

SCOR Manager Guidelines



(Updated: July 2017)

Registration

Registration is held in May for the Fall season and January for the Spring season. Travel and Academy fees are collected at the time of registration. Letters of acceptance will be mailed to players/parents in June and March respectively.

Tryouts

SCOR Academy - There will be no tryouts for the SCOR Academy Program. All age appropriate players willing to make the commitment are welcome to participate in the program. Past season(s) playing exposure and/or pre-season practices will assist professional staff with placing players on equally balanced teams within their gender league.

SCOR Travel - U10/11 Travel U10 Players will be evaluated and ranked among their U10 peers throughout their last season in the SCOR Academy and U10 Travel Programs. All players will have the opportunity to 'tryout' at two 'combined' practice sessions towards the end of the season and depending on level of ability and availability on the roster, players will or will not make next season's U11 Travel Program. New players will have the opportunity to 'tryout' at one or more practice sessions during the season and/or at the 'combined' practice sessions and depending on level of ability and availability on the roster, the player will or will not make the next season's U11 Travel Program.

U12 Travel and Above players will be evaluated and ranked among their Travel Program peers throughout their last 2 seasons in the Travel Program. Travel team placement is based on player's progress, performance, commitment and abilities as documented in the professional coaches evaluations and rankings. New players will have the opportunity to 'tryout' at one or more practice sessions during the season. Placement on a roster will depend the player's level of ability and availability on the roster. Players will retain their placement through the Spring season without having to tryout again. However, players will continually be assessed by their coach, on speed, agility, technical and tactical skills and attitude as demonstrated during their season of play. Exceptions: If coaching staff determines that player(s) are not developing accordingly and/or are disruptive to the program during the Fall season then it is within their responsibilities to notify parents via written notice of the possibility that their child(ren) may be cut or demoted. Notification must be given to the parents by mid October.

Players who choose to leave travel soccer for a season will forfeit their spot on their team and will be able to try out again if a spot is open. Parents of new players usually contact the [SCOR Registrar](#). Letters

of acceptance or regrets will be e-mailed to players/parents. Players who do not make a Travel team will be offered a House team position and given the appropriate refund. The tryout procedure will be posted on the website, www.scor.org, for parents to review.

Passes

All SCOR travel players, coaches and managers are required to have a pass from the Connecticut Junior Soccer Association. Passes and rosters will be given to managers at Managers meeting. Please make every effort to attend meeting. Keep player passes in a safe place and make sure you bring to every game as they will be checked by the referees. New passes are issued for the fall season and are valid for one year. In the spring, passes are required for new players (and new coaches/managers) only. Adults who are on the team sideline during the game must be on the roster and have a pass. Parents or players not on the roster may not be on the team sideline. All passes must be returned to the Registrar immediately following the conclusion of the fall season. Never dispose of any pass, even if the player has no intention of returning to play. CISA rules require that all passes be accounted for. Please return passes and medical forms to the VP Travel at the end of each season.

Rosters

CISA allows 25 players to be rostered on each 11v11 team for ages U13-U18 travel teams and 18 for premier teams. Tournaments typically limit rosters to 18 players. SCOR team roster sizes will be determined by the SCOR coaching staff.

Managers should make about 15 copies of the roster and keep the original. These copies are used to apply to tournaments, to give to referees before each league game, and also to give to the referee before each state cup game. Remember to distribute copies and keep the originals. Remember to make copies of frozen rosters for state cup games. These are sent to you from the state office of CISA. Always bring a copy of your roster and the passes to all games. Changes to rosters may result in significant delays of issuing new official rosters and passes.

Medical Release Forms

Medical release forms must be present at all practices and games. In case of emergency, the child cannot be treated without this form. 'ALL PASSES, ROSTERS, MEDICAL RELEASE FORMS, AND FLAGS MUST BE RETURNED TO THE TRAVEL VP AT THE END OF EACH SEASON'. The Medical Release form can be found at the [SCOR web site document center](#).

