

Stamford FC

Est. 1977 / Stamford, CT



Travel / Premier Team

Manager's Handbook

Table of Contents

1.0	Introduction	3
2.0	Administration and Governing Authorities	4
3.0	Stamford Hurricanes Development Training	8
4.0	Managerial Responsibilities	12
5.0	Concussion Protocol	22
	Appendix A	23
	Appendix B	37
	Appendix C	39
	Appendix D	40



1.0 Introduction

Welcome to the Stamford Hurricanes, the travel division of Stamford FC (SFC). Stamford Hurricane travel teams are coordinated by a parent manager who is the main point of communication with other parents, and provides administrative support to the team coach and the club. As a volunteer manager you are part of a network of volunteers that include other managers, board members and administrators that are all focused on a common goal.

The role of an SFC manager is vital to the team's and club's success. A well-organized, manager with proactive communication directly influences the team's operational efficiency. A manager that carries out his/her responsibilities in a diligent manner sets the tone for a positive experience for all involved. The role of the coach is to teach the players soccer skills and direct the players at practices and games whereas the team manager provides administrative support for the coach and the team.

The team manager DOES NOT make decisions regarding the players on the roster, playing time, playing positions, roster size, player evaluations etc. These decisions are made by the team coach.

As Team Manager, you will work closely with either the Boy's or Girl's Travel Commissioner, the SFC Director and your team's coach. A Manager's duties may include:

- Providing registration support to players and parents;
- Coordinating with your team and the Soccer & Rugby for team uniforms;
- Communicating between travel commissioner, team coach and parents;
- Communicating with opposing team managers; and
- Organizing schedule and managing logistics of your team.

The SFC Travel Managers Handbook has been created as a resource for all managers to assist in administering their teams.



2.0 Administration and Governing Authorities

2.1 League Governing Authorities

SFC is part of the Southwest District (SWD) of the Connecticut Junior Soccer Association (CJSA).

- **CJSA - Connecticut Junior Soccer Association** headquartered in Farmington, CT is the head governing body for youth soccer in the state of Connecticut. CJSA is affiliated with the United States Youth Soccer Association (USYSA). CJSA has divided the state into (7) regional districts of which Stamford falls under the SWD. Each district operates semi-independently to administer and promote youth soccer activities among the affiliated clubs that fall within each district's jurisdiction. CJSA has bylaws, rules, and policies that govern the activities of all affiliated clubs. Each district has rules and policies that augment and further regulate soccer activities. If there is any conflict between the SWD and CJSA rules and regulations, then the CJSA rules and regulations govern. Please refer to their website (www.cjsa.org) for more information.

Contact Information

111 Executive Drive,
Farmington CT 06032
Phone: 860-676-1161
Fax: 860-676-1162
Email: office@cjsa.org
Website: www.cjsa.org

- **SWD-** is governed by an administrator, vice president and the presidents of the clubs of the SWD. For purposes of SFC, we defer to the SWD of CJSA as our immediate governing body. Please refer to their website (www.swdcjsa.org) for more information. To contact the SWD, please reach out to the Administrator, Andy George at swdageorge@gmail.com.

2.2 Stamford Football Club Governing Body

SFC is administered by a volunteer board comprising of a Board of Directors and Board Members that meet monthly to oversee the day to day operations of the club.

Board of Directors

- President: Fred Wexler – fredwex@aol.com
- Secretary: Yadhira Astacio – yadisoccer@hotmail.com
- Treasurer: Frank Magnifico – fmagnifico@pnmcpas.com
- Director: Bob Pepi – bobpepi@aol.com



Board Members

- Assistant Treasurer: Scott Herckis – sjherckis@gmail.com
- Erik Linask (House Recreation Commissioner) – elinask@tmcnet.com
- Michelle Lesser (Girls Travel Commissioner and Registrar) – mshelle1@gmail.com
- Lauren Drysdale (Boys Travel Commissioner) – ldrysdale@aol.com
- Arif Husain (Premier Commissioner) – gettyghost@gmail.com
- Paul Travaglino (Fund Raising) – paultravaglino@gmail.com
- Margaret Oshiki (Marketing and Communications) – margaretahart@gmail.com
- Mike Altamura, Jr. (Field Safety) - mba7jg@virginia.edu

Stamford Hurricanes Volunteers

- Julie Geiser – Travel/Premier Registrations, Rosters and Passes – geiserjulie@gmail.com
- Moira Sawch – Travel/Premier Registrations, Rosters and Passes – moirasawch@gmail.com
- Luciana Vitti – Travel/Premier Equipment Manager – pierlu.vitti@gmail.com

SFC Referee Assignor

- Mike Crocco, III – sylassignor@gmail.com

SFC Professional Training/Coaching Partners

- Quality Touch Soccer Academy – Jason Segovia – qualitytouchsocceracademy@gmail.com
- Crocodile Elite Soccer Academy – Tony Crocco – cr0cc007@yahoo.com

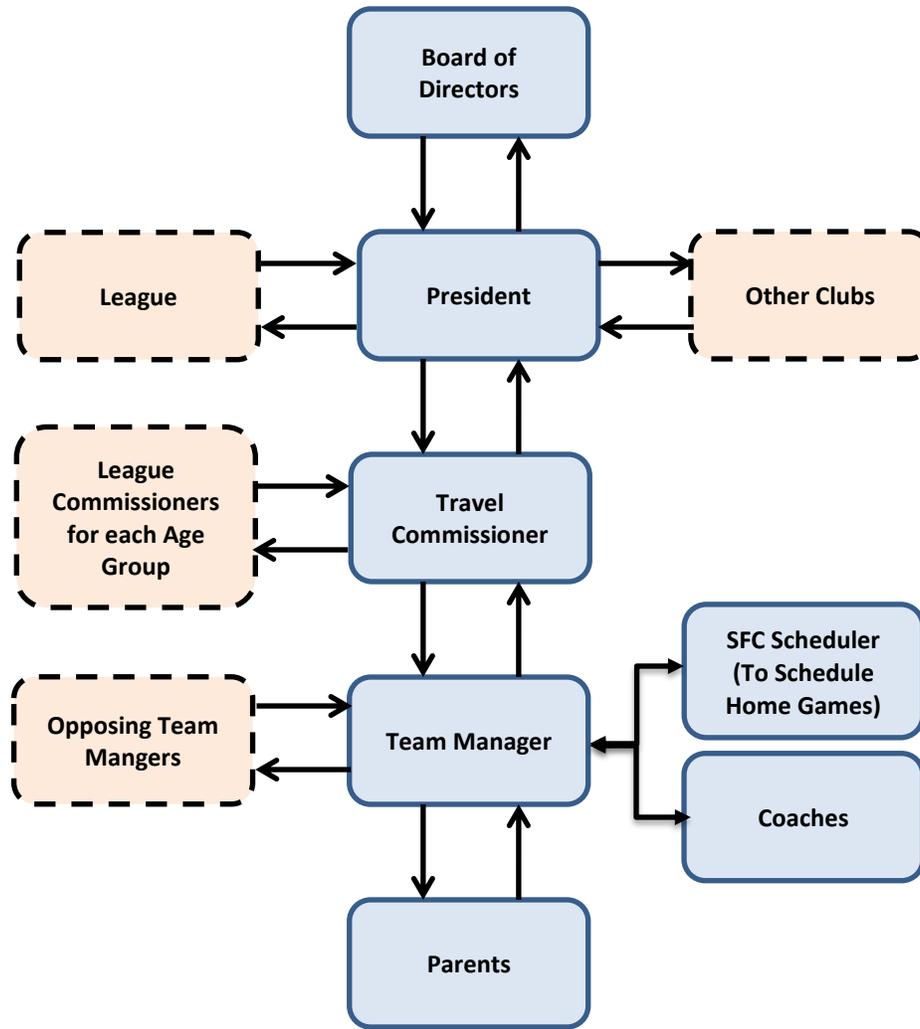


2.3 Club Organization Structure

Managers are responsible for, and are the principal source of communication between SFC, team coach, opposing team managers' and the parents. Managers facilitate communication between parents and the club as and when specific concerns arise.

The diagram below outlines the organization structure for SFC's travel division. Managers are responsible for passing along any communication from the team coach or the club to parents. Managers are also responsible for coordinating with SFC's Director, Bob Pepi, for scheduling, rescheduling or cancelling of home games and coordinating with opposing team managers to schedule away games. Finally, if there are any concerns brought up by parents, managers facilitate the communication between parents and the team coach and if necessary bring the matter to the attention of the travel commissioner who will then contact other members of the club administration as necessary.





