**Minnesota Rush**



Competitive Soccer

Manual

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**MISSION STATEMENT**

Competitive Soccer shall be to promote, foster and perpetuate the game of soccer on the youth level (under the age of 19) in Rochester and the surrounding areas. We support a program that provides athletic development and training at all levels of talent and desire. We are committed to providing a pathway for the dedicated to reach the highest levels of personal performance. Our goals are as follows:

1. Provide a developmental program for U-9 through U-12 boys and girls, to include:
   1. Technical training in fundamentals (dribbling, shooting, passing, receiving, goalkeeping)
   2. Introduction to the principles of team play
   3. Teach soccer rules and sportsmanship
   4. Functional training
   5. Travel to other communities for league play and tournaments
2. Provide a competitive program for the committed U-13 through U-19 player
   1. Work with the individual on techniques and tactics
   2. Training in the specifics and strategies of each position as a team player
   3. Teach soccer rules and sportsmanship
   4. Travel to other communities for league play and tournaments
   5. Field competitive teams

This program is affiliated and governed by MYSA and USYSA, which are affiliated with the U.S. Soccer Federation (USSF) and the Federation International de Football (FIFA). More information about these organizations can be obtained by writing or accessing the following locations:

Minnesota Youth Soccer Association (MYSA) U.S. Youth Soccer (USYSA) 11577 Encore Circle 1717 Firman Drive, Suite 900

Minnetonka, MN 55343 Richardson, TX 75081

800-366-6972, 952-933-2384 800-4SOCCER

Fax: 952-933-2627 Fax: 972-235-4480

[Web: www.mnyouthsoccer.org](http://www.mnyouthsoccer.org/) Web: [www.usysa.org](http://www.usysa.org/)

Email: [mysa@mnyouthsoccer.org](mailto:mysa@mnyouthsoccer.org) email: [nationaloffice@usyouthsoccer.org](mailto:nationaloffice@usyouthsoccer.org)

## 

## ROSTER SIZE AND SUBSTITUTE PLAYERS

Minnesota Rush limits rosters to the following maximums, unless the head coach agrees to adding additional players:

* U9/U10 – 12 players Tournament only is 14
* U11/U12 – 14 players Tournament only is 16
* U13-U15 – 16 players Tournament only is 18
* U16-U19 – 18 players Tournament only is 18

For a single league game, a coach may request a “guest player” (MYSA maximum of 5) from a lower or higher division or lower age team provided their total number of team players does not exceed roster limits. The coach requesting a guest player must email the head coach, Technical Director and Age Group Director of Coaching. Approval must be given by all parties. MN Rush encourages coaches to help out when another team is shorthanded.

A substitute (guest player) should never be in the starting line-up (unless he/she is the only goalkeeper or is needed to field a full team.) The substitute may use the jersey of the missing player. Substitute players should not receive more playing time than regular team members.

**COACH LICENSE EXPECTATIONS AND REIMBURSEMENT**

Head coaches for U9 – U19 teams shall be expected to have at least a USSF E license or two of the relevant US Soccer Grass root modules prior to the start of league play. Coaches shall be encouraged to get a USSF D license if they have coached in the MN Rush Competitive Soccer program for two or more years.

The Directors of Coaching and Technical Director shall establish an education program for the coaches. This program shall consist of inter-coach as well as intra-coach education and shall be done in conjunction with MN Rush clinics, where possible.

If a coach wishes to attend training or camps to improve his/her skills, coaches should contact the Technical Director to discuss possible registration reimbursement prior to the event. The request may or may not be supported by the Technical Director based on availability of funds. A coach may receive only one registration reimbursement per fiscal year.

