

# The Coach/Manager Quick Guide to Travel soccer within CAYSA

This is intended for coaches or managers who are new to inter-club play within CAYSA leagues. This is most often in U11, but is sometimes applicable to U9 through U19 depending on the league and whether a coach is new to the process.

Some clubs within CAYSA provide excellent information for Coaches and Managers of teams that travel between clubs for games. Not all do. This document is intended to provide basic information common to all of CAYSA's travel leagues so new coaches and managers can get a better understanding of how things are expected to work before they find themselves in the middle of it all.

See also CAYSA League Policies and Expectations (linked on <http://caysa.org/page.php?p=144>) and the other coach resources on the CAYSA website.

## General organizational structure

There are a number of organization groups involved in inter-club soccer: teams, clubs, the CAYSA office, and league Vice Presidents. So who do you go to for answers to your questions? It's generally a good idea to start with your club on anything involving players or coaches. If it's beyond them, they'll usually send you to either the CAYSA office or the league VP, depending on the subject. The office can usually resolve issues with team documentation (those the club couldn't), but the league VPs each run their own leagues, so for issues involving scheduling or problems with other teams, they're usually going to be the one to resolve it, or at least set the resolution into motion. If in doubt, you can call the CAYSA office and we'll usually point you toward the best folks to resolve your problem.

## Pre-season

### Game scheduling

Expect 10 games in the fall and 8 in the spring. There may be more; if there are fewer, friendlies can be played to fill out the minimum number of matches. CAYSA covers a large geographic area, so some of your away games may be a bit of a trip. When we do allow non-CAYSA teams to play in our leagues, they must host their home games within the CAYSA territory, but that can still be a fairly long drive, so make sure you keep travel time in mind when negotiating schedules.

League VPs will issue game schedules. Negotiate dates and times for your home games while working with other teams to schedule your away matches. When all of your home games are agreed upon, report those to either your club or the league VP, depending on the instructions of the league VP and whether your club has someone who enters scheduled games in GotSoccer (which may be different from your home field scheduler and system).

### Coach, Manager, and player ID cards

These are all provided by your club registrar, assuming that coaches and parents have gotten the needed information into the system for them. Adult passes are required to be in the technical area

(the player side of the field) during games; they must be completed (photo on the back, even if it printed on the front, both the adult and the registrar's signatures on the back, and the whole thing laminated), and visible at all times the adult is in the technical area. If a referee or other official requests to see it, it must be presented. Player IDs should also be present and complete (photos, laminated). You should have all ID cards completely prepared prior to the first game. Many teams find it convenient to punch a hole in the corner of each ID and then put them on a key ring, wire, or other method of keeping them together. While this makes it easier to keep together, keep in mind that the player ID cards belong to the players, so if a player's family requests their card so they can guest play for another team in a tournament, you have to give the card to the player or their family. They have the responsibility for getting it back to you before the next team game.

## Team folder

It is strongly encouraged that each team have a team folder which goes to every practice and game. In this folder you should have the following:

- at least one copy of the official roster;
- an informal player list with contact info as well as notes on your players, their allergies, injuries, or other relevant data;
- a team penalty point report (for tracking yellow and red cards issued to your players during the season-- <https://usys-assets.ac-admin.com/assets/975/15/PenaltyPointReportForm.pdf>);
- a medical release form for each player (in case something happens and the child requires medical attention when the parent is not present-- <https://usys-assets.ac-admin.com/assets/975/15/Medical%20release%20form.pdf>); plastic sheet protectors are good for keeping these separate but easily accessible;
- the concussion information and head injury report sheets from the STYSA and the CDC (STYSA: linked on [http://www.stxsoccer.org/forms\\_and\\_documents/](http://www.stxsoccer.org/forms_and_documents/), CDC: <http://www.cdc.gov/headsup/youthsports/coach.html>). The concussion sheets complement the free training you can take (and get credit for) through your GotSoccer coach account.

## During the Season

### Preparation for Game days

**Game cards** See link to Game Card Instructions on <http://caysa.org/page.php?p=144>. It's a good idea to bring one even if you're the visiting team, especially if you're in a division that can use Club Pass and you add one later than expected.

### Game days

Make sure you bring to the game: Coach/Manager IDs, Player IDs, Game card, safety equipment, game ball (primary and/or replacement). You'll also need your sheet (or phone/tablet) with your plan/record for player substitutions; this may not sound strictly necessary, but it's really the only way

to demonstrate that you've given each player the required minimum play time in a match, if someone were to challenge you on that aspect of the rules. A stopwatch or timer is useful.

After the game: Both coaches sign the game card. Winning coach collects card (home team in case of a tie), can report game results to GotSoccer (by phone, website, or QR code printed on game card), and **MUST** send the physical card into CAYSA following the instructions on the card. Failure to send the card to CAYSA on time may result in the responsible party forfeiting the game. If a red card was issued during the match, that must be reported to the league VP within 24 hours (sooner is better) by phone or email.

## Post-season play

Post season play for U11 and older is a progression through the ranks. There will be commitment forms for each team to sign, stating that if they qualify to advance, they will do so. At this time, CAYSA does not cover the tournament fees for any level of play; your club or team is responsible for those entry fees.

### CAYSA D-IV Tournament

This event is always somewhere within the CAYSA area. This is usually an open tournament for any non-Academy D-IV team in CAYSA. Teams usually have at least 3 games and in large age groups, there will be additional games to determine the top teams. There is usually no progression from this event, although STYSA has had a Western District D-IV event in the past, in which case the top teams in each group would qualify to advance to WD. Clubs or teams are responsible for entry fees. Awards (medals) are given to at least the top two teams in each group.

### CAYSA Championships

These are always somewhere within the CAYSA area. If there is only one bracket for your age group, there will almost certainly **not** be a CAYSA championship for your group; the top teams will advance directly to Western District. If there are multiple brackets in your age group, the league VP will let you know the qualification method. It's usually the top team (or two) in each bracket and possibly a wildcard or two with the next highest points earned.

### Western District (WD) Playoffs (first weekend of December)

These determine the top teams in each group in the Western part of STYSA and will be played somewhere in Western District. That could be CAYSA, the Rio valley, or even El Paso are all possibilities. Top teams will advance to any state event for the division (Division III does not always have a state level event, so this is sometimes the pinnacle of fall play for them).

### State Championships (second weekend of December)

These are the Championships for STYSA and may be held anywhere in the STYSA territory, so in CAYSA, the Rio valley, El Paso, Houston, or the coast are all possibilities. This weekend marks the end of the fall season.