3.0 Stamford Hurricanes Development Training

3.1 Professional Coaching

The Stamford Hurricanes have multiple boys and girls travel teams from U8 to U20 that are coached by professional coaches from either Quality Touch Soccer Academy or Crocodile Elite Soccer Academy.

Quality Touch Soccer Academy

QTSA - **Quality Touch Soccer Academy** is run by Jason Segovia (Program Director) and Antony Wilshaw (Technical Director). The QTSA Development Team Information handbook which outlines their training philosophy is attached in Appendix A.

The QTSA Development Team Information handbook is required reading for all players and parents/guardians. Please distribute the handbook electronically to the team and their parents/guardians prior to the start of each season. Please contact your travel commissioner or Jason Segovia (qualitytouchsocceracademy@gmail.com) to obtain an electronic copy of the QTSA Development Team Information Handbook.

QTSA holds practices on West Beach in Stamford CT on weekdays. The travel commissioner will provide a training schedule to the managers prior to the start of each season. Managers will be responsible for passing the schedule to their teams. During the winter seasons (January through March) QTSA holds practices in the gym of local schools and this information will be provided prior to the start of the season by the travel commissioner.

QTSA's Facebook page – <https://www.facebook.com/CrocodileEliteSoccerAcademy/>

Crocodile Elite Soccer Academy

Crocodile Elite Soccer Academy (<https://www.facebook.com/CrocodileEliteSoccerAcademy/>) provides an elite level of soccer training with a strong focus on the education of the game for our youth soccer players. Crocodile Elite Soccer Academy provides an opportunity for local youths to play soccer at his/her highest level in a safe and competitive environment that encourages the development of soccer skills, commitment to excellence and the love of the game.



3.2 Team Skill Levels

Stamford Hurricanes field up to three teams per age group (White, Gold and Yellow) depending on the number of players in each age group. Since the goal of the club and coaches is to develop players it is important that players are placed at a competitive level that will both challenge them and help them to develop as soccer players. Coaches evaluate players throughout the season relative to their peers and against their opponents and will try and ensure that each player is placed in a competitive level that will provide the greatest opportunity for the player to enhance his or her game.

Among the three teams White is placed in the highest competitive level within the age group, followed by Gold and Yellow. At the end of each season, coaches will evaluate the performance of each player and move them accordingly between teams.

As players progress through the age groups, coaches determine the skill level at which the team will participate in each season. There are three main categories of skill levels, Premier or Elite, Premier Development, and Regular Travel.

Premier or Elite

The premier or elite skill level is for teams that have demonstrated a high level of skill and have consistently been performing successfully at a high level. Premier teams face the highest level of competition within the state and region and play against other premier academies and elite teams. These teams also participate in high level tournaments which might include overnight stays.

Premier teams have three training sessions a week and are held to a higher standard by the team's coach.

Premier Development

Premier Development teams are usually younger teams that have demonstrated a high level of skill and are being groomed for premier or elite skill level. While the Premier development team will play their regular season against teams from Fairfield County, coaches will look to expose the team to higher level of competition in tournaments that include elite and premier teams.

Premier Development teams also have three training sessions a week.



Regular Travel

The regular travel team is the gateway to higher competition for players who would like a level of competition higher than that provided in the house league. Frequently, regular travel is the first exposure for young players in competitive soccer. Coaches will place a team within a specific division that matches the team's experience and skill level. Regular travel teams play other teams within their division in the SWDCJSA league against other teams from Fairfield County. Regular teams may or may not elect to participate in seasonal tournaments (requiring extra cost for entry and coach's fee).

Regular teams train two times a week; although an optional third day of training is possible. If interested, please contact the appropriate Travel Commissioner to discuss further.

3.3 Statewide Tournaments

Each team in the U11 age group or higher is expected to participate in either the Connecticut Cup (CT Cup) for travel teams or the State Cup for premier teams held by CJSA. The CT Cup is held every Fall and Spring while the State Cup is held every spring for teams U12 and older.

Please note that if there are players who are double rostered on the travel/premier teams, they cannot be double rostered for the CT or State tournaments. They can only be included on one team. Please coordinate with the travel / premier commissioners to ensure such players are rostered on only one team.

CT Cup

The CT Cup is a state wide competition held every season and is open to all club teams that reside in the state of Connecticut. The travel commissioner for the Stamford Hurricanes enters all U11 and higher age group teams in the CT Cup. Rosters for the CT Cup are frozen and the manager should ensure that all members of the team are on the roster before the rosters are frozen. Special rosters are issued for use during the CT Cup only. CJSA releases the draw for each season and managers then contact the opposing team's manager to schedule the time and place for the game.

For home games, the manager should immediately contact the Club Director, Bob Pepi, to advise of the date of the home game so that the game may be scheduled. After the home game is scheduled, the manager should communicate the time of the game to the opposing manager. If away, the opposing team will schedule the game and will then communicate the time to the manager. Generally, CT Cup games are played on Saturdays unless another earlier date is agreed upon by the managers. The tournament is played on a single elimination basis, with the winner of each game advancing to the next round.



Home and Away teams are determined by CJSA and is based on the number of previous home and away games a team has played. After each game, the winning manager is responsible for submitting the score of the game on the CJSA website. The score must be submitted on the same day that the game is played otherwise the team may lose a home game. During the Quarterfinals and Semi-Finals, neutral referees are assigned to the game and are paid by the manager, who is then reimbursed by SFC. Finals are held in a neutral venue. CT Cup rules are found on the CJSA website and should be brought with the manager to each CT Cup game.

State Cup

The State Cup is similar to the CT Cup except it is designed for the premier team who must abide by all National Championship Rules. During the spring season all U12 and older premier teams are entered into the State Cup. Rosters for the State Cup are frozen and the manager should ensure that all members of the team are on the roster before the rosters are frozen. Special rosters are issued for use during State Cup games only. The travel commissioner enters each of Hurricanes' elite teams in the State Cup and the CJSA then releases the draw for the season. For a home game, the manager should immediately contact the Club Director, Bob Pepi, to advise of the date of the home game so that the game may be scheduled.

After the home game is scheduled, the manager should communicate the time of the game to the opposing manager. If away, the opposing team will schedule the game and will then communicate the time to the manager. Generally, State Cup games are played on Sunday unless another earlier date is agreed upon by the managers. The tournament is played on a single elimination basis, with the winner of each game advancing to the next round. Home and Away teams are determined by CJSA and is based on the number of previous home and away games a team has played.

After each game, the winning manager is responsible for submitting the score of the game on the CJSA website. The score must be submitted on the same day that the game is played otherwise the team may lose a home game. During the Quarterfinals and Semi-Finals, neutral referees are assigned to the game and are paid by the manager, who is then reimbursed by SFC. Finals are held in a neutral venue. State Cup rules are found on the CJSA website and should be brought with the manager to each State Cup game.



4.0 Managerial Responsibilities

Please also refer to Appendix B (A Team Manager's Year with the Stamford Hurricanes).

4.1 General Expectations

Team Managers are expected to:

- Serve as a liaison between coach, parents and club administrators.
- Coordinate all logistical tasks to run the team efficiently including team registration, team roster, player passes, payment of fees, scholarship applications, team uniforms, etc.
- Provide parents with game time and locations for all games no later than Wednesday before the game (assuming Sunday games).
- Be the team's point of contact for all club related and external communication.
- Ensure that all club and coach communication are forwarded to all team members in a timely manner.

4.2 Creating Appropriate Accounts and Setting Up

I. First time managers, please create an account /register with:

- SFC's home page (Stamford.soccer), if not done so.
- SWDCJSA (swdcjsa.org).

II. Registration and Background Check

Step 1

- Click on: <http://sysl.cjsalive.org/home.php>
- Set yourself up as a member first, then register before proceeding to the background check
- Please upload your photo (while this is optional, it can speed up the process of issuing passes as this photo can be used for your pass)
- Please check the email you provided in the registration for confirmation that you have registered
- Please forward that email to Bob Pepi - bobpepi@aol.com

Step 2

- Complete the SafeSport Child Abuse Course
- Click on: <https://www.safesport.org/>
- Click on "Sign in"



- Click on "Register"
- When prompted select US Soccer as your NGB and then enter the access code YC3E-6P5G-YYIL-CS2M
- In order to complete your course registration you will receive an email to confirm your email address. You must respond to this email to activate your account.