# RESPONSIBILITIES

## It is the responsibility of all competitive players to:

* + Attend all team events, unless excused by the coach prior to the event.
  + Inform his/her parents of information distributed by the coach or team manager.
  + Show respect to all players, coaches, referees, fans and league officials.
  + Play soccer within the USSF and MYSA rules.
  + Place the good of the team ahead of personal wants or needs.
  + Conduct themselves as gentlemen/women in public, for example, restaurants, at all times.
  + Bring complete and clean uniforms, including alternate jerseys, to all games.
  + Bring a ball, shin guards, appropriate cleats, and drinking water to all practices and games.
  + Dress appropriately for weather (i.e. Jacket and wind suit pants if the weather is cold).
  + Foreseeable absences must be communicated to the coach at least 48 hours before conflict.
  + Adhere to the commitment policy – After the first game, if a player misses a practice then they will not start in the next game. If a player misses two practices then they will not play in the first half and will be reintroduced to the team rotation of substitutes for the second half. The policy restarts after every game.
  + Live the Rush Core Values
  + **Placement of players for next season may be affected by how each player lives up to the player responsibilities outlined above.**

**It is the responsibility of the parents to:**

* + Provide or arrange necessary transportation for the player(s) to all team events.
  + Assist with fundraising or other events of the team or MN Rush when asked.
  + Pay player fees and competitive expenses in a timely manner.
  + Assist your player in meeting the expectations of the team and coaching staff (i.e., on-time arrival).
  + Plan absences to avoid conflict with scheduled team events. Inform coaches in advance.
  + Provide positive encouragement to all players.
  + Let the coach do the coaching, and let the players play their game.
  + Inform the coaches of any special needs the player might have (allergies, injuries, medicines, etc.).
  + Assist the coaches when asked.
  + Provide appropriate feedback to coaches or MN Rush when requested.
  + Show respect to all opponents, players, referees, coaches and fans.
  + Attend team parent meetings.
  + Support the team in your area of assigned responsibility, such as game refreshments, transportation, fields, MN RushTournament, publicity, picnics, calling, and out of town tournament duties.

### COACH RESPONSIBILITIES

**It is the responsibility of the coach/coaches to:**

* + Not recruit for other soccer clubs during the current soccer season.
  + Be prepared for all practice sessions and games.
  + Provide a good example to the players and parents.
  + Improve his/her knowledge of the game and coaching skills.
  + Develop players’ skills and knowledge of the game.
  + Keep players and parents well informed of all practices, games, tournaments, and other events.
  + Give all players equal opportunity to play and develop their skills.
  + Involve parents in the operation of the team.
  + Adhere to Rush Core Values
  + Provide practice sessions that start and end on time.
  + Discipline players fairly and impartially.
  + Show respect to all opponents, players, referees, coaches, fans and officials at all times.
  + Abide by MN Rush, MYSA, and USYSA rules.
  + Keep fans under control at games.
  + Inform players, parents, and MN Rush office of a player’s suspension, reasons for the suspension, and the appeal procedure.
  + Inform field scheduler and opposing coach of game cancellations or schedule changes. Failure to do so will result in a forfeit.
  + Return equipment to the Equipment Coordinator at the end of the season.
  + Complete player evaluations and meet with players and parents to go over evaluation
  + Provide final season player rankings in a timely manner
  + Recruit one or more assistant coaches.
  + Schedule at least one parent meeting.
  + Maintain good communication with MN Rush and MYSA.
  + Provide rankings and feedback on current players to the Director of Coaches.

## PLAYING TIME

* **MYSA and MN Rush designation of age groups**
* U9-U10 – Developmental non-competitive
* U11-U12 – Developmental, competitive
* U13-U19 - Competitive

## PLAYING TIME

* + U9–U19 – 50% of the season

## SUBSTITUTION INTERVAL

The minimum substitution interval should be 1/3 of a half. For example, at U17 the minimum substitution interval would be 1/3 of 45 minutes or 15 minutes.

It is understood that in some games due to circumstances beyond the coach’s control (e.g., no stoppage of play) it may not be possible to comply with the above recommendations. However, it is expected that these recommendations will be complied with on average over the course of the season. Coaches have the ability to adjust playing time for disciplinary reasons; the coach must inform the Technical Director and the Boys/Girls Director of Coaching responsible for their age group.

“Players should be given the opportunity to play soccer for extended, uninterrupted periods of time. This allows them to get a better feel for the flow of a soccer game. For example, it is more beneficial for a player to play for 12 straight minutes, than for him or her to play in two 6-minute periods. Substitution should be used to address injury, fatigue and lack of effort. It should not be used to punish a player for a soccer-related decision.” – Best Practices for Coaching Soccer in the United States, USSF.

