

**Wilton Soccer Association
Travel Manager Handbook 2012
(updated September 5, 2012)**

Thank you for volunteering to be a Manager for your child's travel team this year. The following information should assist you in getting ready for the season. Included is the following information:

1. Team Set Up
2. Paperwork and Communication
3. Equipment
4. Coaches
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6. League Play
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The Manager's responsibility is purely administrative; the Manager serves as liaison between the players, parents, coach, WSA and their respective District League Director, making sure all information, paperwork and schedules are collected, processed and communicated on a timely basis.

A Manager must consult the entire team and receive the consent of a majority of families before any major decisions can be implemented.

A Manager does not coach during practices or games nor have any input on the composition of travel teams; any violation of this prohibition on coaching is not acceptable.

A Manager does need to attend one evening meeting per season, held by the WSA to review responsibilities.

During Travel tryouts for upcoming year (typically held in May), Managers will be asked to sign in players and stay at the tryout location for up to 3 hours on two separate days.

In addition, you can always contact the VP Travel for your program if you have any other questions. They are:

GIRLS: Sandra Adams
Seadams123@aol.com

BOYS: Bryce Brichkowski
brycebrich@yahoo.com

1. Team Set Up

BACKGROUND CHECK: To ensure the maximum safety for our children athletes. The CJSA (Connecticut Junior Soccer Association) has mandated that all Coaches, Assistant Coaches, Managers and parent volunteers within the WSA programs provide certain background information as part of the

registration process. Please go to <http://www.cjsareg.org/choicepoint.html> to complete the background check. This background check is required every year. Make certain to provide the same name on your background check as you are entered into WSA site. If they do not match, it will delay the process of getting background check completed.

JERSEY NUMBERS: The VP Travel will assign numbers for the jerseys. Numbers are maintained for lifetime in the WSA as players move in and out of the travel program through high school. As new players enter travel, the VP Travel will assign unused numbers. Players' numbers will be communicated to parents as soon as possible so they can order uniforms.

PLAYER PASSES: You will receive prepared passes to keep with the team during the season. Be sure to get them back from your Referee after each game. NEVER give the Coach/Asst Coach the team passes. The Coach/Asst Coach keep only their own passes.

CJSA ROSTER: The WSA Registrar or VP Travel will provide each Manager certified copies of their team's CJSA roster. The VPs of Travel will retain a copy of your certified roster. Managers will hand provide the signed certified rosters to the Referee for each game - make sure you make enough copies for all your regular season games, tournaments and CT Cup (U11 and above). You will receive a separate Frozen Roster for the Cup. Separately, team rosters are available at wiltonsoccer.info, but printed copies aren't certified and will not be accepted by Referees. If changes are needed to your certified roster and/or online team roster, please contact your VP Travel.

The WSA will inform you of the COACH assigned to your team as well as the services that the coach will provide. Further information about the coaches is detailed below.

If you don't already have one, find a parent who is willing to be an ASSISTANT MANAGER. The Assistant Manager will be placed on the roster and must have a pass to be on the player sidelines. WSA policy requires a Parent to remain on the sidelines with the team during a game. Only individuals listed on the roster and with a pass may remain on the side with the team.

TEAM MONIES include COACHING FEES, TOURNAMENT REGISTRATION FEES and REFEREE PAYMENTS.

The WSA will communicate a COACHING FEE for the regular season, tournaments and CT Cup, the per family. Families are responsible for paying those coaching fees on the wiltonsoccer.info website.

Please note that the WSA will pay for four tournament REGISTRATION FEES during the Fall, Winter and Spring seasons; Please contact WSA Treasurer to arrange for tournament REGISTRATION FEE reimbursements.

At the beginning of each season, you will be issued a check by the WSA to cover all home game REFEREE PAYMENTS. Keep the cash in increments that you can pay exact amounts to referees, do not expect they will have change.

Prior to your first practice, send out an INTRO LETTER via email to the parents and players (please see Section 10 for template), along with the Medical Release Form and Player and Parent Code of Conduct Forms.

CARPPOOL: If your team practices immediately after school, consider creating a carpool from school to your practice field. If possible, the Parent on Duty and carpool assignments should coordinate. A team parent can create and manage the carpool. Alternatively, you could contact Mary Channing at

the Transportation Office to request permission for the team to ride a bus to Ambler – if that’s where you practice.

Each team has WEB PAGES on wiltonsoccer.info. Managers – or a team volunteer - are encouraged to enter practice, game and tournament information so that families can use as a resource. The system can also send out reminder emails to all team families. The WSA Web Director will assign all passwords. The SWDCJSA will also assign a separate password for swdcjsa.org.