Upon completion, please keep a copy of your certificate; and please forward a copy of the certificate to Bob Pepi - bobpepi@aol.com

III. Get your team getsoccer.com login and password from the travel commissioner.

Each team has a unique account that goes with the team as a team progresses through the age group. It is important that managers use the team account to sign up / register for tournaments so that any ranking points earned by the team in tournaments are properly credited to the team, which will have an impact on team rankings. At the beginning of each season the manager will have to verify that the roster is accurate and add or delete players that are no longer on the team.

If managers use their own account to sign up a team, the points will likely not accrue to the team and will impact the ranking of the team in the state/region. **PLEASE DO NOT REGISTER FOR TOURNAMENTS USING A PERSONAL ACCOUNT.**

4.3 Registering a New Player

- I. Get parent to provide original and copy of the player's birth certificate.
- II. Get 1 inch by 1 inch photograph of the player.
- III. Ensure parent has an account at SFC website: Stamford.soccer.
- IV. Have parent or guardian complete registration form.
- V. Submit birth certificate, photograph and registration to the appropriate club administrator. Once the player is registered, the birth certificate will be returned to the manager who will return it to the parent.



4.4 Rosters, Passes and Payment of Fees

- I. Prior to start of the season, complete a change in roster form and submit to the Assistant treasurer (or another administrator as directed by the travel / premier commissioner). This form is submitted even if there are no changes with “no changes” in the appropriate box.
- II. Prior to each season, complete an SFC Roster form (preferably electronically as this is an excel based form) and forward to the appropriate administrator for passes and official roster (the travel commissioner will provide contact details).
 - i. Ensure all parent coaches and assistant coaches are listed on the form and have completed a background check with CJSA.
- III. Prior to the Fall season provide a 1 inch by 1 inch photograph to the administrator. Players who have been in a previous Stamford Hurricanes team do not need to submit birth certificates.
- IV. Once rosters are complete, check for accuracy and reach out to the administrator in case of an error. Once finalized, print several copies of the roster for games during the season. Please note that CT Cup/State Cup games have a different roster than regular season rosters.
- V. Coordinate with administrator to collect passes. **Passes are not to be handed out to players.** Managers will keep passes and provide to appropriate officials on game days and tournaments. If a player leaves a team, the pass should be returned to the travel commissioner and should never be given to the player.
- VI. Coordinate with parents, payment coordinator and travel commissioner to ensure any scholarship applications are submitted on time.
- VII. Coordinate with payment coordinator to ensure that player fees are paid on time. Parents are strongly encouraged to make payments electronically on the SFC website (Stamford.soccer).
 - i. In rare cases there might be a parent that does not have the ability to pay electronically and will pay in cash, in which case a Team Manager's Remittance form needs to be filled and submitted with the cash to the assistant treasurer. Please contact the assistant treasurer for more details.



4.5 Ordering Uniforms

Soccer and Rugby Imports (www.soccerandrugby.com) provides uniforms for Stamford Hurricanes. The contact person at Soccer and Rugby is Jessica Rinaldi (Jess@soccerandrugby.com). Soccer and Rugby have a store in Greenwich (3683 Post Road, Greenwich CT 06830) and one in Southport CT. All teams U11 and older have a 'home' and an 'away' jersey, while U8, U9 and U10s may have just one jersey (black). Soccer and Rugby also supplies other team specific items (with the Hurricanes logo), such as hats, warm ups, bags etc. which are not required. Managers get a discount (~30%) for orders placed with the store (for non-uniform items). Please check with the store for more details and identify yourself as a Stamford Hurricanes manager.

- I. Prior to the start of the Fall season, sometime in July, coordinate with other managers in your age group to create a master list of players in the age group and assign a jersey number that is unique to them.
 - i. For instance, players in White will be assigned numbers 2-18, players in Gold 19-36, and Yellow 37-48 etc.
 - ii. In most cases if the team is continuing, from the previous year, players will retain their jersey numbers.
- II. Check with your travel commissioner if the club will be changing jerseys this year. New designs are incorporated every three years for travel and every two years for premier or elite.
- III. Determine among managers of your age group if the jerseys will have player names on it. **ALL teams in the same age group must agree on this, and either all teams have names or none of them do.**
- IV. Reach out to Jessica with the roster of each team, including parent contact number.
- V. Jessica will reach out to each parent and assign them a log-in so each player can place their uniform order online.
- VI. Follow up with parent (and Jessica) to ensure all players have placed uniform order by end of July at the latest. Each player at a minimum must order one or both jerseys depending on if the team has only one or both an 'away' and a 'home' jersey), shorts and socks.



- VII. As players leave the program please update master list in the age group to ensure all SFC managers know what numbers can be assigned to player entering the program. Once a new number is assigned to a player on your team, please ensure all managers in the age group are made aware of it.

4.6 Playing and Supporting Equipment

Prior to the start of the season, the travel commissioner or another volunteer will send an email to all managers with a date, time and location when they can pick up soccer balls and other equipment from the medical kit that might need to be replaced. Please communicate with this person via email and coordinate the pickup of these items.

For items like goalie jerseys, corner flags or complete medical kits, please contact the travel commissioner.

When a team is first formed, they will be provided with a set of corner flags, a first aid kit and an official goalie jersey. The goalie jersey should be exchanged for a large size as the team goalie(s) outgrow the jersey.

Each season, SFC provides 2 game balls (size 4 soccer balls for U12 and younger and size 5 soccer balls for U13 and older), 4 ice packs and a first aid refill, if necessary.

When a team is disbanded for any reason, all equipment should be returned to the Travel Commissioners.

4.7 Scheduling Games

- I. Scheduled dates for each game is posted on the SWDCJSA website at the beginning of the season – the travel commissioner will inform managers when the scheduled dates have been posted.
- II. Coordinate with any other manager that shares your coach (possibly in a different age group) to determine preferred playing times.
- III. Reach out to opposing team manager for away games with requested times based on internal feedback from managers that shares your coach.



- IV. Reach out to Bob Pepi (bobpepi@aol.com) with only home games and specific requests (early time slot, late time slot etc.)
 - i. In some cases opposing managers might have a special request on a time. It's okay to try and accommodate them, as long as it doesn't disrupt SFC scheduling.
- V. Once time and venue has been confirmed (home games), update SWDCJSA website with time and venue (you will need to be logged in), and send a courtesy email to the opposing team's manager of time and venue.
- VI. Provide the opposing team's manager a copy of the temporary parking pass (during the time when passes are required for West Beach parking).
- VII. Coordinate with opposing manager to determine which color jersey your team will be wearing.
- VIII. Inform your team/coach of the venue, time and Jersey color and make sure they have a temporary parking permit.
 - i. Please note that coaches require the team to assemble 30-45 mins before kick-off for warm up.
- IX. For away games coordinate with the opposing manager who will provide time and venue, and communicate that to your team and include any directions or address for the venue that is listed on the SWDCJSA website.

4.8 Game Day Checklist

Home Games

- I. Arrive prior to warmup and if you are the first game on the field, check goals set up corner flags.
 - i. If there is a game already in progress you might be able to exchange your corner flags with the manager of the team playing so you don't have to set up new flags.
- II. Ensure both goals are on the proper end-lines and are weighed down by proper weights (sand bags or ballast). Two sand bags are required for each smaller goal and 3 sand bags on the larger goals. No player should be allowed near a goal if it is not properly weighed down as it can cause a serious injury.



- III. Have two properly inflated game balls ready for the referee prior to the game.
- IV. Sign and handover an official roster and team passes to the referee.
 - i. Please note the CT Cup/State Cup games have a different roster than regular season games.
- V. If this is a State/CT Cup or playoff game, you might have to pay referees in cash (please have them sign the form - available on SFC website so that you can be reimbursed by the club). It is advised to bring exact cash.
- VI. After the game, sign the referee's sheet confirming they officiated the game (this is so they can be paid).
- VII. Pick up corner flags (or exchange with the next home manager) and game balls.
- VIII. Enter the game score on the SWDCJSA website.

Away Games

- I. Arrive for warm up by the stipulated time.
- II. Confirm the field is safe to play and the goals have proper weights to anchor them. If the goals are not properly anchored, do not allow the game to start. The home team is obligated to ensure that the goals are properly anchored otherwise the game may be cancelled.
- III. If this is a playoff game, you might be responsible for half of the referees fee (see SWD playoff guidelines as distributed by your travel commissioner), please have them sign a receipt (form is available on SFC website) so that you can be reimbursed by the club. It is advised to bring exact cash.
- IV. Provide official signed roster and passes to the referees prior to the game.
 - i. Please note the CT Cup/State Cup games have a different roster than regular season games.
- V. Confirm that the scores have been correctly entered by the home team's manager after the game (this might take a couple of days).