## POSITIONAL PLAY

* U9-U10 – Coach and encourage players to play all positions
* U11-U12 – Teach players multiple positions and play two or more positions
* U13-U17 – Teach players multiple positions, switch positions when possible.

Players need to learn as many positions as possible. Being a well-rounded player will give them more knowledge of the game and more respect for the positions their teammates play. Also, players that are pigeon holed into one position at their age group may miss opportunities in High School, ODP or Rush Select soccer because they can’t adapt to a different position they are needed to fill.

**FORFEITURES**

Teams are responsible for any MYSA fees incurred due to game forfeitures.

**TOURNAMENTS**

The MN Rush Technical Director recommends a maximum of three tournaments during the summer season within league play and four tournaments for tournament only. Competitive teams may only play in tournaments sanctioned by the USSF. Prior to the start of the summer season games, the coach must inform the players and parents regarding the number of tournaments in which the team plans to participate. All tournament registration fees are the responsibility of the team.

All non Premier MN Rush teams are required to register (no registration fee for MN Rush Competitive teams) for and play in the MN Rush Invitational Tournament. U17C1 and U16C1 teams may request an exemption to play in a college showcase tournament. The exemption request – submitted to the Tournament Director – must indicate what tournament they would prefer to attend. The request will be reviewed and decided by the Directors of Coaching and the Technical Director. U11C1 to U15C1 team are required to play, as long as there is a C1 bracket. The Tournament Director will release C1 teams from the tournament during the first week in

June, if it is unlikely that a C1 bracket will exist in a particular age group.

If attending a tournament outside of MYSA’s jurisdiction, the team must obtain approval for travel as required by the MYSA or USSF regulations. This involves obtaining a travel permit from the MYSA office, filling it out, and returning it to MYSA with any appropriate fees. The travel permit fee is much lower if the form is submitted well in advance of the team’s travel dates. The purpose of the travel permit is to cover the team for insurance purposes.

### TEAM EQUIPMENT

Each team will be provided with a ball bag containing practice balls. All players are required to provide their own ball for practices. Each team will also be provided cones, pennies and four corner flags.

Each head coach will be responsible for the equipment provided and for turning it in at the end of the season. Prompt equipment return is necessary for efficiency in inventory and replacement.

### FIELDS

*Due to the danger posed by tipping of unanchored or improperly anchored goals, coaches and players* ***ARE NOT ALLOWED*** *to move goals on any fields at any time. Any goals that are found to be unanchored are to be reported to Rochester Park & Recreation immediately.*

Field maintenance will be done in conjunction with Rochester Park and Recreation. MN Rush will assign fields for practices and games after consultation with MN Rush Recreation Soccer, Rochester Park and Recreation, and the Adult Leagues. Every effort will be made to assign practice fields so that teams of the same age and sex are together to facilitate scrimmages. Coaches wishing other arrangements or extra practice time must contact the MN Rush office.

Please help us keep our fields in the best shape possible. DO NOT warm up in the goal mouths of game fields. Stay out of the goal mouths of practice fields as much as possible.

# BEHAVIOR

**The Three Strike policy:**

In any MN Rush session or activity the three strike policy will be in place.

Definition of a **strike**: Any behavior that is non-violent and deemed disruptive, in the sole discretion of the head coach, which includes, but is not limited to, name calling, interrupting the coach or otherwise disrupting the flow of the session.

Violent behavior which includes, but is not limited to, hitting, spitting or using foul and abusive language will not be tolerated and shall constitute **all three strikes** upon the occurrence of such behavior.

The coaches shall implement the following procedures upon the occurrence of behavior meeting the aforementioned definitions:

* + First strike, player sits out for two minutes
  + Second strike, players sits out for 5 minutes
  + Third strike, player sits out for rest of session and is suspended for one additional session.

If a player receives three strikes in one session or six strikes collectively within any three-week period during the season, the parent and the player must make an appointment with the MN Rush Age Group Director of Coaching and the Technical Director (or designee) within 48 hours. Until this meeting has occurred, the player shall not be allowed to participate in either practices or games with the team.