Each family is asked to download the TRAVEL SOCCER PARENT HANDBOOK from the documents section of wiltonsoccer.info. This document provides an overview of WSA policies on all travel-related issues. Parents are expected to read this handbook, and sign a waiver stating that they understand and accept these policies. The Manager will collect and keep these waivers on file.

Schedule a TEAM MEETING at the beginning of the season with the Parents and Coach. The Manager should review administrative details and the Coach should discuss his/her goals, expectations and approach.

It is recommended that each Manager should get the following SUPPLIES: Three Ring Binder (to hold certified rosters, Medical Release Forms, Code of Conducts, team contact info, pod schedule, etc.) and a ring clip for passes.

2. Paperwork and Communications

ROSTERING THE TEAM Every team that participates in Travel must have certified PASSES and CJSA ROSTERS. All passes and rosters must be complete and accurate. If your roster changes (especially for the spring season), you will need to have rosters revised and certified. Please contact your respective VP of Travel, who will work with the WSA Registrar to update and certify your roster if necessary.

1. The VPs of Travel and the WSA Registrar will make arrangements for the certification and distribution of Player and Manager passes, as well as league and tournament rosters as needed throughout the season.
2. The Manager and Assistant Manager must supply a photo for their passes; they do not need a Birth Certificate or Medical Release Form. Paid Coaches/Asst Coaches passes are also prepared by the TTRD .
3. The names on the CJSa roster **MUST MATCH EXACTLY** the names that are printed on the passes.
4. Managers and Coaches must complete a background check located at cjsa.org.
5. Once roster information is complete, the WSA Registrar will submit rosters to SWDCJSA for certification.
6. Managers **MUST** bring the rosters, passes, Medical Release and Code of Conduct forms to all games.
7. If you notice any errors on your roster and/or passes, please inform your VP Travel.

MEDICAL RELEASE AND CODE OF CONDUCT FORMS

All Travel Players must submit two completed Medical Release Forms. All Players and their Parents must sign the Code of Conduct form. These documents can be downloaded from wiltonsoccer.info. These documents must be completed before a player takes the field to practice or play, and must be present at all games and practices.

Before returning to play, a Player who has missed practices and/or games due to serious illness or injury should have a doctor's clearance which specifically states that the Player may resume playing soccer and/or contact sports. The doctor's clearance should be kept on file with the manager .

EMAIL AND WSA WEB SITE Provide your VP Travel with your email address; they will use this to disseminate information during the season. Collect email addresses from each Parent. Consider emailing team weekly, detailing practice and game info.

The WSA Web site, www.wiltonsoccer.info, has a general Travel section as well as separate pages for each team. We encourage you to set up a Web page and direct Parents and the Players there for information specific to their team, as well as WSA and soccer activities in general.

The SWDCJSA (swdcjsa.org) uses the same software for league scheduling and score reporting. Questions regarding the Web site should be addressed to the WSA Web Director. You will be provided with a Manager's ID for wiltonsoccer.info, and separately for swdcjsa.org, in order to update your game schedule and to report home game scores. The SWD site filters down to local clubs. All information relating to games (field, time, score) must be entered on SWD site. It is the home teams responsibility to input game score within 24 hours of a game. The away team may input score after that time. Verify the score with the referee at the end of each game as they keep a separate log of game scores.

3. Equipment

UNIFORMS Each Player is responsible for the purchase of his/her Travel uniform which consists of
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White shirt (home jersey)

Blue shirt (away jersey)

Blue shorts

Blue socks - two pairs of solid

Teams cannot establish their own variant of this uniform

The Player's name and number must be on the back of both shirts.

Uniforms (approx \$100 per uniform) can be purchased at Soccer and Rugby Imports (15 Ethan Allen Highway, Ridgefield, 544-9777, soccerandrugby.com). Soccer and Rugby Imports sells optional items: personalized warm-up jacket and pants (approx \$85) and personalized backpack (approx \$40) for an additional cost. The CJSA requires shin guards be worn at both practice and games.

EQUIPMENT BAG AND OTHER GAME ITEMS

You will be given an equipment bag and flags at the beginning of the season. The equipment bag will include a medical kit, goalie shirt and gloves, and a game ball.

In case a player forgets their jersey, consider including white and blue t-shirts in your equipment bag, and corresponding blue and white tape (for creating jersey numbers).

If you are missing any equipment or your bag needs replenishment during the season, contact the

WSA Equipment Coordinator. Do not purchase replacement supplies or equipment without obtaining the approval of the Equipment Coordinator or the VP Travel, or you will not be reimbursed for the purchases.