- i. For CT Cup/State Games the winning team's manager enters the score on the tournament website on the day that the game is played.
- ii. For playoff games, you may be the home team (as the higher seed) and be responsible to enter the score on the swdcjsa.org site.

4.9 Tournaments

For Elite/Premier Development teams, QTSA will inform managers at the start of the season which tournament(s) the team will attend. For regular travel teams, poll the parents to see if they want to attend a tournament (as there is an added fee for the coach and for the tournament fees, which are not covered under the regular season dues).

- I. Confirm with travel/premier commissioner if there is a designated club tournament that teams must attend.
- II. Please coordinate with travel/premier commissioner to register for the tournament either via Got Soccer or through the tournament's website ASAP.
- III. Please coordinate with travel/premier commissioner to determine if the club will be paying for entry fee by check or if managers will charge their credit cards and get reimbursed. If the club is paying by check, forward confirmation to travel/premier confirmation for payment; if the manager is charging his or her card, forward receipt of fees to assistant treasurer for reimbursement.
 - i. If you are a regular team please collect the per player fee from the team – Premier teams fee structure covers the tournament cost of coaches.
 - ii. Please check with the Treasurer to determine coach's fee and travel expenses for the tournament and include that in the per player portion of the total fee.
- IV. Have your team fill in the medical release (either the tournament's or SFC's). This need only be done once every season. Please keep electronic copy (scan the documents) for future use in tournaments.
- V. Monitor tournament website for game schedule / venue.
- VI. Communicate the time and location of the games to your team and coach.



- VII. Ensure that all players have both White and Black jerseys with them (if the team has 'home' and 'away' kits).
- VIII. If the tournament is being played out of state, managers must fill out a permission to travel out of state which can be found at the link below. Managers normally get approval immediately, which needs to be saved and printed (to provide to tournament if they ask for it). Failure to receive permission to travel from CJSA results in the cancellation of insurance for each player provided by SFC through CJSA.

<http://www.cjsareg.org/etravel/PermitToTravelForm.asp?type=p&id=0>

- IX. Arrive at the tournament 45-60 minutes in advance of the first game to register the team at the tournament, which includes having signed rosters and passes to show tournament officials. Please note that some tournaments require teams to upload copies of the passes, roster, medical release and permission to travel prior to the tournament starts.
- X. Prior to kick off coordinate with opposing manager/coach to determine which color jersey your team will wear.
- XI. You might be responsible to provide game balls.
- XII. Some teams like to set up a tent with food and drinks so players and parents can relax in between games. If so, coordinate with parents to see what food/drinks to bring.
- XIII. Sometime teams wish to have guest players from other Stamford teams play at a tournament to fill-in for missing players. The Travel Commissioner(s) must approve guest players for a tournament. Additionally, a tournament roster must be used when a guest player is playing with the team. The manager should coordinate with the Travel Commissioners for the issuance of a tournament roster.

4.10 Contact Information

This Travel Team Manager's Handbook is meant as resource for new and returning managers to help them navigate through the day-to-day management of a travel team. Additional resources such as SFC administrators, coaching staff, and other Stamford Hurricanes managers are also available and might be able to assist managers in unique situations.



SFC Administrators (2019-2020)

Michelle Lesser (mshelle1@gmail.com) is the girls travel commissioner. If you manage a girls' team please reach out directly to Michelle with any questions or concerns.

Lauren Drysdale (ldrysdale@aol.com) is the boys travel commissioner. If you manage a boys' team please reach out directly to Lauren with any questions or concerns.

Arif Husain (gettyghost@gmail.com) is the premier commissioner. If you manage a premier team, please reach out to Arif with any questions or concerns.

Moria Sawch (moira@snet.net) will be handling boys' paperwork for passes and rosters. If you have any changes in your roster whether is addition or subtraction please fill out a change of roster form and email it to her and cc Frank Magnifico (fmagnifico@pnmcpas.com).

Julie Gieser (geiserjulie@gmail.com) will be handling girls' paperwork for passes and rosters. If you have any changes in your roster whether is addition or subtraction please fill out a change of roster form and email it to her and cc Frank Magnifico (fmagnifico@pnmcpas.com).

Mike Crocco III (sylassignor@gmail.com) and **Bob Pepi** (bobpepi@aol.com) coordinate the assignment of fields for games and appointment of referees.

Professional Trainers/Coaches

Jason Segovia (qualitytouchsocceracademy@gmail.com) is the director of coaching at QTSA. Please coordinate with your team coach and Jason if you have any concerns regarding a team that is coached by QTSA.

Tony Crocco (cr0cc007@yahoo.com) is the director of coaching for Crocodile Elite Training Soccer Academy. Please coordinate with your team coach and Tony if you have any concerns regarding a team that is coached by Crocodile Elite Training Academy.

Managers

Please refer to Appendix C for a complete list of Stamford Hurricanes Managers.



5.0 Concussion Protocol

Concussion: a traumatic brain injury that interferes with normal brain function. Medically, a concussion is a complex, pathophysiological event to the brain that is induced by trauma which may or may not involve a loss of consciousness (LOC). Concussion results in a constellation of physical, cognitive, emotional, and sleep-related symptoms. Signs or symptoms may last from several minutes to days, weeks, months or even longer in some cases.

It is SFC policy that if a player is suspected of sustaining a concussion, the player is not permitted to participate in any training activities or games until the player is cleared by a qualified medical professional (i.e. Doctor) who must provide a note clearing such player to resume training and participation in games.

Please refer to Appendix D for CJSA's Concussion Procedure and Protocol.



Appendix A



Developmental Team information

qualitytouchsocceracademy@gmail.com

Dear Parents and Players: Please read through our pre-season introduction letter that clearly explains what we want to do, what we expect from players and parents and how the upcoming season will go.

What is Soccer? Soccer can be considered an Intermittent sport (Jensen & Larsson, 1992, Di Salvo et al, 2007) with elite adult players covering up to 14KM per 90-minute match (Mohr et al, 2008). Figure 1 is a breakdown of relative activity elite adult players can go through in a match. Within this distance covered, can be between 1000 to 1500 changes of movement between every 5-6 seconds (Bloomfield et al 2007). Soccer is also a sport that requires players to sprint often, with players sprinting 10 to 15 meters every 90 seconds (Comfort, Bullock, & Pearson, 2012). While this type of action is a small part of the game, elite players can perform between 150 to 250 intense actions in a game each week (Mohr, Krustrup and Bangsobo, 2003).

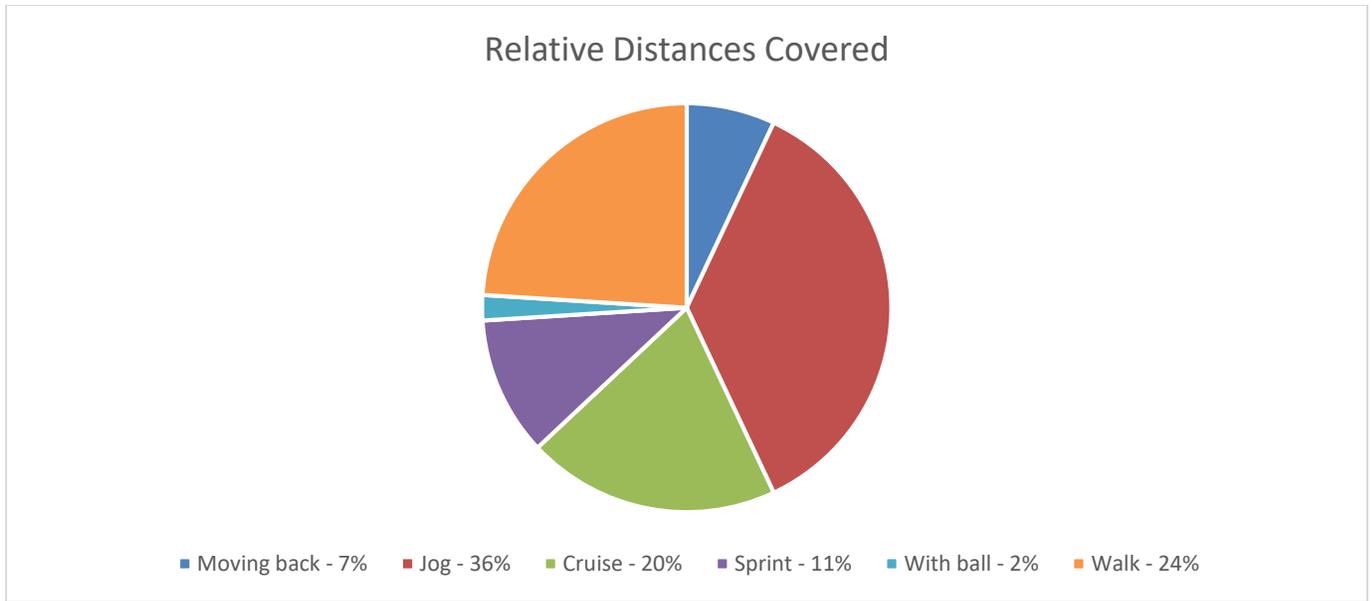


Figure 1. Describes the relative distances covered by outfield players based on categories of activity (Sturdwick & Reilly, 2001).

