

SHORELAKE SOCCER CLUB

COACHES HANDBOOK

06/29/2016

Contact information for club board members and dates for specific events may be found on our club website, <http://www.shorelake.org>

1. The club will email you your final roster by the 3rd week of July. If you have not received one by then please email your registrar.
You can contact them at the following emails depending on your team age group.
U5-U7 Registration Coordinator: registrar5-7@shorelake.org
U8-U9 Registration Coordinator: registrar8-9@shorelake.org
BU10 & up Registration Coordinator: registrar10-18boys@shorelake.org
GU10 & up Registration Coordinator: registrar10-18girls@shorelake.org
2. Practice field assignments are handled by our Field and Games Operation Manager. He/her will be sending out an email the first part of July asking for your practice field request. If you have not received an email by the time you get your roster please email him/her at fieldops@shorelake.org. You will also be able to sign up in person at our July coaches meeting. This is usually held in the middle of July.
3. All new coaches will receive the following equipment:
Bag, pinnies, cones, whistle, ball pump, game ball and first aid kit.
If you did not receive yours at the July coaches meeting please contact our Parent Representative at parents@shorelake.org.
For all returning coaches if you are missing any of the above items please contact our Parent Representative no later than the end of July. Please note game balls will be given out with uniforms at end of August.
4. Uniforms are ordered when a player registers. The club will email each coach a list of the items your players ordered to help us verify the information. This email will be sent towards the end of July. Uniform orders are turned in to our supplier the first week of August so please help to answer by the deadline mentioned in the email. Uniforms will be distributed at the end of August. Information regarding the pick up date and time will be emailed out mid August or you can look it up on our website under Calendar.

5. Practices start Aug. 1st and games start the first weekend after Labor day.
U5 – U9 games are scheduled by the club.
U5 – U7 play on Saturdays against other Shorelake teams.
U8 & U9 play on Saturdays against other Shorelake teams and Hillwood teams. This is the first chance the kids will get to play against another club team.
U10 & up games are scheduled by SYSA and posted on their website about a week before Labor day weekend. For link to [game schedules click here](#).
U10, 12, 14, GU17, GU18, GU19 play on Sundays.
U11, 13, 15, 16 play on Saturdays.
BU17, BU18 and BU19 play on Saturdays.
6. The club requires all teams to have the following forms filled out and kept with them at all practices and games. All forms can be found on our website at [Coaches / Manager Corner](#), scroll down to Coaching Forms and Information.
 - **Coach Contract** – This form needs to be filled out by every volunteer who coaches the team. As the coach you need to keep the signed form in your notebook. You will also need to make sure anyone who helps with your players is registered as a volunteer on our website. This is a requirement, as they have to go through a background check to be able to work with the kids out on the field.
 - **Shorelake Code of Conduct** – This form needs to be signed by both parent and player of every one on the team.
 - **Medical Authorization to Play** – This is the club's medical release and waiver form. You will need to carry it in addition to the medical release form that you can access via Bonzi (see Team Stream section pt 8). The club's form asks for more detailed information and has a space for emergency contact.
 - **Injury Report** – This form only needs to be filled out and turned into the club only if a player has to see a doctor or if an emergency aid has to be called due to a club-related event. Please send a scan of the report to parents@shorelake.org and the coach should keep the original for his records.
7. Small-sides rules for U5 – U11 can be found on our website at [Coaches/Manager Corner](#), scroll down to Coaching Forms and Information. Please print the rules for your information and make sure your parents are aware of them. Besides the basic rules it lists out the field size, goal size, ball size, roster size, players on field and game duration. U5-U7 coaches have some flexibility to change the division of time if they agree beforehand. If you have any questions on the game or the rules please contact our club development coordinator at development@shorelake.org.
8. Rosters are found in Affinity.
To print rosters you must have a Team Manager, Head Coach or Assistant Coach account on the Online System. If you do not have an account on the

system, contact your League Registrar or Club Administrator. You must also have Popup Blockers turned off in order to proceed with printing.

- 1) Sign on with your username and password
- 2) Click "Teams" tab
- 3) Click "team Info" link to the far right of your team.
- 4) Click on Print Roster Button located at the bottom of your team roster screen.

[This should open the roster in the Crystal reports screen].

NOTE – In the Crystal Report window there are icons that allow you to perform the following functions. By hovering over the icon the system will inform you what function it performs.

1. Export to a different file format -
 2. Print -
 3. Group Hide Tree (rosters are always aligned to the right, to move to flush left, you will need to close the tree using this icon.
- 5) Once you have opened the roster, click on the print icon to print your roster.
 - 6) Another window will open select all and click the Print button
 - 7) If your internet browser has placed a security bar in your Window you will need to repeat Steps 4 & 5 at which time you will be prompted to open or save to save the roster.

TIP: (If you choose to save we recommend saving to your desktop)

- 8) Click on "Open" which opens the roster in Adobe Reader
- 9) Click on the Printer Icon located in the Window tool bar - and then select OK.

9. Next please take the time to visit our website at shorelake.org. There you will find lots of valuable information.
 - **Parents / Player tab** – If your parents have any questions please direct them to our FAQ page found here. We also have a Parents Corner that list simple guidelines for your parents. You may want to review this with them at a team meeting.
 - **Coach / Manager tab** - Here you will find Coaches Corner that has information on clinics and all the forms that you will need as listed in point 6.
 - **Shorelake Info / Policies tab** – Here you will find information regarding the club history, club operation, policies and how to contact us.
 - **Calendar tab** – This shows the events the club has planned both in month-by-month format and list format. Look here for team picture dates.
 - **Links tab** – Gives links to other important organizations connected with our club.
 - **Referee tab** – Here you will find information regarding our referee mentor program and referee clinics sponsored by the club.

10. For information on drills you can access [Byte Size Coaching](#) web site provided by SYSA.

Instructions: After clicking the Byte Size Coaching link above, you'll need to log in to gain access. Once at the site, click "Coach Login" in the top border. To log in, enter (using all lower case letters):

User name: sysa

Password: district1

Once you log in, you'll be able to choose a curriculum for your particular team's age group.