The Manager keeps this equipment bag through both the fall and spring seasons. It is the Manager's responsibility to have the equipment bag – and the medical kit and medical releases – at each practice and game. Flags must be brought to each home game. The Coach is NOT to be given the equipment bag or flags. These should be returned at field take down.

4. Coaches

COACH SELECTION

The WSA will form a committee to secure Coaches for all WSA Travel teams. For the 2011-2012 and 2012-2013 soccer seasons, Soccer Extreme will provide Coaches for the boys' and girls' teams. This will include Coaches from the Wilton High School program.

The WSA has selected Soccer Extreme and has been impressed with their capabilities, commitment and perspective. They share our philosophy of ensuring that fun and fair play remain principal goals, even in the more competitive arena of Travel soccer. They will continue to implement the WSA's policies regarding player development, such as position rotation and playing time.

TRAVEL COACH EXPECTATIONS – PHILOSOPHY Coaches are expected to conduct a Parent meeting at the beginning of the season to communicate plans and expectations and to regularly communicate with Players and Parents throughout the season. Players will be apprised of their status as needed during the season (i.e. if they need to work on specific areas, if their playing time is being reduced, etc.).

Coaches are expected to follow playing time and player development guidelines of the WSA: "At the U-9 and U-10 levels, the objective is that all Players have equal playing time over the course of the season, regardless of ability. Players should also be rotated through a variety of positions, including goalkeeper. At the U-11 through U-14 levels, every Player should expect to play at least one half of the duration of a game on average throughout the season. Coaches will determine playing time on a game by game basis and will be held accountable to ensure compliance with this policy over the course of a season. Every Player is expected to play in every game. Exceptions to this would be for Players not showing up for practice or games for reasons other than illness, school conflicts, religious observance or family emergencies. Being perennially late for practices/games; skipping tournaments and attitude, deportment or discipline problems may lead to loss of playing time. In the event league games or tournaments are missed, a Coach may bench a Player up to 1/2 game for each game missed. In these circumstances, the coach should communicate the reasons for reduced playing time. Managers are expected to support the Coach's commitment to following the WSA's policies."

Coaches are expected to keep winning in perspective. The SWD policy, which the WSA supports, discourages the running up of scores, and will sanction teams that exceed a 6 goal differential in league games. If scores become noticeably lopsided, Coaches are encouraged to take steps to constrain further scores, such as switching Player positions, emphasizing tactical skills such as pass-backs, or playing down a Player, until or unless the opposing team narrows the goal differential under 6. Learning while having fun with positive encouragement is the goal. Winning at all costs is not.

TRAVEL COACH EXPECTATIONS – LOGISTICS

1. Each Coach is expected to conduct 2 practices per week and coach all league games. Managers sharing a Coach are expected to coordinate game scheduling to minimize conflicts.

2. Each Coach is expected to coach the team during a minimum of one and a maximum of two tournaments per season. Managers sharing a Coach should coordinate participation in tournaments to help facilitate this goal.
3. CT Cup participation is expected for A level teams U11 and up, and is recommended for B level teams.
4. Saturday game coverage should not be assumed for make-up league games that have to happen on Saturday. In most cases, the Coaches have other responsibilities for their Saturdays, so if a game must be rescheduled on Saturday, an alternative Soccer Extreme Coach may have to cover.
5. Any Coach with a valid pass may be on the side with the players during any game. In the rare instance that a Coach arrives w/out his pass s/he can sign a paper and still be with the players as long as the pass is presented to CJSA w/in 48 hours. Managers may not conduct practices or coach games, however, in the rare cases that a Coach is delayed or can't get to a game (for example, due to a traffic accident), a Manager can oversee sidelines and provide minimal coaching support. No adult can be on the player side of the field unless they have a valid CJSA Coach or Manager's Pass.
6. Teams are formed by the WSA, based on tryout scores and coaching evaluations. At U9 and above, teams are formed based on ability and entered in the appropriate leagues (A/B/C). Coaches or Managers do not have the authority to add players to, or drop players from a team without prior consent from the WSA Board of Directors. Please contact your VP Girls or VP Mixed or the Director of Coaching if you have questions pertaining to composition or size of your team.
7. Mid-season and end-of-season evaluations, written by each Coach, should be emailed to each Player.
8. At the end of each season, all Coaches are expected to complete and return to the VP Travel the player evaluation forms. These evaluations should not be shared with the Players or Managers; they will be used to help form teams in subsequent seasons.
9. A Coach may not tutor a player on his/her own team.