At this meeting the consequence for the behavior will be discussed by all concerned. The MN Rush Age Group Director of Coaching, Technical Director, and the Executive Director will have the discretion in setting the consequence which shall include probation or suspension from practices or games and can even include asking the player to leave the Club if warranted. No refunds of fees paid will be given under these circumstances. Dismissal from the club may be appealed to the Board of Directors.

### DANGEROUS CONDITIONS

The following guidelines apply to MYSA league games. Tournaments set their own policies – see the individual tournament rules and policies.

FIFA and MYSA rules allow the referee, and only the referee, to decide whether a match is played or is continued/cancelled because of playing conditions. The safety of all is paramount, independent of any cost, inconvenience or advantage due to the replay (or lack thereof) of the match. State and local referee associations instruct referees regarding suspension of play due to dangerous weather (lightning, storm sirens, etc.) and other playing conditions. The referee’s decision stands.

In the event that the referee suspends play, MN Rush recommends getting all to safety and waiting a brief amount of time (up to 30 minutes) to see if, in the REFEREE’S opinion, conditions improve enough to allow continued play. If play cannot be resumed, the match is ended.

MYSA policy on league games is: A league game is considered complete if play is ended MORE THAN halfway through the second half of the match – according to the REFEREE’S watch. The score at that time is considered the ending game score. If play is ended prior to this point in the game, the match is considered “not played” and must be re-played from its start at a subsequent time/day/place as agreed upon by the teams’ coaches within 48 hours.

If, in the opinion of the coach(s), dangerous conditions (weather or field condition) exist at the game site prior to the start of the match, coaches of the 2 teams are encouraged to come to an agreement whether to play the matchor reschedule. The coaches must confer with the referee on this decision. A coach can choose to forfeit or play under protest (inform the referee) if he/she feels that conditions are unsafe. If safety is truly the concern, forfeiting should not be an issue. A legitimate refusal to play is rarely classified as a forfeit.

Practices are generally held as scheduled during rainy conditions. (This can be valuable since a team is likely to play a game or two in the rain during the season.) However, practice will be canceled or cut short if dangerous conditions occur (lightning, Thunder dangerous winds, extreme temperature drop, etc.). Please make sure parents are monitoring the weather and return to the practice field immediately if dangerous conditions occur. We will follow the MYSA weather guidelines which can be found here - <https://www.mnyouthsoccer.org/weather-policy>

### INSURED PRACTICE AREAS

MN Rush liability insurance covers practices at all area soccer fields, schools, public parks, and various other locations. Teams are not to practice on property not covered. For information on this contact the MN Rush office.

### ANCHORING OF SOCCER GOALS

Unanchored soccer goals are very dangerous to anyone on the field at any time. Each team should appoint an assistant coach or parent who is responsible to check both goals on any field of play before each game or practice. Make this an automatic start to any game or practice. Do not play or practice on any field where the goals are not anchored. Report any unanchored goals to the referee in a game situation (home or away) and report any unanchored practice field goals to the Rochester Park & Recreation at 281-6160 or 281-6164 immediately.

*Most accidents with tipping of goals do not happen during soccer activity. These accidents are much more likely when neighborhood kids or younger siblings of players “lay on” goals which are not in use.*

***Parents****: NEVER allow a child to play on any soccer goal! Even an anchored goal will tip under the weight of kids climbing or hanging on it.*

**MN RUSH RISK MANAGEMENT**

This policy provides requirements and guidelines for Player and Coach protection. All parents and coaches must ensure that the requirements are followed. In addition, they are strongly encouraged to follow the recommendations listed here.

## Definitions:

For the purpose of this document, an adult is defined as a person in the role of coach, assistant coach, team manager or volunteer who works with players. This may include an 18-year-old assistant coach on a U16 team.

A player is defined as a person who plays on a soccer team.

## Requirements:

* All people actively involved in working with the players must be registered with MN Rush. This includes coaches, team managers, older sibling assistants, etc.
* All registered adults must sign an MYSA Informed Consent/Disclosure Form.
* There must be at least two registered adults at all team activities.
* For the coach’s protection, a second adult must be present at all team activities.
* When dropping off their child, parents must remain until a second adult arrives.
* When picking up their child, parents must remain until the next child’s parent arrives. If a child is forgotten, the second to the last parent makes transport arrangements.
* Teams are not to place the player’s name on the uniform.
* Any incidents of “suspicious strangers” loitering at a team’s practice must be reported to the MN Rush

office. This is to coordinate reports of such activity at particular venues.