Practices

Practice dates/times and fields are determined before the start of each season. Our professional coaches work with the Coaching Director to coordinate their schedule and availability. Field schedules are coordinated with P&R. Managers are notified of their team practice and field info as soon as it has been determined. CISA and SCOR recommend a parent be available at each practice - in case of emergency. This parent monitor makes sure all players are picked up at conclusion of practice session.

Usually, more than one team will be assigned to a field. Managers can coordinate between each team to have at least one adult, non-professional coach, at each practice.

Field closure will be posted to the SCOR site by 2:00 p.m. (Updates may be posted earlier but definitely by 2:00.) Managers will be notified by Travel VP if practice is canceled and will confirm rain schedule. Managers need to then notify team parents. (Rain schedule will be posted to SCOR homepage.)

If the weather looks bad but the fields are open, the practice will take place. If there is light rain or similar conditions the practice will continue. If there is lightning and/or thunder in the area - players should be removed from the field immediately, until the condition passes (20 minutes after last thunder clap). If lightning and thunder persists practice will be cancelled and parents are expected to pick-up their players. SCOR's policy is to error on the side of safety. If conditions appear unsafe, the coach and manager will coordinate cancellation of the practice. A rain schedule will be provided to the managers at the beginning of each season and you will alternate days of when practice will be held if grass fields are closed.

League Play

Each age group in the CJSA southwest district has a director who's in charge of making a master schedule of games and can be contacted for guidance when there are any questions pertaining to league play. Schedules can be found on the district web site at <http://www.swdcjsa.org> Managers will be contacted by the league director prior to the start of each season. A meeting with representatives of each team (manager, parent coach, paid coach or a parent representative) will be set up to discuss issues, rules, tournaments, etc. Game schedules will be posted to SWDCJSA site according to calendar. Half are away, and half are home. The exact field and time is determined by the home team, not the league director. SCOR Assignor will assign fields and times for all home games, and will post to a Google doc. As a courtesy, game information should be emailed to the opposing team at least a week before match. Hopefully, they will do the same for you when your team is away.

Contact the manager of the SCOR team that you share a coach with so they are aware of your game schedule. Work with that person, trying your hardest to avoid conflicts for the paid coach. If both you and the team you share a coach with have home games on the same day, the field assignor will do their best to schedule games back-to-back. If one team is away and one team is home, it may be easier to find out the away game time, so you can ask the field assignor if there is any availability at a time the paid coach is available. **IT IS IMPORTANT TO NOTE THAT IF THERE IS A CONFLICT WITH THE PAID COACH AND HIS/HER OTHER TEAM, SCOR BELIEVES THAT ALL TEAMS ARE CREATED EQUAL. COACH WILL ALTERNATE WHEN THERE ARE CONFLICTS.**

SCOR Coaching staff - The paid Head Coach is in charge of the Assistant Coach, Manager and parent behavior on the sidelines. Make sure your parents behave, or ask them to leave. It is not the referee's responsibility to monitor parents' behavior. The SCOR Professional and Assistant Coaching staff is to abide by SCOR's Code of Conduct and support SCOR's general player development philosophy as prescribed in SCOR's Coach Handouts. SCOR has a 'zero' tolerance policy should a member of the

coaching staff be ejected from the field and/or receive a red card. If incident is reported to District Office and proven to be justified, then the SCOR Coach will be asked to resign from position. When assisting professional Head Coach at practice or games the priority of the Assistant Coach is to encourage players, help with setting up activities and supporting Head Coach's intentions. Communication between Head and Parent Assistant Coach must be deliberate, coordinated and consistent. Parent Assistant Coach will be asked to evaluate Head Coach at the end of the season.

Home Games

For home games, coaches (or managers) are responsible for setting up corner flags, checking that nets are secure (plastic ties or tape is a necessity), and providing 2 game balls. P&R are responsible for lining the fields. Players should arrive at least 30 minutes prior to the start of the game to warm. Players are encouraged to be on location 45 minutes prior to game start so that they can loosen up 15 minutes prior to official warm-up.