Parents are invited, via the Coach evaluation (which is available on wiltonsoccer.info) to relate what they like/dislike/want in a Coach. In addition, Parents are encouraged to raise any questions, concerns or issues at the time they arise during the season with the Coach. The WSA Coaching Director will work with both Parents and the coaching organizations to handle issues as they arise. Based on that input and any additional input received during the season itself, the WSA will work with the Soccer Extreme Coaching Director to choose a Coach for the team for the following season. No team, parent group, or Manager has the authority to hire, fire, or discipline a Coach.

COACH COMPENSATION At the start of the Fall and Spring seasons, the WSA will communicate a standard fee per family to cover COACHING FEES for that regular season, tournaments and CT Cup (U11 and above only). Those fees will be paid online at wiltonsoccer.info.

Any additional coaching services provided pre or post season, such as preseason camps or winter indoor leagues, are at the expense of the players involved.

PLAYER BEHAVIOR

During practices, games and any other WSA-sanctioned event, Players are expected to behave in accordance with the Player Code of Conduct. They are expected to take travel soccer seriously and not

be a disruptive presence on the field or on the sidelines. Should there be Player behavior/discipline issues that need to be addressed, they will be handled in the following sequence until a satisfactory resolution is achieved:

1. The Coach will meet with the player one on one;
2. The Coach and the Coaching Director will meet with the player and his/her parent(s). The VP of Travel will be notified and advised of the situation;
3. A WSA Board member will meet with the player and his/her parent(s). Once the issue has been elevated to the WSA Board level, the Conflict Resolution policy will apply.

CONFLICT RESOLUTION At no time is anyone – Managers, Parents or Players – to interfere with the Coach’s decisions or style. If any issues arise with a Coach, Referee, Manager and/or fellow Parent, it is WSA policy that it first be addressed directly with that individual in a constructive and professional manner. This should be done privately and not publicly. If this approach has not sufficiently resolved the matter, then it can be elevated to the appropriate VP Travel. The WSA Board, or an assigned committee, is also available to deal with issues with Coaches or Managers that cannot be resolved in this fashion. Any letter to the WSA should be factual and signed. Confidentiality will be respected.

If it is determined by the WSA Board of Directors or a subcommittee thereof, that a Coach or Manager has acted contrary to the rules, regulations, policies and guidelines of the WSA and/or the CJSA, any of the following actions may be taken:

- (1) Issuance of a verbal warning or reprimand (with a written verbatim record of the warning kept in the appropriate file);
- (2) Issuance of a written warning or reprimand;
- (3) For a Coach, placement of such Coach on probation with such terms are deemed appropriate;
- (4) Suspension of such Coach, without pay, for a definite period of time, not to exceed one (1) year;
- (5) Permanent expulsion from coaching within Wilton;
- (6) For a Manager, removal as Manager from the team.

4. Practices

PRACTICE SCHEDULE

Each Travel team will practice two days a week. These practice days and times have been established in conjunction with the coaching organizations.

Practice for travel teams will be up to 90 minutes in duration, based upon field availability and daylight.

There will be an optional skills training session (in addition to the two mandatory practice sessions) offered for all travel team age groups on a weekly basis. Additional coaching fees will apply to players who attend these sessions.

PRACTICE COVERAGE

Every practice must have a Parent assigned to oversee the practice and to be available in case of emergency. At the beginning of each season, the Manager should draw up a schedule and assign practice coverage on a rotating basis. Remind Parents that practice coverage responsibilities include: arrive at field 15 minutes before scheduled start of practice and remain at the field until every Player

has been picked up, bring a charged cell phone, and make sure Medical Release Forms are accessible (many Managers choose to keep their team's Medical Forms inside their child's soccer backpack or the team's equipment bag). Make sure practice parents understand they are there for emergencies only, not to coach. Confirm that fields are open by checking WSA Field Line (203) 221.2216 or wiltonsoccer.info. Teams may not practice when the fields are closed; those that do may have their practice privileges suspended.

6. League Play

SCHEDULING GAMES

Your age group District League Director will contact you before the season begins with game schedule and your division's team contacts. We generally request that Wilton teams not play each other; at times this request cannot be accommodated due to league structure or constraints.

Scrimmages and friendlies outside of league play are allowed, but Managers must secure their team's and VP Travel's approval beforehand. Referees are required for scrimmages and friendlies, and Managers will be required to pay them for home games. Managers will be reimbursed by the WSA, provided VP Travel approved the scrimmage or friendly match.