* Sexual contact of any kind or type is prohibited between adults and players, whether or not contact is consensual.
* Any “accidents” must be documented and reported to the MN Rush office. This includes any situation

where a player is taken for medical attention, even if this is not done immediately. For competitive teams, the team manager or coach must document this for the opponent’s team in the event a non-Rochester player was injured. This reporting is needed to ensure the required information is available for any possible insurance claims filed at a later date. (This can sometimes occur years later.)

* Any head injury resulting in disorientation of the player (no matter how briefly) requires the player to remain out of that game. There are no exceptions!

In addition to the above we will be following the US Soccer Coaches guidelines. Please make sure that you are familiar with their practices for the “safe soccer framework”. The framework can be found here - <https://static1.squarespace.com/static/5bb3a6cd8d9740440aff1c54/t/5ced615fe4966b26a4ba0bc1/1559060833249/USSF+Safe+Soccer+Framework_1.4_5.28.2019.pdf>

### Heading

There has been much written about the dangers of heading balls by young soccer players. Here are the updated rules for each age group.

U11 and younger- heading is prohibited in games and practice.

U12- heading is permitted in practice- Limited to 30 minutes per week, no more then 15-20 headers per player per week.

U13-U14- heading is permitted in practice- Limited to 30 minutes per week, no more then 15-20 headers per player per week.

U15-U19- Heading permitted, no limitations.

**Uniforms and Jewelry**

The USSF rules on uniforms and equipment will be enforced. The current version of the law book says that no jewelry may be worn. Even if earrings are taped, they constitute jewelry and still are not safe. It does not matter if the player’s ears were just pierced or if the last referee allowed them.

Metal eyeglass frames are allowed if they are safe in the opinion of the referee. All eyeglasses must be held on by a strap or tape.

## MN Rush Information and Publicity

The Post Bulletin publishes a “Youth Sports Report”. When submitting a photo, provide names in alphabetical order and not in the order pictured. This provides a measure of personal security.

**RUSH CORE VALUES**

As a Rush club we are to live the core values day in and day out. We should be looking to apply the core values in every one of our training sessions and games. There are 11 core values and not one should be valued above the other. Take pride and reward your players when they show one of the core values.

***ACCOUNTABILITY***: Be accountable for your actions and hold others accountable for their actions. Who am I ultimately accountable to, and who judges my work?

***ADVICE***: Seek out advice and aspire to be the best. In order to learn, we must be open to learning and consider the advice of others. Are you coachable?

***EMPATHY***: Empathy is at the core of solid relationships.

***ENJOYMENT:*** Enjoy your work, this is a gift. The desires of diligent workers are satisfied.

***HUMILITY***: Apologize when you make a mistake. Forgive others and do not look back.

***LEADERSHIP***: Leaders strive to be trustworthy, honest and sincere. They possess traits such as integrity and honor. They are willing to serve others and sacrifice their own interests. Leaders are constructive and hardworking.

***PASSION***: Passion always trusts, always hopes and always perseveres. Passion never fails.

***RESPECT***: Respect everyone. Respect the opponent, the rules, your colleagues, your superiors and subordinates. Be thoughtful and considerate.

***SAFETY***: Our environment is safe. This includes the office, our travels, the fields and our bodies. Safety is not only physical safety from harm, but safety from ridicule and attack. We are comforted and encouraged in the club. We portray self-control and kindness to our staff, our colleagues and players.

***TENACITY***: To be successful, persevere.... persevere but do not be anxious. Fear no one. Be strong and courageous. Work when no one is looking, even when the circumstances are not right and everyone else quits. Diligence never loses because it never quits. Outwork your opponent, and most importantly, work smart. Don’t wait for external inspiration. The people who go far do so because they motivate themselves and give life their best, regardless of how they feel.

***UNITY***: Together all things are possible. When your teammates are down, bear each other’s burdens; conversely, celebrate your teammate’s successes.

