

COACHES HANDBOOK

Hello Royal Oak FC Coaches, and Welcome!

First, thank you for volunteering your time to coach - without you, it would not be possible for us to run our program. We hope you find this information useful in getting started.

If you have any questions not covered in this handbook, please contact us at clubadmin@royaloakfc.com.

1. Coach Credentials

Risk management is a state-required background check for all coaches, assistant coaches, and managers. New coaches must be entered into the GotSoccer system by ROFC; please contact certificates@royaloakfc.com if you have not received your risk management approval.

Returning coaches whose risk management has expired need to update it at <http://home.gotsoccer.com/> Please contact certificates@royaloakfc.com if you need the code for ROFC to pay the \$7.50 fee.

Concussion certificates are required by the state for all coaches. You will be sent instructions on how to complete this online certification. If you have already obtained Heads Up Concussion Certificate, please email it to certificates@royaloakfc.com.

Equipment and Jerseys

ROFC provides equipment to all coaches - pinnies, cones, discs, ice packs, first aid kits, game ball, corner flags or PUGG nets. Each player should have their own ball, shin guards and water bottle. These items are the property of ROFC and need to be returned at the end of your coaching tenure.

Returning coaches, please make sure you have your equipment and flags/PUGGS. Let ROFC know if you need any replacement equipment.

Coaches taking over teams, please let ROFC know whether you've received equipment from the previous coach.

New teams will be contacted to arrange pickup of coaching equipment as soon as it is available.

All teams order new jerseys in the FALL. Jerseys are worn for both Fall and Spring seasons.

2. Rosters

You will receive an email from Blue Sombrero when your rosters are posted (this is typically in mid-August for the Fall season and early April for the Spring season); you should then contact

your players and set up practice schedules. Players may be added to your roster until your team is full, so continue to review your roster on Blue Sombrero often until your team is full. (Full = 10 players thru 2nd grade, 12 for 3rd/4th grade, 15 for 5th/6th grade, 18 for 7th/8th grade.)

We advise all coaches to contact their players as soon as you receive your roster.

1. To access your team's roster:

Login to your Blue Sombrero account at royaloakfc.com

Click the **Volunteer Tab** (on the left side)

Under your name, you will see a **Visit Team Page** button; click it

Click the **Roster** tab, here you will be able to see the names of the players on your team.

2. To communicate with your team, Click the **Email** tab at the top

Type your email message, and don't forget to click on '**Select All**' for recipients!

3. To download a copy of your roster with contact information, Click on **Roster** tab at top, then, Click on **Print Roster**.

- a. Select the **check boxes** of the info you need. I suggest under **PLAYER INFO**: select Player Name, and under **ACCOUNT Info**: select Primary Account Email and Primary Account Cell Phone.
- b. Click **Generate Roster** button. You will see your roster at the bottom, click dropdown for '**Export to the Selected format**', most people pick **Excel**, and you're done!

Some divisions are completely full, so if you find out a player needs to drop, please let us know right away. This may allow us to fill the open spot on your team with the next player on the wait list.

3. Practices

You decide the time, day and place of practice. You are able to practice anywhere other than--a game field, Royal Oak Middle School and Royal Oak High School so pick a park convenient for you! If you are practicing at an elementary school, you also cannot interfere with school activities. You do NOT need to officially schedule practice fields; it's first come, first serve, and please be courteous with each other if multiple teams are using the same area.

You are allowed one practice a season (which you must schedule through our scheduler) on a game field. Otherwise, you are NOT allowed to practice on game fields. ROFC has made our game fields a priority and spends significant resources on them—the only way to keep them in good shape is not to overuse them. "Game fields" are the soccer fields in Royal Oak that are lined and have goals/ nets set up all season. If you see other coaches using game fields for practice, please email clubadmin@royaloakfc.com with the date, time and field. Please do not allow players to hang from the goals. Notify us if you notice loose goal anchors or any other issues.

You may practice in light rain, but are not permitted to practice in severe weather conditions. You must immediately leave the practice area if you hear thunder or see lightning and you may not start practice again until at least thirty minutes after you hear thunder or see lightning.

Drills - There are practice plans on the ROFC website under - Recreational Soccer/Recreational Coaches Documents/Coaches Training Sessions for Recreational Soccer- choose your age division. Do not worry about positions and passing at younger ages; it is more about individual foot skills and having fun.

It can be intimidating contacting parents and running your first practice. Remember that you volunteered and the other parents did not; they are probably very relieved that someone took charge, and it's ok to ask them to help or participate if you want them to. If you are the only coach, feel free to solicit for an assistant coach. Some people are nervous to take on the responsibility of a head coach but would be happy to be an assistant. In the pre-school and kindergarten divisions, the team plays two games simultaneously and they are self ref'd. A second coach or parent volunteer is needed to help direct the kids on the 2nd field.

Practice Duration - make it age-appropriate - younger kids will lose focus after 45 minutes.

Snacks - If you want snacks after games, at your first practice, ask for a volunteer to coordinate snacks. Ask if any kids have food allergies.

4. Games

Please review the [Rules Summary](#) for all the game play rules. It's also a good idea to review this with the ref prior to the game.

Seating - Home team and their spectators sit on the East side (if east/west field) and South side if (north/south) field.

