





LMFC Handbook for Parent Coaches and Managers

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Purpose of this Handbook and LMFC Code of Conduct

LMFC is a vital program in our community that fosters opportunities for athletes to develop their soccer skills, compete at the right level for their individual development and have a formative team experience. Parent involvement is critical to the success of the program, and the parents who volunteer on our more than 60 teams are highly valued and have a real impact. Thank you for sharing your time.

The purpose of this document is to assist our Parent Coaches and Managers in navigating the role and provide guidelines, tips and tricks so that everyone gets the most out of the experience.

The most important responsibility for all LMFC coaches, managers, players and supporters is to abide by our Code of Conduct.

Coaches and Managers Code of Conduct

- Zero tolerance for bullying, of any kind.
- Be reasonable in your demands on the players' time, energy, enthusiasm and performance on the soccer field.
- Impress on your players that they must abide by the rules of the game at all times.
- Develop team respect for the ability of the opponents, and for the judgment of referees and opposing coaches.
- Ensure that your players' soccer experience is one of fun and enjoyment (winning is only part of it). Players should never be ridiculed for making mistakes or for losing games.
- Set a good example and be generous with your praise when it is deserved. Children need a coach they can respect.



- Keep informed about sound principles of coaching, growth and development principles relating to children.
- Enlist the support of your teams' parents in your efforts to instill the proper attitude and values in the players.
- Check equipment and facilities. They should meet safety standards and be appropriate for the age and ability of your players.
- Follow the advice of a physician when determining when an injured child is ready to play again.

Additional Code of Conduct information can be found on the LMFC website:

[Codes of Conduct - LMFC \(larchmontmamaroneckfootballclub.com\)](http://larchmontmamaroneckfootballclub.com)



Roles and Responsibilities: Overview

Pro Tip: Trainers, Parent Coaches and Parent Managers should strive to work together seamlessly without boundaries between each role. However, there are some key differences and responsibilities for each role that will make sure nothing gets lost in the cracks.

Role	LMFC Trainer	Parent Coach	Parent Manager
Requirements to be On Roster (and on the team side of the field on game day)	<ul style="list-style-type: none"> USYS Requirements (Heads Up, SafeSport, Background Check, Coach License, Coaching Courses) 	<ul style="list-style-type: none"> Same as LMFC Trainer 	<ul style="list-style-type: none"> Heads Up, SafeSport, Background Check Note: not a rostered position
Fall / Spring Game Scheduling	<ul style="list-style-type: none"> Register the team with WYSL consistent with timelines for each season Communicate game schedule as soon as WYSL publishes 	<ul style="list-style-type: none"> Review schedule and confirm conflicts (e.g., Halloween, Religious Observances, School Conflicts) Request reschedule within allotted time per WYSL regulations 	<ul style="list-style-type: none"> Review schedule and identify any conflicts (e.g., Halloween, Religious Observances, School Conflicts)



		<ul style="list-style-type: none"> • Reschedule rain outs through WYSL as needed 	
Player Registrations	<ul style="list-style-type: none"> • Ensure player registrations are complete and accurate in GotSport 	<ul style="list-style-type: none"> • Assist players / families in completing GotSport registrations as needed 	<ul style="list-style-type: none"> • Assist players / families in completing GotSport registrations as needed
Team Snap	<ul style="list-style-type: none"> • Establish coaches chat in TeamSnap 	<ul style="list-style-type: none"> • Post practice and game schedule in TeamSnap App 	<ul style="list-style-type: none"> • Ensure parents are actively using TeamSnap
Training Sessions	<ul style="list-style-type: none"> • Run 2 practices / week 	<ul style="list-style-type: none"> • Practice attendance is optional 	<ul style="list-style-type: none"> • NA
Pre Game	<ul style="list-style-type: none"> • Actively communicate with team and parents about attendance – including when LMFC schedules require the coach to miss a match – and ensure adequate player attendance and 	<ul style="list-style-type: none"> • Confirm attendance and manage borrowed players within WYSL Rostering requirements • Connect with opposing team coaches and confirm time, location and jersey colors 	<ul style="list-style-type: none"> • Weekly emails/TeamSnap to parents reminding them of game details • Arrange any snacks, etc.