**THE RUSH WAY TO PLAY**

The Rush Way to Play is based upon movement and activity by both player and ball. Possession-oriented does not fully describe how we play; attack-oriented does. Whether in possession or in defense, we are attacking. Rush Players play with freedom yet understand the importance of responsibility and the balance between the two. Rush teams are flexible and adapt to varying circumstances. The Rush Way to Play represents both passion and purpose.

**The Rush Player**

* Technically Proficient
* Athletic, Fit with Strong Work Ethic
* Mentally Tough and Positive
* Insightful, Thoughtful, Purposeful – A Student of the Game
* Attacking and Aggressive
* Willing to Defend
* Ready to Battle
* Understanding of Transition
* Active without Ball
* Able to Break Opponent Down by Dribble
* Belief and Confidence in Ability to Play and Win
* Understanding of Not Only Positions, but Positioning
* Always Asking: “How can I help? Am I helping?”
* Practice Rush Core Values
* Belief in Self, Team and Club (Club is Family)

**The Team**

* Multiple Moving Parts - Mobile
* Freedom without Fear
* Understanding that With Freedom Comes Responsibility
* Understanding that Positioning is More Critical than Position
* Psychologically Prepared
* Able to Defend with Man-Marking or Zonal (Can Do So with Confidence for Long Periods)
* Able to Play Multiple Systems
* Able to Play Multiple Styles (with Ball and Player Movement As the Norm)
* Attacking Mentality (with or without Ball)
* Understanding of Game Management
* Technically Proficient
* Flexible, Adaptable, Not Stubborn
* Practice Rush Core Values
* Professional
* Belief in Team and Club

**RUSH SOCCER AGE GROUP BREAKDOWN**

**U8-U10 Teams & Players**

* Freedom without Fear!
* Goal Scorers – One and All
* Defense Equals Working Hard to Get Ball Back
* Not a Team Sport but Played with a Team Attitude
* Enjoyment and Passion are Always Evident

**U11-U13 Teams & Players**

* Freedom without Fear!
* Goal Scorers – One and All
* Defenders – One and All
* Understand Importance of Competition
* Attacking Style – Individually and Small Groups
* Active/Mobile/Immersed in Game (Engaged)
* Enjoyment and Passion are Always Evident

**U14-U15 Teams & Players**

* Freedom without Fear!
* With Freedom Comes Responsibility
* Understanding of Team Concept/Importance
* Active with Thought and Purpose
* Aggressive/Attacking (Attack or Defense)
* Enjoyment and Passion are Always Evident

**U16-U19 Teams and Players**

* With Freedom Comes Responsibility
* Organized
* Multi-dimensional in Styles, Systems, Tactics
* Active with Thought, Purpose and Timing
* Professional
* Role Models
* Enjoyment and Passion are Always Evident

**AGE GROUP CURRICULUM**

Our age group curriculum has been designed to develop players as they enter our program as a U9 player. We should follow the age group curriculum for our age group, however if the players have not met the expectations or have exceeded them then please feel free to move down or up an age group. Age specific player evaluations have also been developed that work jointly with the curriculum. The curriculum can be found here - <https://www.minnesotarush.com/Default.aspx?tabid=1262432>

**PLAYER EVALUATIONS**

You should be completing player evaluations twice per spring/summer season with every player. We would like you to set aside a training session where you will discuss the players evaluation with him/her. The parents should be encouraged to attend. A copy needs to be provided to the player. We recommend that the evaluations are completed mid-season and end of season. Player evaluations can be found here – <https://www.minnesotarush.com/Default.aspx?tabid=1328668>

**END OF SEASON EVALUATIONS**

We rely on your rankings of players to place them correctly for the next spring/summer season. An evaluation form will be emailed to you towards the end of the season for you to complete. We keep the rankings confidential.

**PRACTICE**

The coaching courses that are required should give you the basic set up for a practice. The age group curriculum sets out for you how a practice should flow. It should be on topic, age appropriate go from simple to complex and small numbers to larger numbers. Every session should start with our Exos warm up (<https://www.minnesotarush.com/Default.aspx?tabid=1262432>) (scroll down)

A senior member of staff will come out and evaluate at least one of your sessions. This is to help you with your continuing education.