Ref Fees - For pre-school and kindergarten, the games are ref'd by the coaches and/or parents. For the older divisions, you will be provided ref fees at the beginning of the season. ROFC will give you a check to cover the ref fees at the beginning of the season, and the 'Home team' is responsible to pay the referee at the start of the game. **Any unused ref fees must be returned to ROFC.**

Playing Time - All players should play at least half of each half. Because of limitations on when substitutions can be made, it may not be possible for all players to play exactly 50% of each half, but coaches must try to adhere to this guideline as closely as possible.

Scoring - Once a team is up 4 goals, an additional player can be added. Said player will be taken off if the game goes back to a 3 score or less differential.

Weather cancellations and field closures – The ROFC web site shows whether any fields are closed—if the weather is poor or has been poor, check the website to see if games on your field are cancelled—because some fields drain better than others, some fields may be closed while others are open. 'ROFC Fields Update' on the website is updated real time. If a field is closed, you cannot play on it, even if both coaches want to play. We need to protect our fields, and playing on them when they are too wet can cause problems for the remainder of the year.

Thunder/Lightning - If thunder or lightning are observed, a weather delay occurs or the game is canceled. Unless the ROFC website shows that your game field is closed, you should always show up to the field for your game, regardless of the weather. Only referees cancel games due to weather.

Equipment – For second year pre-school and kindergarten, the teams are split and two games are played at the same time. Both teams need to bring their PUGG nets as goals for the games. For the older divisions, the home team is responsible to bring the corner flags and game ball.

No Ref - If you do not have a ref at your field 15 minutes before game time, please call ref scheduler Erich at 248-467-7846.

Player Insurance - Every ROFC player is covered with health insurance through the MSYSA. In the event of an injury during soccer play, this insurance may serve as primary or secondary insurance coverage. The injury must be reported promptly in writing or the ability to make an insurance claim is forfeited. Either the coach or the parent must report the incident, in writing, to dcain@royaloakfc.com within 48 hours of the incident. If within 24 hours, you do not get a response acknowledging receipt of your e-mail, you must follow up with both individuals.

5. Scheduling

Blackout Dates - We understand that you have other commitments and will try to not schedule games during periods of time when you are not available. If you coach another team, or know of a weekend or day that you will be unavailable for a game, please complete our online

blackout form under Recreational Soccer/Recreational Coaches Documents. You should also indicate days of the week that you are not available due to work schedules. Our scheduler can only honor so many blackout dates; if you include more than 3 specific dates, it is likely the additional dates will not be honored.

Schedule – Our fall season starts the first weekend following Labor Day and runs through the end of October. Opening day and team pictures are at Quickstad. You will be sent an e-mail with a link to register for your team's picture time, and you must schedule through this link. Our Spring season typically starts around the middle of April.

We schedule 10 games for each team; most are on weekends, but due to the short season, some will be on weeknights. Fall schedules will not be ready until late August, and Spring schedules will be ready in April. When schedules are released, you will be contacted with more information.

Reschedule procedure: If you must reschedule a game:

- Contact the opposing coach using Head Coach Contact List found on the ROFC web site under the Recreational Soccer/Recreational Coaches Documents drop down.
- Agree upon a new date and time for the game using the field availability lists found on the ROFC web site under the Recreational Soccer/Recreational Coaches Documents drop down.
- Once the game time and field is agreed upon, BOTH coaches must e-mail scheduler@royaloakfc.com requesting the game change – please make sure to reference your game number (found on the schedule) in your email.
- Please provide **at least a week in advance** notice of any rescheduled games; this allows the scheduler to advise the ref scheduler so refs are canceled/rescheduled as well.
 - There are **NO** reschedules allowed less than 3 full days before your game. For example, if your game is on Saturday, you must complete the reschedule procedure (listed above) by Tuesday. If this is not accomplished, and your team does not show up, you forfeit the game, and these games are not rescheduled.
 - If you have to cancel the game within 24 hours of game time, you must notify scheduler@royaloakfc.com (or arrange for another parent on your team to) as soon as possible. In these cases, the referees still get paid, so you must go to the game field at your originally scheduled game time to pay the referee. These games will not be rescheduled.

6. Info and Calendar on Website

Our website contains much of the information you and your players need throughout the season. Many coaches' documents (Rules Summary, Field Permit, Game Sheets) will be located under the Recreational Soccer/Recreational Coaches Documents. Maps to game fields can also be found on our website.

A calendar of all of our events is also maintained on the website — see the bottom right of the home page.

7. End of Season

Ref Fees - You may have unused Ref Fees at the end of the season because one or more of your home games wasn't played. Please mail a check to ROFC, P.O. Box 977, Royal Oak, MI 48068-0977, for any unused ref fees.

Next Season - Returning players from last season are guaranteed a returning spot on your team if they sign up on time. The same team sign up deadline will be communicated on Facebook, the website and via e-mail. Please do not promise anyone a place on your team, as ROFC Administrators place players, and you will not know the landscape of requests for the following season.

8. Miscellaneous

Spam. If you receive an e-mail from ROFC at the beginning of the year, please let your parents know and tell them to check their spam folder to make sure they received it.

Facebook. Please encourage your parents to “Like” our Facebook page so that they do not miss important information.

Events. When we have club wide events, like Opening Day, the Memorial Day Parade, restaurant nights, and the 3v3 Crown Cup, please also let your team know and encourage them to attend. As a coach, they will listen to you, and the event can be more fun if parents organize getting teammates to go together.

9. Feedback

If you have suggestions for improving the Club, please e-mail the President, Chris Maeso, at president@royaloakfc.com.

Thank you for volunteering!