If you are sharing a Coach with another team, contact that Manager so that you can coordinate game schedule requests to allow the Coach to be present at all games. Perhaps one team will request early games and the other team will request late games. CJSA requests that travel games NOT be scheduled before NOON on Sundays, UNLESS mutually agreeable to both teams. Teams sharing a Coach should take turns in the event of conflicts so that each team has equal access to the Coach in such circumstances.

Home Games: Contact the WSA Field Coordinator (Jim Meinhold, jmeinhol@optonline.net) as soon as possible with the dates of your home games. Let him know how you are planning to share the coach times. He will do his best to accommodate your requests but you must be flexible. He will advise you of the assigned fields and times, as well as arrange for Referees. Directions to our fields can be found on the WSA Web site - www.wiltonsoccer.info. Home Managers must input game time and location on swdcjsa.org so that the visiting team is aware of game time and location.

Referee assignments for home games will be done based upon the information the Manager gave the Field Coordinator. Check the Referee page on wiltonsoccer.info on Fridays to see what Referee and Linespeople have been assigned to your game. If there is no Referee assigned, contact the Field Coordinator immediately! You may NOT take the field without a properly licensed Referee. If a scheduled game must be canceled or rescheduled for any reason, you must notify the Field Coordinator to cancel the Referee coverage. If a scheduled game must be canceled or rescheduled for any reason on gameday, the Manager must call the Field Coordinator (Jim Meinhold at 761-9305 jmeinhol@optonline.net) and the Referee Coordinator, Karen Pearsall, at 203-247-2545 kpearsall@cshore.com to cancel the Referee coverage. (You must call in addition to email.) If a game must be canceled due to a weather related field closure, the manager must contact their opponent to notify them of the cancellation and immediately make the change on the swdcjsa.org website in order to assist in notifying the opponent.

Snack and Article: Each game, a family may be assigned by the Manager to bring half-time oranges and write/submit an article. Articles should mention all Players and not exceed 80 words. Articles must be submitted to the Wilton Bulletin (sports@wiltonbulletin.com) and Villager (sports@wiltonvillager.com) by noon Monday.

Away Games: Once you and the Manager of the team with whom you are sharing a Coach work out a

basic outline of a schedule, you should contact the Managers of your opposing teams and make any special requests that the game be played at a certain time. Managers often have very little leeway in determining how fields are assigned, so do not expect that your request for a specific game time will be honored. In addition, you may not always be informed of the time or location of an away game until a week before. Prior to the game, contact the Manager to verify that the game is on. Also verify what color uniform each team will wear.

League Information: Placement of teams and formation of divisions is the prerogative of the District League Director. That individual is responsible for reviewing the league entry forms submitted by the clubs to form fall season divisions and to review results of fall season play, sorting teams to ensure all teams have the appropriate array of opponents for the spring. Hence, teams that have had largely winning fall seasons will be grouped with other teams that have had similar experiences, and can anticipate a more competitive experience in the spring. Likewise, a team that has been challenged in the fall will play different opponents in the spring. The WSA forms A/B/C teams at U9 and above, the League Director may place those teams in A, B, C or D divisions based on results.

Web Sites: Useful information can be found on the following Web sites: Connecticut Junior Soccer Association at (CJSA.org), Southwest District (www.swdcjsa.org) and the Wilton Soccer Association (wiltonsoccer.info).

GAME TIME Check the Field Line (203) 221.2216 or wiltonsoccer.info prior to all home games. Notify the visiting team immediately of any changes.

1. All Players should be on the field not less than 1/2 hour before games ready to play
2. Present the signed, stamped, certified roster and player passes to the Center Referee prior to the start of the game.
3. Have the medical kit available, along with the Medical Release Forms.
4. Ensure that a Parent who is rostered and has a valid pass (Manager or Assistant Manager) is present on the sideline with the Coach and team during all games. The function of this individual is not to coach, but to oversee Players who are not on the field.
5. Do not take the field at home or away games, friendlies, or scrimmages if the Referee is not properly licensed. (Center Referees must be at least 2 years older than the players.)
6. Pay the Referee and Linesmen prior to the start of the game *
7. Check the condition of the field. Make sure the field is properly lined.*
8. Make sure the goals are properly anchored by at least two filled sandbags and are staked
9. Place the 4 red flags at the corners of the field.*
10. Make sure there are Linesmen. If no official Linesmen are present, a representative from each team should be selected to act as Linespersons during the game. *
11. Make sure the Parents are on the correct side of the field.
12. Report the results of the game. District League Director will ask home Managers to post to swdcjsa.org.

*for home games only

RULES In general, FIFA “Laws of the Game” apply.