For playing position examples, midfielders are most likely to cover their distances during a game within the low activity range. According to Barros et al (2007) midfielders could cover more distances during the 1st half of play over the second half of play. Midfielders will make up to 8.6 (4.3 SD) sprints per game, which is a much lower number when you consider a forward can make up to 15.9 (5.1 SD) per game (Andrzejewski et al, 2013). According to Bloomfield (2007) midfielders spend 14.6 % (9.2 SD) of a game running and 2.1% (1.6 SD) standing. In comparison to a forward which spends 11.1% (4.5 SD) of a game running and 5.3% (3.5 SD) standing, which suggests the midfield position calls for much more constant movement due to the demands of the position in today's game, which may be pertinent to the Barros (2007) study.

As is clearly seen from the above academic studies, Soccer is not an easy sport to play or learn. It's a constantly moving game, with different scenarios and situations changing by the second, which requires a tremendous athletic and intelligence capacity to get close to a good level. It takes commitment to train, focus, determination to succeed and a comprehensive plan to lay the foundations for player development. It will not happen over-night and it will not happen if parents and players don't do their part. Let's remember we are at the very start of the

developmental path and there will be many bumps in the road and there's a process that must be respected to achieve improvement. Nobody is above that law in Soccer!

QTSA Training Sessions:

Our practices follow the FLASHPATHWAY™ Curriculum that QTSA designed and has used in the last six years in Stamford.

The lessons are very simple, child orientated and proven very successful in the long term development of young Soccer players. The lessons are designed to maximize the little time we have to practice (3 - 4.5 hours per week), give high technique, small sided tactic repetition and be fun and ever changing to keep the interest and intensity high. Please feel free to come watch the trainings and also ask any questions you may have on the subject.

The training content is very simple also and we focus on what players this young need to work on. Primarily we focus on the ball and getting as comfortable with a ball as possible, individually and collectively. We will practice individual ball skills, 1v1 play and play a lot of small sided training games to maximize the players Soccer time together.

The hour and a half lessons flow as follows:

Ball Based Warm Up: This is to practice individual ball skills, dribbling with a ball, 1v1 moves and time spent on understanding how the ball works. This is preparation for the body and mind to become as familiar as possible with a Soccer ball. A size appropriate Soccer ball is **highly** recommended for players of this age.

1v1 play: This tests the ball skills we have practiced in the warm up, will test player's ability to play 1v1 and give players a chance to find solutions to the 1v1 situations that arise in games. The FLASHPATHWAY™ Curriculum has many 1v1 scenarios for the players to play in, in both 1v1 ball each and 1v1 duel games.



Passing & Receiving Technical: We look to build the foundations of striking and controlling the ball in numerous technical activities that replicate a game situation. Passing and 1st touch is the window to really understanding the game and competence with these technical skills is of the utmost importance for players developing their individual game and developing the style of play we teach collectively.

Basic Possession: To possess the ball you need both a high technical knowledge within each player and an understanding of how to support the ball carrier, with knowledge of movement, body position, angles, distance and timing.

Through the FLASHPATHWAY™ Curriculum we have a number of 3v1 situations that allow for technical skills to be practiced and give time to learn the supporting aspect of keeping the soccer ball within your team. 3v1 is our blue print to our possession game and takes time to develop. Once players start to understand our 3v1 principals, this quickly transfers in to advanced possession activities, small sided training games and competitive games. Once players and teams become of a level that allows for progression, we add numbers to the possession aspect of practices and get closer to real game numbers. Starting small and allowing the basics to be learned will allow for a better understanding long term.

Advanced Possession: Once the basic understanding of how a group can keep a ball comfortably in 3v1 situations, we move to more complex scenarios that start to plug in to positional aspects of the game. Here is where the work towards playing the game within the QTSA style of play is laid out. We start to focus on making our training philosophy plug in to the actual game, where we're teaching ideas and situations that commonly come up in competitive games, while we train for this in a repetitive, yet changing environment. We now work in directions so we can take the game forward towards the opponent's goal, work the ball back and switch the play from one side of the field to the other and also use our possession to coax the opposition to parts of the field we want them to be in, so we can then attack the open spaces we created by doing so. This means we are sharing information with the players that in time will help them make smarter choices, more quickly with better technical execution as individuals and as a team. The direct impact of



this training focus will create an understanding of space and time, which starts to be realized through repetition of movements, positioning (field and body), supporting team mates and players using their movements as decoys to create spaces for others. Although this is complex information, we start to see the early signs of this quite quickly once the players have gone through a couple of months of regular training and playing.

Why Small Sided Games?

The majority of trainings are based on Small Sided Games (SSGs). SSGs can be regarded as Soccer games that are modified by reducing the size of the playing area, numbers of players playing as well as modifications to the rules (Gabbet, Jenkins & Abernethy, 2009). This allows for efficient training sessions that can quickly develop technical, tactical awareness as well as impacting physical performances (Haas et al, 2011). However, a coaches' role when picking why and how a (SSG) is set up is key, due to the modifications which should be relevant so they can lead the players on a path to improvement (Davids et al, 2013). The aim will be to share as much information as possible with the team, but in a way that's having the players perform the actions, think through their choices and execute all of this in a game like, yet highly repetitive environment.

Drills and activities that are not based on playing the game are very rarely practiced. For example, we don't do line drills or train players in ways that is out of context with game situations. The rare times this is done, is only when a player is struggling with a certain technical aspect of their game and a discussion between the coach and player has taken place to help identify the issue so the player(s) can work on it in isolation with more focus. The learning environment should encourage game appreciation in addition to logical thought processes that are in line with the sports basic principles (Pill, 2012). The challenge for the coach is to try and re-create match play conditions, but, at the same time try to ensure the focus of the trainings are appropriate and relevant to the age of the participants (Owen, Twist & Ford, 2004). When you see lots of playing and small sided games on the training field, don't mistake this for QTSA just letting the players



play. We set up SSGs that key in to our style of play, give many game like repetitions and its done in a way where the players are playing through their development stages.

In addition to our SSGs training, we also play tournament format and have our challenge games, where we will ask players and 3v3-6v6 teams to meet challenges set by coach. Players and teams are given rewards if the challenge is met. An example of this is: if a team can complete 3 passes and score, their team scores two goals. It's a challenge, not a condition, which allows players to choose and figure out what's best in the situation they're in. Players that are focusing in on the same personal goals and have the desire to show their peers they are improving can play a significant role in raising intrinsic motivation (Deci & Ryan, 1985).

Phases of play training (Game situation preparation)

Phases of Play are game realistic practices designed to simulate a specific scenario or scenarios of play within a real game. This involves training blocks within a team (EG. the GK and Back Line to play out from the back) and developing a whole team understanding of the principles of play and tactical understanding.

Usually this form of training takes place over 2/3rds of a full size, age appropriate pitch and focuses on a specific aspect of play. For example, teaching a team to play out from the back or teach a team's forwards to combine and create goal scoring opportunities. The team being "coached" should be overloaded (e.g. 11v10, 9v8, 8v7, 6v5) to generate success, confidence and conditions placed on the other team to further create a good learning environment.

Various start positions can also be employed to create the game scenario desired, such as throw ins, service to areas of the field or starting with certain positions within either team's formation. Phases of play also should involve some sort of goal or target for the opponent so the game becomes realistic on both sides of the ball.

Phase of play sessions will build on from a technical/functional activity or a small sided game that has been coached previously in training session to show the concepts we're looking to teach in a



high repetition environment. Phase of play is then coached to paint the full picture of the concept you have been coaching in a game situation (QTSA, 2017).