In case of inclement weather, Managers should check the SCOR website at www.scor.org In case of field closure, managers will be contacted by field assignor and/or Travel VP. Manager must inform their players of game cancellation. Managers must also contact the opposing team's manager as early as possible so that they can in turn inform their players. For away games, managers should contact opposing team's manager to determine status of the game. For game cancellations, managers should work with the opposing team's manager to re- schedule the game. For rescheduled home games, the SCOR field assignor must be contacted to reserve a field and referees.

If your opponent has the same color jersey, the home team is required to change into an alternate color. IT IS VERY IMPORTANT THAT YOUR PLAYERS KEEP THEIR ALTERNATE JERSEY IN THEIR BAG!! That way it is available at every game.

If you accidentally forget your roster or passes at a game, you need to get a blank sheet of paper and have every player and coach sign his/her name. You take this paper, along with your roster and passes, and bring them to the Southwest District office. The district administrator will check to make sure all the names are correct and that you have a roster and pass for each person.

Away Games

All away game information is available on SWDCJSA site. Opposing team managers should make contact by at least Wednesday before a game. If they don't, SCOR manager should reach out to confirm game details. Some teams will arrange all games before the season starts and others work on a game-by-game basis. The league director will send league contact information (via e-mail) to all coaches and managers. Players should arrive at least 30 minutes prior to the start of the game to warm. Players are encouraged to be on location 45 minutes prior to game start so that they can loosen up 15 minutes prior to official warm-up.

Referees

A certified referee is needed to play a game, even if it is a scrimmage. The only time this is not required is when you're scrimmaging another SCOR team. SCOR pays referees directly – paying referees on the field is no longer necessary. Referees for CT Cup playoff games DO need to be paid on the field (Travel VP will provide checks for this purpose). For home games, SCOR field assignor will assign all referees. See Google doc to confirm referees have been assigned. If a game needs to be postponed or canceled, managers should contact the field assignor ASAP, but definitely by Monday before game. Field/Ref assignor can cancel refs up to Thursday before a game. Later than this, SCOR must pay the refs. If you miss the deadline, but still need to cancel, email the field assignor so that referees can be informed.

IMPORTANT NOTICE FROM SW DISTRICT – Spectator Behavior

The District approved through it's membership the following: Discipline versus spectators - In the event a spectator(s) becomes verbally abusive at a game and is ejected by the assigned referee, then the following punishment will be enforced: First offense spectator will not be allowed to attend the next two games of similar competition. If spectator attends these two games, it will constitute a second ejection. If there is a second ejection of a spectator from a team, then that team loses all of it's home games and will pay all referee fees. A second ejection may also result in forfeit of league games. It is up to the Club to monitor the spectators and to insure ejected spectators do not attend games. A club will be referred to the Disciplinary Committee for failure to monitor the spectators' behavior and suspension. Notification - All players, coaches and team representatives who are ejected will have their last name, club affiliation, and date and location of the ejection placed on the district website.

SCOR'S ZERO POLICY: SCOR PROFESSIONAL COACH THAT IS EJECTED AND FOUND GUILTY BEFORE THE DISTRICT'S DISCIPLINARY COMMITTEE WILL BE RELEASED IMMEDIATELY AS A SCOR EMPLOYEE. PARENT ASSISTANT COACH EJECTED AND FOUND GUILTY WILL BE RELIEVED OF HIS/HER RESPONSIBILITIES AS A SCOR COACH.

Tournaments

SCOR will pay for one tournament per season. In the fall, all SCOR teams also attend the SCOR Columbus Day Tournament. Tournament selection should be facilitated by the team manager and the professional coach. Off-season tournaments, whether in the winter or summer season, will not be paid for by SCOR. Professional Coaches are not employed during this time as Head Team Coaches and off-season rostering schedule might not permit new players from participating in off-season tournaments. Exceptions might apply on a case by case basis under the direction of the Travel VP's.