Field size: U-9 and U-10 50 x 70 yds
 U-11 and up 50 x 75 yds
 U12 and up 50 x 100 yds or larger

Ball size: U-9 through U-12 size 4
 U-13 and up size 5

Game duration: U-9 and U-10 Two 35 minute halves
 U-11 and up Two 40 minute halves

PARENT CONDUCT

All Wilton spectators are expected to behave in a professional manner. There should be no coaching from the spectator sideline, no negative comments directed at Players, Coaches, or opposing Parents, and no arguing with Referees or Linespeople. These expectations are delineated in the Code of Conduct that must be signed by Parents (and Players) at the outset of the season, and apply to Managers as well.

Referees may go to the Managers to help deal with badly behaved Parents, typically because they do not know which team they are affiliated with. It is Manager's job to assist the Referee as requested.

The SWDCJSA has imposed new sanctions on spectators for violations of this code, directed at Referees, Coaches, Players, etc. For the first offense, a spectator will not be allowed to attend the next two games of similar competition. If a spectator attends either of those 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 its home games and must pay all Referee fees. A second ejection may also result in forfeiture of league games. It is up to the Club to monitor the spectators and to insure ejected spectators do not attend games – Managers will be responsible for verifying this. A club will be referred to the Disciplinary Committee for failure to monitor the spectators’ behavior and suspension. 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 Web site (swdcjsa.org).

7. Referees

REFEREES

All referees must be properly certified - this can be verified by checking his/her USSF patch and card. Teams are not to take the field at home or away games, friendlies, or scrimmages if the Referee is not present or properly licensed.

The WSA will arrange for Referees for all home games, provided the Manager has notified the Field Coordinator of the game time. It is also the responsibility of the Manager to contact the Field Coordinator (Jim Meinhold, 761-9305 jmeinhol@optonline.net) if there are any cancellations or rescheduled games. For referee emergencies call Karen Pearsall at 203-247-2545 kpearsall@cshore.com.

The Referee Coordinator, Karen Pearsall, will issue a ref schedule for each weekend prior to Saturday. Please verify your game is listed. Contact her immediately if your game is cancelled and needs to be removed from the schedule or if you do not see a ref scheduled for your game.

REFEREE MONIES At the beginning of the season, the WSA will send the team Manager a check to cover the cost of Referees for home games. The money DOES NOT cover coaching fees. Each team is allocated \$400 - \$500 (depending on anticipated CT Cup games). If the team has an excessive number of home games, and the expense check will not cover all Referee fees, you should contact the WSA Treasurer in writing explaining the need for additional funds, listing dates of all home games and Referee fees paid at each.

Referees should be paid at the start of each game, in cash. Use the Referee Payment Form to record the fees that you pay at each game. This must be returned at the conclusion of each season, whether or not additional Referee money is requested

The Manager pays the referee according to the following scale:

Travel Games and Connecticut Cup Games:

U9 – U10: \$50 center ref; \$25 per linesperson

U11 – U14: \$60 center ref; \$35 per linesperson

U15 - U18: \$65 center ref; \$40 per linesperson

8. Tournaments

WEEKEND TOURNAMENTS

Each travel team is encouraged to participate in at least two tournaments per season. “A” level teams are required to participate in two tournaments per season, while “B” level teams are required to participate in at least one. Once a team decides which tournament to apply to, an application should be submitted as soon as possible. Divisions often fill up fast. Information about available tournaments is available from the VPs of Travel, wiltonsoccer.info, and www.cjsa.org.

1. **Tournament Registration Fees:** WSA will pay four tournament registration fees each Fall, Winter and Spring seasons (this typically includes SCOR or FAST, Columbus Day, Memorial Day, and a Winter tournament either indoor or outdoor). Please note that if one of the tournaments is during the Winter, the majority of the team's families must be participating. Please contact the WSA Treasurer to arrange for registration fee payments.
2. **Coaching Fees:** At the start of the Fall and Spring seasons, the WSA will communicate a standard fee per family to cover Coaching Fees for that regular season, tournaments and CT Cup (U11 and above only).
3. **Tournament Roster:** Only tournament rosters that are different from season rosters have to be stamped with the tournament name. Some tournaments (especially indoor) have a smaller roster allowed. If your roster needs to change for any reason, please contact your VP Travel.
4. **Out of State Tournaments:** If your team is traveling to a tournament outside of Connecticut you MAY need a Permission To Travel form; form can be downloaded from cjsa.org.
5. WSA Patches, for trading at tournaments, can be obtained through the VPs of Travel.
6. **Note:** At times Wilton teams will face each other in tournaments. The best solution we have

found if this should happen is for the Coach (who is typically shared by the two teams) to not “coach” either team during this match, but use this as an opportunity to observe the play and provide feedback to each team later. Alternatively, if two Assistant Coaches are available, they could each take a team.