Sunday Game days:

Style of Play

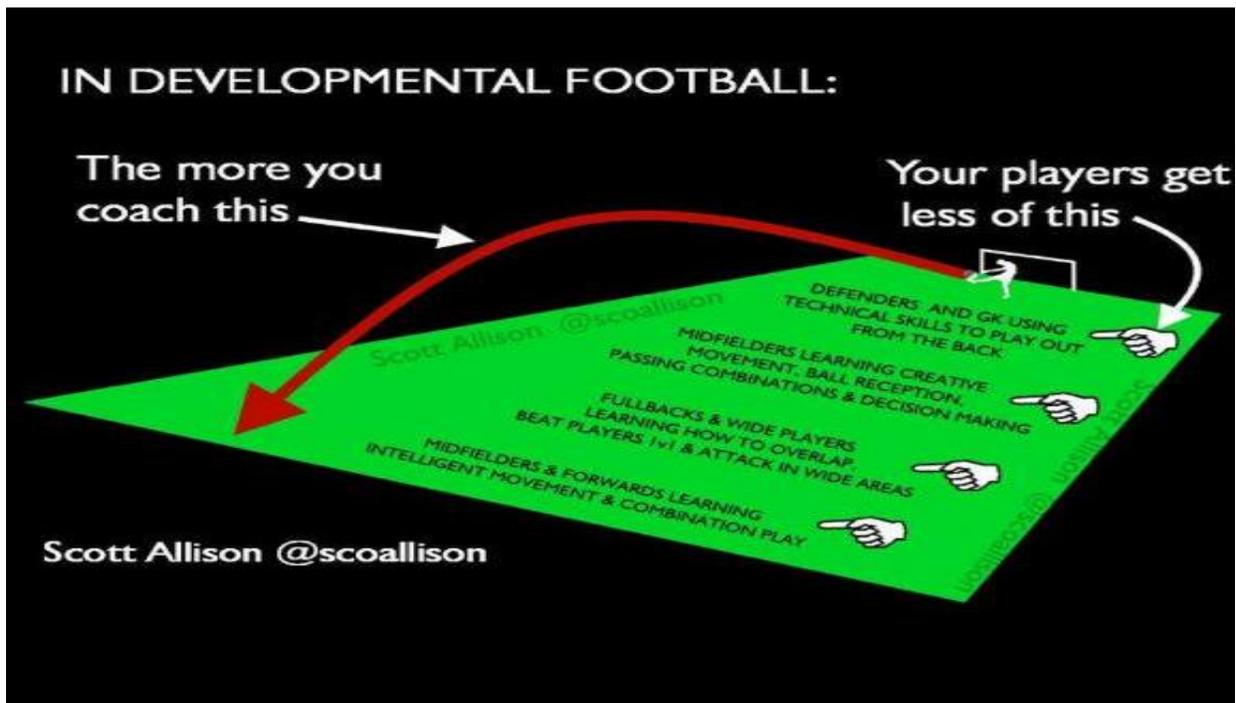
The desired style of play is to “Play out from the back” with possession of the ball of high importance (US Soccer, 2012). This is done in two ways. First, the team is organized in a way where technical competence and positional understanding go hand in hand. Can the players be comfortable either with the ball at their feet or receive a ball and understand what to do with the ball in advance of their final decision? As well as understanding how to move and position off the ball to create options for their team mates to use as a target or a decoy? Secondly, if the ball is with the other team, can the team disrupt and pressure in a way to regain possession as quickly as possible? Technical and positional understanding is again of the utmost importance to where and when the ball is pressed in order to regain possession. Linking this playing style philosophy to the FlashPathway training model through (SSGs) has been very successful if everyone is patient and supportive of the way we work with the players.

In order for our teams to play out from the back, there is an emphasis on no punting from our goal keepers or kicking the ball long with no aim from goal kicks. Punting and aimless kicking results in 50/50 chances of keeping possession, turns the game in to a physical encounter more than it needs to be and bypasses many players on the field meaning less touches of the ball, interactions with each other and generally less time to develop skills and a feel for the game. A good visual example of this is Figure 2 from another coaching organization based in Europe. It perfectly describes why we play out from the back and the benefit to the players learning and developing their game as players and as a team.

There will be times when our teams lose goals and or games due to this playing style, early in a team's development. It's understood we are asking the players to play in a more difficult way, with more risks and chances of mistakes. However, the upside in the long term far outweighs



some losses at U8/9 for example, where the focus shouldn't be winning or coming 1st in a meaningless league table. We believe in being judged a little more on game results and cups/leagues or tournaments once we have had time to develop our players and teams. Our recent record at U11 and up of winning State Cups, Travel and CT Premier Leagues, as well as in State and out of State Nationally "ranked" Tournaments, with players who have come through our system since u8, more than backs up our teaching/playing philosophy. To reach that we need patience, understanding and being realistic about your child's athletic and soccer capabilities



early in their soccer developments. It's OK that in the early days of development that it looks messy, unorganized and to be frank, not like the Soccer you see on TV. In time it comes.

Figure 2. Why we don't punt or kick the ball long (@scoallison, 2016).

Parents:

A few things for all parents to understand going forward so our coaching job is easier and the players don't get negatively impacted. Please **do not coach, instruct or try to influence player decisions in games**. Figure 3, on the next page, is a good visual for us all to live by in the time we

share with the children. The Sunday game is still part of the learning curve, a great chance for players to practice what they are doing in training and more importantly is a fun and great way to get outside and enjoy the game. 30 different voices all shouting different instructions can't be enjoyable for youth players. We know when we played as kids that hearing support was great, but never enjoyed when someone on the sideline was telling us what to do or losing their composure due to the team maybe losing.

From a player’s perspective it’s irritating and distracting. From the coaches’ perspective it’s



irritating, can be damaging and undo previous work we've done. So please make supportive noises, but leave the playing to the players and the coaching to QTSA coaches.

QTSA coaches are very quiet on the sideline during the flow of play. We will watch the game and form views on what’s going on and address anything we see in training or in the down time parts of games (pregame, half time, talks with subs, post-game). We will make some comments, maybe some adjustments, but will want to let the players play and play with freedom.

Figure 3. Good advice for parents and coaches in the developmental environment we share (@believePHQ, 2017)

The weekly/seasonal break down of instruction:

- Two or Three training days (depending on what level of team it is) where coaches instruct and facilitate in the learning environment.
- Pre-game warm ups and pre-game team talk giving collective and individual challenges and advice.
- Talking to players who are resting on the bench or have just come out of the game to address something we have seen to help them.
- Half time of games to reinforce our message and address positives/negatives from the 1st half.
- Post-game de-brief to recap and walk players through the game.
- Post-game emails to close out that week's training and game experience.
- End of Season player evaluations.

We sometimes get accused of “not coaching” or we hear “the opponent coach was far more vocal than our QTSA coach” which is probably accurate, but not a fair assessment of our overall interactions with our players. If we shouted and constantly gave instructions, then the players are not the ones playing the game. They are being used to play from one person's perspective which will take the fun and learning opportunities away from the players. We have to know when to be quiet, when to ask for something different or make a full intervention if the same mistakes keep happening. However, none of this will be done in the manner you see coaches from other clubs/towns do it. We are opposed to that approach completely and have confidence that our way is doing its job well. As you can see from the above break down, there are many, many coaching moments QTSA takes advantage of over a season. When the competitive game is being played we will instruct minimally, help players when we can but we will not be shouting, telling players what to do every second or making their choices for them. That isn't coaching, that's micro-managing. Please understand the difference before you consider accusing any QTSA coach of not coaching in a game.

Why do we coach this way?

Being aware of the impact a coach can have on players and their team extremely important (Cushion, 2010) and something QTSA takes very seriously. With that said, there also has to be an understanding that a major role of a coach is to help athletes acquire skills that are important to



competition performance (Jones, 2007). To do this will take a number of considerations such as a teaching philosophy, soccer style philosophy, practice methodology, teaching skills, along with the coach understanding how to balance out the amount of instruction and autonomy the athletes receive in their developmental process (Cross & Lyle, 1999).

However, research has highlighted issues with high levels of instruction and feedback in a training session or competition (Williams & Hodges, 2005). There can be an overload of information for the athletes which can impact the problem solving process, which can lead to the information being forgotten (Jackson & Beilock, 2008). There could be a more balanced approach from the coach where they could back off with too much feedback/instruction (Davids et al, 2008). The challenge for all coaches is to give the least amount of feedback/information while engaging the learner to think and answer for themselves for the athletes to progress (Williams & Hodges, 2005).

Game time:

Game playing time is determined by attendances to trainings, attitude and behavior at trainings and a general good work ethic to self-improve and being a good team member. Game time is also based on parental behavior. If a parent cannot demonstrate they can stand on side line and support their child and their team in a calm and non-intrusive manner, your child will not play as much due to that. We see it as the parent ruining the experience for every other child through this selfish behavior and we will no longer tolerate it.