SCOR Columbus Day Tournament - Parents of U11 Travel players will be expected to coordinate the SCOR Columbus Day Tournament. Parent coordinators, typically one from the girls side and one from the boys side, will be determined during the spring of their U10 year.

It's important to register for tournaments early (July/August for the fall season, March for the spring season). Check out the [CJSA web site](#) for a list of available tournaments and ask other managers/coaches for input. Communicate with the team sharing your coach before applying to a tournament. If possible,

both teams should apply to the same tournament. If both Ridgefield teams in your age-division are playing at the same tournament, check to make sure that the tournament has separate divisions. Otherwise, you may end up playing another Ridgefield team. Some tournaments have A,B, and C divisions. However, some do not.

Make reservations for hotel space for away tournaments: Managers need to call hotels and make arrangements for rooms for the team for away tournaments. The earlier, the better. If you are going to a tournament out of state, managers need to get a 'permission to travel' form from the registrar. You need to have this done 30 days prior to the tournament date, or you will be fined.

Miscellaneous Tournament Expenses:

SCOR does not reimburse professional coaches for tournament travel. Parents are expected to pay an additional \$10 per tournament day to cover hotel accommodation, mileage and food expenses for the attending professional Head Coach. Team manager will coordinate collection of cash contributions. This is a guideline so use your judgment for local tournaments or other out of the ordinary activities that may require additional travel or expense for your professional coaches.

Uniforms

SCOR uniform kits are ordered from the [Soccer & Rugby](#) online store or [Soccer & Rugby](#) store (Ridgefield). An ordering link will be provided before each season. SCOR uniform kits typically cycle through every 2-3 years, but uniform items are available each season. A uniform kit includes: orange and white game jerseys, gray practice jersey, black shorts, and black socks. Other items such as backpacks and sweatshirts are also available.

Jersey/player numbers are assigned by the SCOR Registrar. Once a uniform is ordered, Soccer & Rugby will contact the registrar to assign a number. Numbers cannot be requested by parents/players.

Accident Report

SCOR has an official report for serious injuries, requiring medical attention. If there is a serious injury with a player on your team, inform SCOR ASAP. The Registrar will provide the accident reports. This form is also available on the CJSA web site. Parents should complete form and send ASAP to CJSA.

Referee payments and Tournament Payments

Referees are paid by the SCOR bookkeeper. Checks are sent on Monday/Tuesday after weekend. Managers do not have to pay referees on the field on game day.

The exception to the above is for division playoff games (fall only) and CT Cup playoff games. These games do require that the refs are paid by check at the game (usually at half time). Please contact the Travel VP(s) regarding these checks.

Tournaments are coordinated by managers. When registering for a tournament, managers should choose “pay by check.” Once registered, send registration confirmation to Travel VP who will coordinate payments with bookkeeper. If “pay by check” is not offered, Travel VP can contact tournament director. Manager can also pay with personal credit card and will then be reimbursed.

Supplemental Programs

Managers are asked to help coordinate the team for Winter and Summer clinics/camps as well as Fall and Spring in-season clinics. The most up to date program description can be found on SCOR.org.

Please help support the club by encouraging your team to register for relevant programs to foster continued success of players’ development.

SCOR Contacts and E-mail

- All SCOR contacts can be found on the [SCOR site \(www.scor.org\)](http://www.scor.org).
- CISA Southwest District www.swdcjsa.org
 - Use left navigation bar to find contact information
 - Refer to <http://www.swdcjsa.org/Contacts.asp?snid=348104441&org=swdcjsa.org> for a list of Southwest District personnel
 - Southwest District Office office@swdcjsa.org
- Tournament Information:
 - Connecticut Junior Soccer Association Posts a listing of CISA-approved tournaments.
 - USYSA Youth Soccer Association maintains a searchable database of USYSA- sanctioned tournaments
 - Got Soccer is another good resource for tournaments