

RYSA Recreation League Age Group Coordinator Guidelines

Last Modified April 20, 2011

Coordinator Responsibilities

The main roles of the Recreation League Age Group Coordinator (AGC) are:

- Attend Rec League Committee meetings
- Help determine the number of teams for a given age group prior to each season
- Verify that volunteers that registered to be coaches are still able and willing to coach
- Recruit the necessary number of coaches to cover the number of teams for a given age group
- Group coaches as requested or as you see fit.
- Form teams (Rochester AGCs only: Teams formed based as much as possible by quadrant of town)
- Assign late registrations to appropriate teams and notifying coaches of newly added players if necessary.
- Attend the coach's meeting twice a year to help distribute rosters, shirts, schedules, etc.
- Forward emails to the coaches of your teams as needed throughout the season with information sent to you by the RYSA office or Rec Chair
- Volunteer for shifts as field marshal at the Fuad or Watson equipment sheds for part of one or more Saturdays during the season
- Be the initial focal point for parent emails and/or phone calls for the grade level or town that you are coordinating.

Recreation League Committee Meetings

Recreation League Committee meetings are held approximately 8 times per year usually on the 2nd Thursday of the month. The meetings are held at Soccer World south starting at 7:00 and usually last about 1 hour. Age group coordinators are asked to attend as many of these meetings as possible but especially at these two times in the year:

1. When final team counts for the season are being determined (early February and July).
The committee will meet and look over the registration numbers for each grade. First we determine how many teams each of the outlying towns will have for each grade and then the number of Rochester teams so that the final team count is even. Information for each grade level is shown in the following table. Team roster sizes should never exceed the maximum listed here unless approved by the Rec Chair and/or coaches for the impacted team.

Grade	Maximum Roster Size	Game Format	Game Duration	Ball Size
1 and 2	12	Two 4 v 4 (simultaneous games)	10 minute quarters	3
3 and 4	10	6 v 6	12 minute quarters	4
5 and 6	12	8 v 8	15 minute quarters	4
7 and 8	16	11 x 11	35 minute halves	5
9 through 12	18	11 v 11	40 minute halves	5

2. When we do final roster checking before the coach's meeting (early March and August). This meeting is important so that the coordinators can double check all rosters to be sure all coaching assignments and practice field/time requests are correct. Also rosters should be checked to ensure that coaches and their children and all siblings are on the same team (unless requested otherwise).

Coach Recruiting and Assigning

Many parents/adults will volunteer in the Cogan system to be coaches when they register their child to play but it's very rare that enough people do that to sufficiently cover the teams. As an age group coordinator you will be expected to recruit the number of coaches needed so that your teams are adequately covered. Here are some guidelines for recruiting and assigning coaches to your teams.

Recruiting Coaches

- When registration closes for a given season, the Rec Chair or RYSA office will distribute the current list of people that have volunteered to be a coach. The first step in finding the coaches you need for your teams is to contact each of these people and verify with them that they are still able and willing to coach.
 - Once you have completed this step, you should begin to recruit additional coaches. Typically this is done by emailing all the registered families in your grade who have not already volunteered to coach and asking them if they'd be interested in helping coach a team. This usually generates more coaching volunteers and hopefully it's enough to cover your teams. If it is not, continue sending emails or making phone calls stressing that the teams can not be formed until at least 2 coaches are found for every team. Also stress to them that there are coaching manuals available to help them and the RYSA Coaching Director and Director of Player Development can also be contacted with any questions they might have about coaching.
 - For any coaches that you find, note any special requests they have for practice field locations or times. RYSA will accommodate as many of these requests as possible.
 - Requests by people to coach together will be honored but we typically hold to these numbers:
 - Up to 4 coaches for teams in grades 1 and 2
 - Up to 3 coaches for teams in grades 3 and above
 - Some exceptions can be made. Please check with the Rec Chair if you have any requests to have more coaches together than this.
- NOTE: Limiting co-coaching requests to the above guidelines will help eliminate the "stacking" of a team via parents agreeing to coach together when in fact only 1 or 2 of them will actually do the coaching.

Practice Requests by Coaches

RYSA tries to accommodate practice field and time requests by coaches.

When you contact a coach, you should obtain the following info:

1. Are you coaching two teams? For persons coaching multiple teams that practice on the same night, RYSA will assign the two teams back-to-back (usually 5:30 and 6:30 on the same practice field).
2. If a coach has two children in different age groups practicing the same night and is only coaching one team, RYSA will try to fulfill requests to have the sibling's team at the same

practice field and possibly at the same time. Coordinators don't have to ask coaches this question, but if the coach brings up this request, pass this on to the practice field coordinator. In this situation, the preferences of the coach on the other team have to be taken into consideration. Siblings can possibly be moved to other teams to accommodate this request.