	coaching coverage		
Game Day	<ul style="list-style-type: none">• Actively coach; balance playing time; represent team interests to referees	<ul style="list-style-type: none">• Actively support LMFC trainer; represent players' interests to coach	<ul style="list-style-type: none">• Reinforce key LMFC / WYSL values with parents on the sidelines (e.g., cheering not coaching from the sidelines, not engaging with referees under any circumstances, etc.)
Post Game	<ul style="list-style-type: none">• Quick email debrief to parents on the game / key learning points for the team	<ul style="list-style-type: none">• Post score in WYSL by 10am the following Monday	<ul style="list-style-type: none">• Share any feedback / reinforce key messages between parents and coaches



Parent Coach

USYS Requirements for Parent Coaches

WYSL requires all coaches to complete the US Youth Soccer Requirements in order to be on the Roster and spend time in direct contact with players. This ensures both the safety of our players as well as increases parent coaches level of awareness about coaching techniques, WYSL rules for each age group and guidelines for ensuring safe and healthy competition.

USYS Requirement	Purpose	Frequency	Format / Time Commitment	Due By
Heads Up	To improve the culture of sport safety and prevent concussions	Annual	Virtual / 45 minutes	First game of season
Safe Sport	To end sexual, physical, and emotional abuse and misconduct in amateur sports	Annual	Virtual / 45 minutes	First game of season



Background Check	To ensure that LMFC coaches meet the requirements to safely engage with youth athletes	Annual	Form Submission Only	First game of season
Coach License	To understand the basic structure of the game, needs of a soccer player and the tasks of a grassroots coach	One Time	In Person	Fifth Game of Season
Coaching Intro Course	To learn WYSL procedures and Code of Conduct	One Time	In Person / Virtual	Fifth Game of Season



Positive Coaching Alliance	To improve youth sport experience with techniques to ensure an emotionally positive experience	Every 2 years	Virtual – Registration Required	Fifth Game of Season
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Pro Tip: All requirements are outlined on GotSport. For courses requiring registration, WYSL sends emails with available dates to complete the registration.

Roster Management

At the beginning of each season, please check GotSport to ensure that all players' information is correctly loaded. Uniform numbers typically need to be added manually for any new players to the team.

Throughout the season, GotSport Rosters must be presented to the referee at weekly games. The Parent Coach typically has the responsibility to print the roster or present a digital form to the referee before the start of the game. Any borrowed players from other LMFC teams must be added to the roster to allow them to play.

Left Side: Game Day Rosters:

Printed Roster: GotSport → Account Tab → WYSL Fall 2022 – Seedings / Schedule / Game Day Match → (TBC)



Add Players to Roster: Team Management → Team Name → WYSL Fall 2022 ... → Schedule → Rosters (next to the day's game)

Please Note: Borrowed players name as it appears in GotSport, date of birth and number are required to enter them on the roster

Pro Tips:

- Adding guest players to rosters on GotSport is not intuitive! Please strive to get this done in advance of the weekend to ensure ample time to seek assistance if needed.
- Borrowed players within the club must comply with WYSL or other league rules.
 - U11 and younger: teams are free to share players in league games on any age-appropriate team within the same club
 - U12 and older: borrowed players must be within the same age group and at the same division or higher, or in a higher age group at any division as the borrowed players' main team
- If unsure which teams to borrow from, work with your LMFC trainer and/or contact your age group DOC:
 - U9/ U10 Boys and Girls - Jay Brooke - Jaybrooke@fostersoccer.com
 - U11+ Girls - Simon McCarthy - simon.mccarthy6@gmail.com
 - U11+ Boys - Ben Scott - gentlebenscott@hotmail.com

Coaching

For the majority of games, the LMFC trainer will lead the coaching on game day. However, since LMFC trainers manage up to three teams at a time, there are usually 2-3 conflicts during the season when the LMFC trainer will not be in attendance and the Parent Coach is expected to lead the coaching.



