Director of Coaching | 310-9122 | cscdirectorofcoaching@gmail.com |
| Ashley Fisgus | Volunteer Director | 471-0774 | afisgus@gmail.com |
| Jason Lahti | Equipment/uniforms | 361-5414 | jasonlahti@gmail.com |
| Jeff Showalter | Trophy Manager | 361-5411 | jeffrey@buffalotungsten.com |

# Website

<https://www.clarencesoccer.org/house>

Please refer to our House League website for the following information:

* Division Formats
* League Calendar
* Rosters
* Schedules
* Results & Standings
* Coaching Resources
* Field Closings
* Playoff schedules
* Contact Information

We will do our best to keep these pages updated but please recognize that there will be times when the information will lag. Please be patient with us.

# Coach Manual

Please print off a copy of the Complete Coach Manual from the House website (under the Coach Resources tab) and read it. Know what it says and keep the manual in your folder so you always have it for reference.

Youth Protection Program

* **Purpose**

The Clarence Soccer Club (CSC) understands the importance of protecting youth in the community and in our programs and therefore wishes to provide a safe and secure environment. The Board of Directors of the Clarence Soccer Club has adopted this policy on 7/1/2019 in order to provide practices that will **protect youth from incidents of misconduct or inappropriate behavior and also protect the employees and volunteers from false accusations**.

* **Policy**
  + Registered Sex Offenders (Levels 1, 2, & 3) will NOT be permitted to administer or coach in CSC House League.
  + All House League staff and parent coaches will be trained to CSC Youth Protection Guidelines.
  + Records of all background checks and training to be kept for 7 years.
* **Background Check**
* All adult administrators and coaches (18 years and older) to supply personal information as follows:
  + Full Name
  + Current Address
  + Date of Birth
* This information to be checked against NYS Registered Sex Registry for Level 1, 2, & 3 offenders. Anyone determined to be on this list will not permitted to coach or administer in the CSC House League.
* **Youth Protection Guidelines**

1. **Two-Deep” Coaching** 
   * 1. Never, ever coach alone. If one coach will not be there for a practice or game, ask another parent to stay with you, even if they only observe from the sideline.
     2. Always make sure that there is at least one other adult parent with you when you are with any child other than your own.
     3. This is for your protection as much as the children’s.
2. **Stay Visible**
   1. Always be on the field or in a public area, if you are with any of your players.
   2. Staff members will never be alone with an individual youth where they are not observable by others.
3. **All team communications must be with parents.** 
   1. Do not contact any players directly (i.e. text, social media, etc.)
4. **Wear a CSC coach shirt to identify yourself as a coach.** 
   1. Wear it to every practice and game if possible.
   2. Previous year shirts acceptable.
5. **Youth never to be left unsupervised.**
6. **Know your parents.** 
   1. Do not release youth to anyone other than parents, legal guardians, or other known family members who they arrived with.
   2. Call the parent if any questions about who is picking them up.
7. **Prevent Bullying:** 
   1. Utilize constructive methods for maintaining group control and managing youth behavior. Never demean and insult any of your players.
   2. Do not allow any bullying to any of your players, even from their teammates.
8. **Parents will always be allowed to observe practices and games.**
9. **Enlist Parental Support:**
   1. Notify your parents about these rules and ask them for their support to help protect our children.
10. **Avoid inappropriate and/or affectionate touching of your players.**

Injuries / First Aid

* Help us limit any rough play by players to avoid injuries.
* Head injuries – please take any hits to the head seriously.
  + Remove the player from the game if any hit to the head.
  + Do not return player to the game unless 100% sure that there are no lingering effects.
  + Notify parent after the game that their player was hit in the head.
* Ice and some simple First Aid items are available in the club house.
* Have parent take any injured player to doctor/hospital. Call 911 if there is an emergency or serious injury.
* Accident report for any injury requiring medical attention. Blank forms are on the Coach Resource webpage: <https://www.clarencesoccer.org/page/show/2716365-coach-resources> Please send completed form to your Division Manager.

### Coach Responsibilities

* Coaches are responsible for player safety first and foremost.
* Coaches are directly responsible to their Division Manager.
* Coaches shall conduct their activities on the field to the best interest of the game, sportsmanship and the Clarence House League.
* No coach shall make public announcements or publications concerning the House League, or the Clarence Soccer Club without specific consent of the Clarence House League Committee.
* Coaches are only allowed to coach from their half of the field. No coaching is allowed behind or next to the nets or from the spectator side of the field.
* Coaches must ensure that parents abide by the rules set forth for the coaches. Parents must not coach from the sidelines or around the nets.
* A coach should approach a referee with questions as per the policy outlined in the Referee Instructions section. Care should be taken to keep comments about the referee’s decisions in-check and to follow the policy to deal with game-time issues. Screaming at a referee will not change a call and will not be tolerated.
* Coaches are responsible for recruiting a sideline judge to assist the referee with out of bounds calls (remember, the ball must fully cross the line).
* Coaches are responsible for ensuring all players are getting as equal playing time as possible. This is the House League policy.
* You are the person most responsible (besides the player him/herself) as to the type of experience your players will have on this team. Let’s make it the best experience possible so that our kids will remember it for the rest of their lives.