3. Does the coach have any practice time restrictions? Some coaches aren't able to practice at the earlier or later start time.

Practice Times

Typically, the younger teams start at 5:30 PM and the older teams start at 6:30 PM. This allows the younger players to be home earlier. None of this is written in stone and any team can be shifted to the earlier or later time depending on field availability and coach's requests. Practices are 1 hour long, but teams starting at 6:30 PM can have longer practices if they choose to. Coaches with the older age groups may want longer practices.

The practice times are 5:30 PM and 6:30 PM to allow for two teams to use a practice field on any given night. If a team is practicing at a location which only has one team practicing on a particular night, the coach can adjust the practice start time earlier or later.

Outlying town coordinators work directly with their coaches to establish practice schedules for each team. The practice field coordinator in the RYSA office does not assign practice days, times or locations for outlying town teams.

Assigning coaches

After you have found enough coaches for your teams, then you need to group them together by:

- Those that requested to coach together should be grouped together
- Put at least one head coach on each team. If you don't have enough head coaches, then put assistants together to coach a team, 3 on each team if possible.
- Group people together that request the same practice location/time or at least by quadrant of town when possible.
- For Rochester coordinators only:
 - When you have grouped all the coaches and have all the teams covered, send a list of the coach groupings to the RYSA Administrative Assistant at (rysaoffice@gmail.com) along with any of their requests or your suggestions for practice locations or times.

Creation of Team Rosters

The AGCs are responsible for creating the team rosters for their grade level. This is the typical procedure that is followed to get team rosters complete:

- Coordinators will take the list of registered (paid) players and assign them to the teams for their grade level.
- Rochester teams should be formed by quadrant of town as much as possible noting these general rules:
 - If there are more players than can fit on the teams in a given quadrant of town, then players may be assigned to other parts of town. Players will always go where the coaches are.
 - When players are assigned to practice in quadrants of town that are not their preference, players should be assigned to these other quadrants in such a way as to minimize the impact of the distance they will need to travel. NOTE: every

- effort should be made to avoid putting NE players on a SW team, or NW on a SE team or vice versa unless it's impossible to avoid.
- Verify that siblings are on the same team unless specifically requested otherwise
- Verify that the coach's children are on the same team as the coaching parent
- We **DO NOT** form neighborhood or school teams. This violates MYSA policy for recreational leagues
- Carpool requests are seldom honored. If you know of a real need (i.e. parent serving overseas), you can honor it. Many carpool requests though will put us in violation of the rule above.
- Outlying town coordinators will form their teams following these general rules.
 - If possible, they should be balanced so that the skill levels are fairly evenly distributed.
 - Verify that siblings are on the same team unless specifically requested otherwise
 - Verify that the coach's children are on the same team as the coaching parent.
- When teams are formed it is the responsibility of the coordinator to assign each player and coach to their respective teams in the Cogran system.
- At this time we do not have access granted for outlying town coordinators to do this so their rosters and coaching assignments should be sent to the Rec Chair or RYSA office so that they can be entered in Cogran.
- Rochester coordinators should have access to the players and coaches for their grade levels and can assign them in Cogran. If any help is needed they should contact the Rec Chair or RYSA office for assistance.

Late Adds and Waiting Lists

Once the online registration is closed, there are typically several families that contact RYSA looking to register their child/children. These late adds are sometimes allowed to register immediately and sometimes put on a waiting list. This is how late adds and waiting lists are handled each season.

For the first week or so after online registration closes, late adds are allowed to register immediately by supplying their registration information to the RYSA Administrative Assistant. Once the Rec Committee has our meeting to finalize team counts, then late adds are put on waiting lists instead.

All waiting lists will be handled by the RYSA office. The AGCs are responsible for letting the administrative assistant know how much space they have open for their age group. Then the process to handle late registrations will be:

1. The administrative assistant will take any calls or emails that come in to the RYSA office requesting to register a player late.
2. The waiting list for the grade level in question will be checked and if it is determined that there is space available the administrative assistant will obtain the registration information for the player, enter them into Cogran and collect payment.
3. Once the administrative assistant has the payment in hand he/she will then notify the coordinator that the player is ready to be placed on a team.
4. The coordinator will then assign the player to the team in Cogran and notify the coaches of the new player if this occurs after the coach's meeting. If it's before then the roster should reflect the new player when it's handed out to the coaches.