CONNECTICUT CUP GAMES

Each Fall and Spring, U11 and older teams may enter and compete in the CT Cup. “A” level players are required to participate; “B” level teams are encouraged to do so. This is a single elimination competition of games with teams from around the state vying for the title of State Champion in their age group. Registration information is sent to the Manager of each eligible team from the Travel VPs. Strict Cup Deadlines exist which occur before the start of each season. Please check the cjsa.org website for deadline and Cup information. Typical Cup registration deadlines occur in August and March.

No player may play on more than one CT Cup team. U11 teams must have no less than 9 rostered players whose birth dates are within the August 1 to July 31 period. (CJSA rule 5411). Teams with double rostered players must contact their respective VPs of Travel who will arrange for a separate CT Cup roster to be prepared. CT Cup applications are completed online and rosters will be submitted to CJSA by the WSA Registrar. Frozen rosters will be emailed back to the manager before the first Ct Cup game. The WSA Treasurer will provide the funds for the tournament.

For scheduled home CT Cup games, Managers must contact the Field Coordinator (Jim Meinhold, jmeinhol@optonline.net) for field and Referee assignments.

Because CT Cup games are typically scheduled on Saturdays, please make sure your Coach or Assistant Coach is available.

Please consult cjsa.org for CT Cup brackets, contacts, game scheduling process and score reporting.

7. Intro Letter Template

Managers: this is one example of an Intro Letter. Please modify as you see fit.

Hi Everyone,

The following will detail information regarding our Wilton Boys U11A.

COACH name / email / cell

Coach will send each player a mid-season and end-of-season evaluation via email.

MANAGER name / email / cell

ASSISTANT MANAGER name / email / cell

ROSTER & FAMILY CONTACT INFO

PRACTICE

- Days and Times
- Field location
- Carpool: Name TDD has graciously offered to create a carpool for Monday practices. She will forward separately.
- Parent on Duty responsibilities (POD): Please arrive to the field 15 minutes before the start of practice. I will make sure you have the equipment bag which includes a medical kit, medical release

forms for each player and an emergency contact list. Please bring your cell phone. Please remain at the field until all players are picked up by a caretaker. POD is present for emergencies only; the coach will run all aspects of the practice.

- Fields Line: (203) 221.2216

GAMES

- Sundays

Scheduled between noon – 6 p.m.

- 8 regular season games: 4 home and 4 away
- Snack & Article: Each game, a family will be assigned to bring half-time oranges and write/submit an article. Articles should mention all players and not exceed 80 words. Articles must be submitted to the Wilton Bulletin (sports@wiltonbulletin.com) and Villager (sports@wiltonvillager.com) by noon Monday.

TOURNAMENTS

- Labor Day weekend: SCOR in Ridgefield, FAST in Fairfield or other, Labor Day weekend
- Columbus Day weekend: TBD (I'll serve up three options for the team to vote on)
- Memorial Day weekend: TBD (I'll serve up three options for the team to vote on)
- We may participate in another tournament this year; I will serve up options at a later date.

CT CUP Each Fall and Spring, U11 and older teams may enter and compete in the CT Cup. "A" level players are required to participate; "B" level teams are encouraged to do so. This is a single elimination competition of games with teams from around the state vying for the title of State Champion in their age group. Schedule TBD.

UNIFORMS Each player is responsible for the purchase of his/her Travel uniform which consists of:

- White shirt (home jersey)
- Blue shirt (away jersey)
- Blue shorts
- two pairs of solid Blue socks
- The player's last name and number must be on the back of both shirts.

8. Intro Letter Template (continued)

Uniforms (approx \$100 per uniform) can be purchased at Soccer and Rugby Imports (15 Ethan Allen Highway, Ridgefield, (203) 544.9777, soccerandrugby.com). Soccer and Rugby Imports also sells optional items: personalized warm-up jacket and pants (approx \$85) and personalized backpack (approx \$40) for an additional cost.

- Please note: CJSA requires shin guards be worn at both practice and games.