# What you need to know today:

* Your Coach Bag has everything you need to go get started: Roster, Schedule, Player Medical Info, Uniforms. If you are missing anything, please contact your Division Manager ASAP.
* **Contact your team as soon as possible! Please don’t delay. Set a practice schedule, provide your contact info, and share your game schedule.**
* Schedule to have a parent meeting during one of your practices
* Practices may be scheduled at any open CSC fields and/or town/school green space on a first come-first serve basis. If the field has already scheduled for travel soccer games or other scheduled leagues then please be courteous and move to another open space.
* Know the Inclement Weather policy! Check the website or call the CSC Weather Hotline 741-2885 for updates but Coaches and Referees are expected to be able to respond appropriately if the in-game weather conditions require.
* Contact your Division Manager if any games require a re-schedule.
* Please refer to the webpage for individual formats (players per team, ball size, game length) for each league. Divisions 4 & 5 have a special format:

**Div 5:** Each game will consist of ½ training and ½ small game. 1 Coach from each team will be on the field to help coach and referee.

**Div 4:** Each weekday game will consist of ½ training and ½ game refereed by the coaches. Saturday games will be a normal game and will include a referee.

Contact your Division Manager if any questions on format.

* Recent rule changes to be aware of:
  + **All Divs** – Kick Offs in any direction now allowed.
  + **Divs 3 & 4** (& **Div 5**) – retreat lines for goal kicks, goalie possession, etc.
  + **Divs 3, 4, & 5.** No intentional heading of the ball during games – an Indirect free kick will be assessed for any intentional headers.
* Players may only play a maximum of ½ of any game in the position of goalie.
* Know the Call-up procedure: players can be called only from your farm team or floating teams only; only call players up if you will have less than 2 subs; never call players from 2 divisions below or from your own division.
* Uniforms – Please do not allow your players choose uniforms based on a desired number. The most important requirement is that a Uniform must fit so assign uniforms based on size! Contact our Uniform Manager ASAP if any issues.
* Coach and parent behavior is paramount to a healthy experience. DO NOT ABUSE REFEREES!
* Most important rule in all of House League:

All players play **equal** time.

Outline for Parent/Coaches Meeting

1. Introduce yourself (perhaps a little background) and provide your contact info.
2. Give out information such as; Team Name, Division, # games, date of first game, date of last game, length of each quarter, ball size for the division, etc.
3. Give a brief description of how the teams were drawn within your division. Each team is computer selected with an emphasis on parity. They are balanced for age, gender, and skill level/rating.
4. Go over the club volunteering policy. Parents **must** go on-line ([www.clarencesoccer.org](http://www.clarencesoccer.org) → Dibs) and select a volunteering event and time slot in order to get their deposit back. There are plenty of opportunities to volunteer (snack-bar, net setup and take down, etc.) but these opportunities are only released a few weeks at a time so please be sure to check the postings regularly.
5. Go over game-time responsibilities: no coaching from the sidelines or behind the nets, keep comments positive, etc.
6. Goals for this season: Develop skills and have fun
7. Explain the Club policy concerning playing time. All players must play **as equal as possible** with a minimum of ½ of the game.
8. Coaches rules for their players: Policies for practices and games, rules of conduct, etc.
9. *Each player must wear shin-guards & bring their ball to each practice.*
10. Rules for conduct of parents on sidelines during games. No abuse of referee or other players. Since coaches are responsible for the conduct of their team’s parents and players, they may request that the parents stop abusive conduct (such as shouting at referees) or leave the sidelines. Referees are all volunteers. If we lose them, we can’t have a league. Children will pick up the attitude of the coach and parents. We are trying to teach good sportsmanship. Sometimes that means saying nothing about a poor call or discussing it constructively with the referee after the game if the parent/coach is an authority on the subject.
11. Explain club policy on bad weather play. We will play and often practice in rainy and cold weather. We will not play when there is lightning. Referee and Coaches will make the decision as to playability of the field.
12. Go over the league schedule and practice schedule. Find out vacation plans of each player.
13. State your policy on notifying people of cancellation of practices, etc. Try to set up a text group, email group, Facebook page, etc. to pass the word quickly.
14. Ask for volunteers to help with practices as Assistant Coaches. Most teams are assigned assistants, but more parents involved at practice, the more organized the practice will be. Call on someone if you don’t get volunteers.
15. If you wish to have a treat after games, get someone to be your coordinator who will have parents take a turn in doing this.
16. If you want someone else to do game write-ups for the Clarence Bee, explain it to parents and see if someone else will do it. The job takes about 20 minutes and can be emailed to the Bee as well as phoned in or mailed.
17. Questions – Ask parents if they have any questions on any area you covered or on something you may have missed. Encourage them to call you with questions during the season.