Also game day warm ups are very important, so being on time and switched on to play is also a consideration. QTSA will be as fair as possible, but won't play players as much as others if there are any sort of issue on the subjects above. The QTSA philosophy on playing time is very simple, those who deserve to play, play, those who don't do as asked will sit more than play.

Effort and positively impacting the games is also a consideration. We want everyone to play and when on the field put their all in to have fun, contribute to the team cause and show they have been working hard in training to execute the things we have been working on in games. We won't



keep players in the game who are not contributing, not working hard or not doing their best. We can see quite quickly who is playing with their all and who is coasting. We understand everyone has an off day and we will take that into consideration, but, if there is a consistent lack of application come game time, we will play the players who are showing more effort than the ones who are showing they think they are owed some game time.

Players should arrive at training/games with QTSA white T shirts, black shorts and socks. QTSA will be offering our new T-shirts for \$10 each which can be used for training and pre-game warm ups. The T-shirts look great and if everyone has one, will give off that team effect in a more obvious way. Please contact us or see us at training to purchase the T-shirt.

Players need to bring a properly inflated size appropriate Soccer ball to all Soccer events, wear shin guards in addition to the players bringing a good supply of fluids, due to trainings being very high in intensity.

Communications:

Any issues you feel you need to approach us with must be done in the correct manner. QTSA coaches will not discuss any issues right after a Sunday game. This tends to be the time when parents get confrontational after a loss or if your child didn't get the game time you wanted. We need you to be calm, go home and think about what you want to say. You should contact the team Manager 1st, the manager will contact your QTSA coach and we can then work together in calm way to resolve anything you may be unhappy with. QTSA coaches have been instructed to **NOT** get in to any discussions about any sort of issue on a game day. They will not talk to you at all about it, so please go through the right channels to get your points across!!

Thank you for your time, we are sorry for the length of this informational letter, but we think reading this now and getting things out in the open now will allow for us all to get used to what's going to happen and make this coming season as smooth as possible.



Please feel free to contact us, introduce yourself and fire any questions you have our way. If we can answer your questions we will, if we can't, we will try our best to get you the right and honest answer.

Yours in Soccer,

QTSA, Inc.
Jason Segovia - Program Director
Antony Wilshaw - Technical Director

References

Andrzejewski, M, Chmura, J, Pluta, B, Strzelczyk R, & Kasprzak, A. *ANALYSIS OF SPRINTING ACTIVITIES OF PROFESSIONAL SOCCER PLAYERS*. 2013. *Journal of Strength and Conditioning Research*, 27(8)/2134-2140

Barros, R, Milton, S, Misuta, RP, Menezes, PJ, Figueroa, FA, Moura, SA, Cunha, RA, and Neucimar, JL. *Analysis of the distances covered by first division Brazilian soccer players obtained with an automatic tracking method*. *J Sports Sci Med* 6: 233–242, 2007.

Bloomfield, J., Polman, R., and O'Donoghue, P. (2007). *Physical demands of different positions in FA Premier League soccer*. *Journal of Sports Science Medicine*, 6, 63-70

Comfort, P, Bullock, N & Pearson., 2012. *A comparison of maximal squat strength and 5-, 10- and 20-meter sprint times, in athletes and recreationally trained men*. *Journal of strength and conditioning research*, 26 (4), pp.937-940

Cross, N. & Lyle, J. (eds.) (1999) *The Coaching Process: Principals and Practice for Sport*. Edinburgh: Butterworth-Heinemann

Cushion, C J. (2010) *Coach behavior*. In. J. Lyle & C. J. Cushion (Eds.), *Sports coaching professionalization and practice* (pp. 243-253). London: Elsevier.

Dauids, K., Araújo, D., Correia, V., & Vilar, L. (2013). *How small-sided and conditioned games enhance acquisition of movement and decision-making skills*. *Exercise and Sport*

Sciences Reviews, 41(3), 154–161.

Dauids, K., Button, C., & Bennett, S. (2008). *Dynamics of skill acquisition: A constraints led approach*. Champaign, IL: Human Kinetics.



Deci, E. L., & Ryan, R. M. (1985). *Intrinsic motivation and self-determination in human behavior*. New York: Plenum Press.

Gabbett, T., Jenkins, D., & Abernethy, B. (2009). *Game-based training for improving skill and physical fitness in team sport athletes*. *International Journal of Sports Science and Coaching*, 4(2), 273–283.

Hill-Haas, S., Dawson, B., Impellizzeri, F. M., & Coutts, A. J. (2011). *Physiology of small-sided games training in football: A systematic review*. *Sports Medicine*, 41(3), 199–220.

Jackson, R. C, & Beilock, S. L. (2008) Performance pressure and paralysis by analysis. Research Implications. In D. Farrow, J Baker, & C. MacMahon (Eds), *Developing sport expertise* (pp. 104-118). New York: Routledge

Jensen, K., and B. Larsson. Variations in physical capacity among the Danish national soccer team for women during a period of supplemental training. *J. Sports Sci.* 10:144–145, 1992.

Jones, R. L. (2007). *Coaching redefined: An everyday pedagogical endeavor*. *Sport, Education and Society*, 12, 159–173.

Mohr, M., Krustup, P & Bangsobo, J. (2003) *Match Performance of high-standard soccer players with special reference to development of fatigue*. *Journal of Sports Science*, 21, 519-528.

Mohr, M., Krustup, P., Andersson, H., Kirkendal, D. and Bangsbo, J. (2008). *Match activities of elite women soccer players at different performance levels*. *Journal of Strength and Conditioning Research*, 22, 341-349.

Owen, A. Physiological & technical analysis of small-sided conditioned training games within professional football. *Soccer J* 49: 5, 2004.

Pill, Shane. (2012) *Teaching Game Sense in Soccer*. *Journal of physical education, recreation & dance*: 83, 3; ProQuest (pp. 42-52).

US Soccer (USSF). (2012) *US Soccer Curriculum: Style and Principals of Play*. [online] Available at: < <http://resources.ussoccer.com/n7v8b8j3/cds/downloads/Part%201%20-%20Style%20and%20Principles%20of%20Play%20U.S.%20Soccer%20Coaching%20Curriculum.pdf> > [Accessed 15 April 2016]



Appendix B

A Team Manager's Year with the Stamford FC

June

(While the current season is in full swing and coming to an end, the coaching staff and SFC are already preparing for Fall).

- Coordinate with coaches and travel commissioner to determine roster for Fall (following tryouts earlier in the spring).
- Contact players on the roster and offer position for the Fall to secure commitment.
- Coordinate with travel commissioner, payment coordinator and assistant treasure to ensure all dues are paid by players/parents.
- If needed assign jersey numbers to new members of team (**please coordinate with other managers in your age group to assign unique numbers to each player so it's easy to move them around teams at the end of season if need be**).
- Provide QTSA camp information to the team (held in August).

July/August

- Submit change of roster forms to designated SFC administrator to process paperwork (travel commissioner will provide contact information).
- For new players, coordinate with parent to get birth certificate (original and copy), 1 inch by 1 inch photograph, and [registration].
- Managers and parent coaches need to submit to CJSA background check.
- Coordinate with Greenwich Soccer and Rugby to ensure all players have uniforms.
- Coordinate that July/August payment is made by team members.
- Follow up with team on QTSA camp.
- Distribute team training schedules for the Fall.
- Obtain soccer balls, medical kit refills and other game items (corner flags etc.).
- Ensure all passes are in order prior to start of the season.
- Ensure official roster is correct.

September

- Coordinate with field scheduler and opposing manager to schedule games as the schedule is released.
- Communicate with SFC manager who shares a coach with you to minimize coaching conflict of games.



- Coordinate with coaches to sign up for tournaments.
- Manage the scheduling of games, posting of results and coordination with opposing team manager.

October

- Assist coaches as needed in tryouts for the spring season.
- Coordinate payment of fees due Oct. 31.

November

- Manage logistics of any new players coming into the team for spring, including registration, change of forms, birth certificates and passes.
- Coordinate with travel commissioner and coaches to pass along winter training schedule.
- Sign up for any winter tournaments.

December

- Relax from soccer and recharge batteries – Happy Holidays.

January/February

- Winter training.
- Coordinate tournaments if scheduled.

March

- Outdoor practice begins.
- Stock up on game balls and medical supplies.
- Coordinate the final payment of dues for the year.