We have purchased a session planner platform that you can build your own session or clone one of the thousands of session already built. We will be adding all coaches to the platform prior to the start of the season. A tutorial can be found here - <https://www.youtube.com/watch?v=eKd8QKukHZw&feature=youtu.be>

**GAMES**

What formation you choose should be based on the strengths of your players and not necessarily what system you are most comfortable teaching. We are here if you need assistance with different systems. Your game warm up is a time to get the players warmed up for the game. We should not see long lines waiting to kick the ball into the net but rather specific activities that they would see in a game. An example would be a rondo to start and then a possession game to lines, targets or endzones. Your half time talk should be brief with three things:

1. What have we done well?
2. Team attacking points
3. Team defensive points

After the game is not a time to lecture the team on what could have or should have happened. This is a time to complete a cool down, high five and give instructions for when the team will next meet. It is not a time to talk about the game.

**LOGISTICS**

**Team Manager**

Having a team manager will help you immensely with the logistical side of running a team. We would like for the team manager to take care of the ‘business’ side of things and the coach to coach. The team manager and coach should work closely together to reschedule games. Team mangers will receive an email from Kevin Lowery our Executive Director with a training opportunity. If your team manager has questions then they should reach out to our office at 507-280-7584.

**Scheduling / rescheduling games**

To view your schedule in Affinity, go to My Account, select the Teams tab and then the Tournament & Schedule tab. Click on the Schedule/Game Scoring link.

A brief description of the rescheduling procedure is included below. Please read through these directions. **DO NOT** enter any rescheduling information on the MYSA website without the approval of the field assignor (Annie Block).

The home team is responsible for coordinating the reschedule

1. DO NOT enter any rescheduling information on the MYSA website until step 6 (field assignor confirmation) of this process.
2. Work with the away team to find a new date and time for the game.
3. Contact the MN Rush field assignor, Annie Block (ablock@minnesotarush.com) to request a new game date, field and time. Please provide the following details: your team code (for example, ROC13BC301), game number, original date/time, new date/time.
4. The field assignor will reply to your e-mail within 24 hours indicating your request is being worked on. If you don't get a reply within 24 hours, please send another e-mail.
5. The field assignor will e-mail you a confirmation with the new date and time and field. Please double check the information in the e-mail to make sure the correct game is being rescheduled to the correct date.
6. Once you receive the field assignor confirmation, enter the new date, time, and field information into the MYSA system. The field assignor works with the ref assignor. Do not contact the ref assignor yourself.
7. After Aug 30, the MYSA District Competitive Rep for your district (usually South) and gender (Boys or Girls) must approve the reschedule before the away team can see it in the system.
8. The away team must accept the reschedule in order for it to be complete. If the away team doesn’t accept the reschedule in a reasonable amount of time, please contact them directly

Step 8 completes the process. If you need another change to the same game number, please start over at step 1.

**TEAM MEETING**

You are responsible for setting the agenda for your team meeting. Before every season you should hold a team meeting with the parents of your team to discuss a number of items. Below you will find an example of an agenda:

Parent Meeting- Sample Agenda

1. Welcome Parents
   1. Introduce yourself, asst coach, and team manager (if you have one)
   2. Have everyone go around the room and introduce themselves
2. Discuss Coaching Philosophy
   1. Club’s Philosophy- 50% playing time
3. Practices
   1. Location and time
   2. Parent pickup and drop off
   3. Club Policy- 2 Adults with the team at all times
4. Game Schedule
   1. Will come out….
5. Tournaments
   1. Staying overnight- hotels?
   2. Team Registration?
6. Uniforms
   1. Make sure everyone has one.
7. TeamSnap
   1. Stay on top of your availability.
   2. Collect cell phone numbers
8. Team Manager(s)
   1. If you do not have a team manager start to ask for one- several people can take the responsibilities.
   2. Kevin and Annie in the office can help if someone is interested.
9. Medical Release form
   1. Have the parents fill them out- <https://www.mnyouthsoccer.org/forms-directory>
10. Q/A

\*\* Parent meeting is a good time to collect team fees for tournaments and other expenses\*\*

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