Coach's Meeting

A few weeks before the start of the spring or fall season, a Rec league coach's meeting is held. It is very important that the age group coordinators attend if at all possible. The meetings are typically held at Willow Creek Middle School in the cafeteria and gym but the location may change from season to season.

The coach's meeting is broken up into sessions so that the meeting and coach's clinic portion can focus on items that are specific to the age level being coached. The meetings are scheduled as follows:

- First, the coaches sit in on a general informational meeting in the cafeteria where RYSA staff or volunteers will discuss RYSA general league items, coaching information, specific topics or importance for the grade in question and answer any questions the coaches may have. This portion runs about 30 minutes.
- Second, the coach's may attend a coaching clinic session in the gym which is led by the RYSA Coaching Director and Director of Player Development. They will discuss and demonstrate coaching ideas for the age level being coached. They can also answer questions that the coaches may have. This portion runs about 45 minutes.
- Lastly before they leave, the coaches will pick up their team shirts, roster, schedule, etc. from the age group coordinators.

It is important for the coordinators to arrive at the location of the meeting prior to the time that their age group is scheduled to attend. This time is needed so that the coordinator can put all the team packets together so they are ready to be distributed to the coaches when the clinic portion of the meeting is over. The packets that need to be together for each team consist of:

- Bag of player team shirts
- Team roster
- Game schedule
- Team photo schedule
- Fundraiser information (if any)
- Flyers and coupons (if any)

Note that in cases where the coach is sponsoring the team, you must make sure that the correct sponsored shirts are handed out with the correct roster. The RYSA Director will provide a list of sponsors and if any coaches/players need to have a specific sponsor for their team.

RYSA Informational Emails

Periodically before and during the season RYSA will have important informational emails that need to be sent to all coaches. The Chair of the Rec Committee will forward the emails to you and then the age group coordinators are responsible for forwarding that information on to all of the coaches for their grade level.

Field Marshal Duties

Every Saturday during the Rec season, RYSA needs to have someone present at the equipment shed at both Watson and Fuad to act as field marshals. Each Saturday is usually broken down into 2-4 hour shifts so we ask that each coordinator try to take one or more shifts during the season. The duties of the field marshal are:

- Answer questions from parents/coaches
- Clear the fields and stop all games (blow the air horn) if lightning is visible
- Make sure all of the corner flags are in the shed after the final games of the day

- Make sure all of the 1st and 2nd grade portable goals are back in the shed after the final games of the day
- Make sure the shed is closed and locked before the last field marshal leaves
- Find a referee for a given game if the assigned referee does not show up or has to leave for some personal reason.
 - In this case try to contact the referee assignor, Tom Lawrence to see if he can get someone to cover the game. You can call his cell phone or look at the referee schedule that is in the shed to see what field he is referring on and go talk to him.
 - If you can not get in touch with Tom, check with the referee mentor and he/she should be able to referee the game or find someone who can.
 - If all else fails, go to one of the fields that has multiple referees and ask one of them to switch games and cover the one that is without a referee. Then make a note of the switch on the referee schedule so RYSA can pay them accordingly.

Weather Conditions

Lightning

RYSA game play is subject to the referee's discretion.

- The field marshal will sound the horn clearing the fields in the case of lightning
- Games can not be restated until 30 minutes after the last flash of lightning was seen
- Anything that was scheduled between when the first flash of lightning occurred and 30 after the last flash of lightning is cancelled, whether it be complete or partial games.

Hot Weather

The following are recommended minimum guidelines when there is a possibility of dangerous high heat index:

Heat Index	Recommended Guidelines
Up to 89°	Normal Play
90° - 99°	Mandatory 2-minute water breaks per half with running time. Each half shortened by 5 minutes.
100° - 105°	Mandatory 2-minute water breaks per half with running time. Each half shortened by 10 minutes.
105°+	Suspend play.

Cold Weather

Temperature means either ambient (still air) or wind chill index. Check weather radio frequently for temperature and weather conditions.

Cold Index	Recommended Guidelines
46° and higher	No Change
40° and lower	Shorten games 5 min/half
35° and lower	Suspend games

- RYSA will NOT reschedule any games missed due to weather conditions
- RYSA will NOT refund any monies for games missed due to weather conditions

Complete information on MYSAs weather guidelines can be found at <http://www.mnyouthsoccer.org/weather.cfm>.