April

- Outdoor season begins.
- Coordinate with opposing managers to ensure smooth scheduling of games.
- Distribute temporary parking passes for current year to own team and opposing team.
- Obtain parking pass for coach and volunteers for parking at West Beach.
- Normal in-season duties.

May

- Coordinate and assist coaches with tryouts for the Fall.
- Normal in-season duties



Appendix C

Stamford FC - Fall 2019 Manager's List



Team	Manager Name	Email	Coach	Phone	League	Got Soccer Log In	Got Soccer PW	Got Soccer ID
GIRLS								
2019-2020 U8-9 (2011-2012) Girls	Kevin Fay	kevin_fay1@hotmail.com	Tony	415-307-8939	CJSA			
2019-2020 U11 (2009) Girls	Sue Bello	sfbello@optonline.net	QTSA-Dale	203-252-4284	CJSA			
2019-2020 U12 (2008) Girls	Paul Freeman	freemanp101@gmail.com	QTSA- Dale	917-407-3037	CJSA	stamford2007bwhite	fgw2007	
2019-2020 U13 (2007) Girls	Annemieke VanDerStoek	annemiekevds@gmail.com	QTSA-Juan	203-979-6753	CJSA	stamford2007gwhite	fgw2007	
2019-2020 U15 (2005) Girls	Marcella Monroy	marcella.monroy@yahoo.com	Tony	203-524-3988	CJSA	stamford2006gwhite	fgw2006	
BOYS								
2019-2020 U8 (2012) Boys	Julio Moyano	moyano_julio@hotmail.com	QTSA-Jason	203-280-3389	CJSA			
2019-2020 U9 (2011) Boys	Danielle Polizzi	dpolizzi77@gmail.com	QTSA-Juan	203-273-2726	CJSA			
2019-2020 U10 (2010) Boys White	Scott O'Connor	scott.m.oconnor@gmail.com	QTSA-Antony	917-658-8521	CJSA			
2019-2020 U10 (2010) Boys Gold	Namita Pendharkar, Anna Eliseenkova	namitap@gmail.com , anna.eliseenkova@gmail.com	QTSA-Johnny	203-517-6588, 203-561-0109	CJSA	stamford2008byellow	fgw2008	
2019-2020 U11 (2009) Boys White	Stacy Reid	stacyann.reid5@gmail.com	QTSA-Jason	203-979-6684	CJSA	stamford2009bwhite	fgw2009	
2019-2020 U11 (2009) Boys Gold	Fergus Smail	fergus.smail@me.com	QTSA-Johnny	203-524-1843	CJSA			
2019-2020 U11 (2009) Boys Yellow	Olga Alvarado, Latrina Annosier	oalvarado_26@hotmail.com , nursetrina2004@yahoo.com	QTSA-Fabrizio	203-667-4195 203-275-7503	CJSA	stamford2008bwhite	fgw2008	
2019-2020 U12 (2008) Boys Premier	Patrick and Josie McMahon	patrickjcmahon@yahoo.com , loreina1@yahoo.com	QTSA-Mike	203-524-2156, 203-722-5959	EDP			
2019-2020 U12 (2008) Boys Gold	Nardy Chung	nolan.chung@gmail.com	QTSA-Mike	203-809-0362	CJSA	stamford2008bgold	fgw2008	
2019-2020 U12 (2008) Boys Yellow	Jamie Melecio	ikgnc@hotmail.com	QTSA-Sean	646-729-7408	CJSA	stamford2008byellow	fgw2008	
2019-2020 U13 (2007) Boys Premier	Paul Freeman	freemanp101@gmail.com	QTSA-Mike	917-407-3037	EDP	stamford2008gwhite	fgw2008	
2019-2020 U13 (2007) Boys Gold	Freddy Muralles / Gen Smail	estuardomorales73@hotmail.com , Geneviesemail.me.com	QTSA-Sean	203-807-1061	CJSA			
2019-2020 U13 (2007) Boys Yellow	Duncan Lee	duncantlee@gmail.com	QTSA-Fabrizio	646-599-1726	CJSA			
2019-2020 U14 (2006) Boys Premier	Arif Husain ; Lauren Fedeli	gettyghost@gmail.com ldrysdale@aol.com	QTSA-Juan	203-376-8164	EDP	stamford2005bwhite	fgw2005	
2019-2020 U14-U15 (2005,2006) Boys	Asif Osman	arb71@hotmail.com	QTSA-Antony	203-273-2294	CJSA	stamford2005bgold	fgw2005	

Blue shade indicates the team plays in EDP

Appendix D



Connecticut Junior Soccer Association

Concussion Procedure and Protocol for CJSA Soccer Events

Concussion: a traumatic brain injury that interferes with normal brain function. Medically, a concussion is a complex, pathophysiological event to the brain that is induced by trauma which may or may not involve a loss of consciousness (LOC). Concussion results in a constellation of physical, cognitive, emotional, and sleep-related symptoms. Signs or symptoms may last from several minutes to days, weeks, months or even longer in some cases.

CONCUSSION SIGNS, SYMPTOMS, AND MANAGEMENT AT TRAINING AND COMPETITIONS

Step 1:

Did a concussion occur?

Evaluate the player and note if any of the following signs and/or symptoms are present:

- (1) Dazed look or confusion about what happened.
- (2) Memory difficulties.
- (3) Neck pain, headaches, nausea, vomiting, double vision, blurriness, ringing noise or sensitive to sounds.
- (4) Short attention span. Can't keep focused.
- (5) Slow reaction time, slurred speech, bodily movements are lagging, fatigue, and slowly answers questions or has difficulty answering questions.
- (6) Abnormal physical and/or mental behavior.
- (7) Coordination skills are behind, ex: balancing, dizziness, clumsiness, reaction time.

Step 2:

Is emergency treatment needed?

This would include the following scenarios:

- (1) Spine or neck injury or pain.
- (2) Behavior patterns change, unable to recognize people/places, less responsive than usual.
- (3) Loss of consciousness.
- (4) Headaches that worsen
- (5) Seizures
- (6) Very drowsy, can't be awakened

- (7) Repeated vomiting
- (8) Increasing confusion or irritability
- (9) Weakness, numbness in arms and legs

Step 3:

If a possible concussion occurred, but no emergency treatment is needed, what should be done now?

Focus on these areas every 5-10 min for the next 1 - 2 hours, without returning to any activities:

- (1) Balance, movement.
- (2) Speech.
- (3) Memory, instructions, and responses.
- (4) Attention on topics, details, confusion, ability to concentrate.
- (5) State of consciousness
- (6) Mood, behavior, and personality
- (7) Headache or "pressure" in head
- (8) Nausea or vomiting
- (9) Sensitivity to light and noise

Players shall not re-enter competition, training, or partake in any activities for at least 24 hours. Even if there are no signs or symptoms after 15-20 min, activity should not be taken by the player.

Step 4:

A player diagnosed with a possible concussion may return to CJSA play only after release from a medical doctor or doctor of osteopathy specializing in concussion treatment and management.

Step 5:

If there is a possibility of a concussion, do the following:

- (1) The attached Concussion Notification Form is to be filled out in duplicate and signed by a team official of the player's team.
- (2) If the player is able to do so, have the player sign and date the Form. If the player is not able to sign, note on the player's signature line "unavailable".
- (3) If a parent/legal guardian of the player is present, have the parent/legal guardian sign and date the Form, and give the parent/legal guardian one of the copies of the completed Form. If the parent/legal guardian is not present, then the team official is responsible for notifying the parent/legal guardian ASAP by phone or email and then submitting the Form to the parent/legal guardian by email or mail. When the parent/legal guardian is not present, the team official must make a record of how and when the parent/legal guardian was notified. The notification will include a request for the parent/legal guardian to provide confirmation and completion of the Concussion Notification Form whether in writing or electronically.
- (4) The team official must also get the player's pass from the referee, and attach it to the copy of the Form retained by the team.



References:

Kissick MD, James and Karen M. Johnston MD, PhD. "Return to Play After Concussion." Collegiate Sports Medical Foundation. Volume 15, Number 6, November 2005. [http://www.csmfoundation.org/Kissick -
_return_to_play_after_concussion - CJSM 2005.pdf](http://www.csmfoundation.org/Kissick_-_return_to_play_after_concussion_-_CJSM_2005.pdf). April 22, 2011.

National Federation of State High School Associations. "Suggested Guidelines for Management of Concussion in Sports". 2008 NFHS Sports Medicine Handbook (Third Edition). 2008 77-82. <http://www.nfhs.org>. April 21, 2011.