UPCOMING DATES

- Date/Time TBD: Field set-up, Allens Meadow shed, volunteers sign in
- Date/Time TBD: optional Preseason Camp
- Date/Time TBD: first practice
- Date/Time TBD: Mandatory Parents Meeting
- Date/Time TBD: Coach and Parent Meeting
- Date/Time TBD: LABOR DAY TOURNAMENT

FORMS AND FEES

All must be given to Manager before or at first practice, Date/Time

- Medical Release Form: 2 copies (download from wiltonsoccer.info)
- Parent Code of Conduct (download from wiltonsoccer.info)
- Player Code of Conduct (download from wiltonsoccer.info)

- Travel Soccer Parent Handbook: Parents must sign a waiver stating that you understand and accept these policies.
- Fall Coach Fee (regular season + tournament + CT Cup): \$xxx, Pay online at wiltonsoccer.info

WILTONSOCCER.INFO

I hope you will find the WSA Web site to be a helpful resource.

- Info regarding practices, games, tournaments, directions, volunteer responsibilities, etc. will be viewable on individual team pages.
- WSA documents can be downloaded: Bylaws, Board minutes, Travel Soccer Parent Handbook, etc.

VOLUNTEERS

- Assistant Manager: Thank you to Name TBD! Name TBD will load team info to our team pages on wiltonssoccer.info. More info to come.
- Carpool: Thank you to Name TBD for creating a carpool. More info to come.
- Field Set-up and Take down: Need two volunteers for 1 hour on Date/Time TBD. You must sign in at Allens Meadow shed before being assigned a field.
- Team Photographer/Videographer: would like to collect footage at season's end to create a DVD for the boys.
- * Tournament Snack Duty - Need two volunteers for each tournament.

I look forward to a wonderful season. If at any time you have questions, suggestions or issues, please do not hesitate to contact me.

Manager's Name

12. Travel Team Scheduling Policy

Field Coordinator
 Jim Meinhold
 203-761-9305
jmeinhol@optonline.net

Wilton Soccer Association Travel Team Scheduling Policy

- Approximately 2-3 weeks prior to the beginning of the season, each Travel Manager will:
 - get their season schedule from their District League Director.
 - review the schedule with their Team's coach and their opponents to understand if there are any conflicts.
 - submit their team's requests for home games to be scheduled (date & times) to the Field Coordinator. Travel managers who share a coach must coordinate their game schedules before any requests are submitted. Game requests **MUST** be submitted via email
- Approximately 1-2 weeks prior to the beginning of the season, the Field Coordinator will:
 - publish a draft schedule based on game requests and field availability.
- No later than the weekend prior to Field Setup Day, each Team Manager will:
 - review the draft schedule for problems or errors and request changes via email to the Field Coordinator.

- No later than the weekend prior to the first scheduled home game, the Field Coordinator will publish the “Final Schedule*” based on requested game changes and field availability.
 - Once the “Final Schedule*” has been published, Team Managers wishing to request changes to the schedule may do so provided:
 - referees and fields are available
 - the opponent agrees to the reschedule (date & time)
 - Requests for rescheduling games must be submitted via email to the Field Coordinator no later than the Wednesday of the weekend prior to the scheduled game (e.g 10 days prior to the scheduled game) for it to be considered.
 - requests should not be submitted until agreement is reached with the visiting team on the date & time of the rescheduled game.
 - confirmation of the request will be sent by the Field Coordinator via return email. If the Travel Manager does not receive a confirming email within 24 hours of the request, they should call the Field Coordinator.
 - requests for games to be rescheduled received after the Wednesday of the weekend prior to the game will result in the game being rescheduled to another week.
 - Each week’s scheduled games will be submitted by the Field Coordinator to the Referee Scheduler, copied to all Travel Managers, no later than the Sunday prior to the weekend of the scheduled games.
 - EVERY TRAVEL MANAGER MUST CHECK THE SCHEDULE EACH WEEK, WHETHER THEY HAVE A SCHEDULED GAME OR NOT! If you have a home game, you need to make sure your game is on the submitted schedule. Just as important, if you don’t have a game, you need to make sure your team is not on the list. By checking this each week, there will never be a situation where teams show up but don’t have refs or refs show up but there are no teams.
 - In the unusual situation where a game must be canceled after it has been submitted to the Ref Scheduler, the Team Manager MUST:
 - Contact the opponent immediately informing them of the cancellation.
 - Contact both the Field Coordinator AND the Ref Scheduler informing them of the cancellation. This should be done via email. The Field Coordinator will confirm receipt of the cancellation via return email. If the Travel Manager does not receive a confirming email within 24 hours of the request, they should call the Field Coordinator.
 - . If the cancellation is within 24 hours of the scheduled game, the Travel Manager MUST also inform the Field Coordinator AND Ref Scheduler by phone.
- * The “Final Schedule” will be updated as necessary throughout the season. It is the Travel Manager’s responsibility to ensure that they have a current schedule.**