Pro Tips for Parent Coaches:

- Starting Roster – Agree the starting roster with the LMFC trainer ahead of time
- Game Objectives – Have no more than 3 objectives / goals for the team and focus coaching on these few things throughout the game, at half time and
- LMFC Philosophy – Keep the LMFC philosophy at the center: Fun, The Individual, Creative Freedom, Development / Enjoyment first
- Don't Over Coach – Focus on adjustments and specific feedback needed to keep players in position and focused on the established game objectives
- Playing Time – Keep track and keep it fair and consistent with the team's established norms
- Refereeing – Keep referee feedback and engagement to a minimum and always be respectful and constructive
- Logistics – Set a good example by arriving early
- Warm Up – Establish a regular warm up routine so that players know what to expect every time they arrive

Score Reporting

Scores must be reported before 10am on the Monday following the game. Go to www.wyslsoccer.com and click on Report Scores Here. Enter the PIN 1234 then locate the game using the 7-Digit game number from the GotSport schedule or using the filters provided.



Parent Manager

In 2019, LMFC migrated from 2 Parent Coaches to 1 Parent Coach and 1 Parent Manager. The goal of creating the Parent Manager position was to cut down on the time consuming certification requirements for parents wanting to play an active role supporting their children's teams at the same time as creating a liaison for parents on the sidelines during games to ensure the free flowing input and feedback between parents, players and coaches. This change has been very successful, and the Parent Manager is a critical role.

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There are three main requirements of the Parent Manager:

- Communications
- Game Day Management
- Team Building

Parent Manager: Communications

A weekly cadence of communications at regular intervals is a best practice for ensuring that teams are well connected and prepared for each game and training session. While each team's needs on the



level of communication required vary, the sample below is a good starting point to work from.

Pro Tip: The Manager is not expected to be the only voice communicating with the teams – Trainers and Parent Coaches play equally important roles. However, it works well when the Parent Manager coordinates the communications and ensures that the right level of messaging is happening throughout the season.

	Trainer	Coach	Manager
Monday	Game Debrief Email		Reminder to update Game attendance in TeamSnap
Tuesday		Guest player management – opportunities for your team and guest players from other teams (as applicable)	
Wednesday		Reach out to opposing team coaches to confirm details	
Thursday			Weekly email / TeamSnap reminder with all key information about Sunday's game: time to arrive, location & driving distance, what to bring to the game (ball, water, both jerseys), Jersey color for the game, coordinate snacks if applicable
Friday			
Saturday / Sunday			Game day reminder reiterating details and ensuring everyone is on



time (30 minutes prior to game start time)

Parent Manager: Game Day Management

While there is no expectation that the Parent Manager will be present at all the games, it is helpful to be there as often as possible.

Pro Tips for Parent Managers:

Post-Game Snacks – Coordinate parents to volunteer to bring snacks to each game

Voice of the Parents – Listen to parents on the sidelines and seek to understand any concerns or issues they may be facing

Running the Lines – Frequently referees ask parents to be line judges – be ready to take this on or find another parent to do the job

Coordinating Rides – Be aware if any players are struggling to find rides to games and ensure families are comfortable asking for help or be proactive in offering. Please understand that some players on your team may not have a car or have difficulty getting away games. Rather than waiting to hear from, consider being proactive and assume their child will need a ride.

LMFC Values – Ensure that parents are adhering to LMFC values (e.g., cheering - not coaching, not engaging with referees, keeping a positive dynamic). [Please See WYSL

Parent Manager: Team Building

Team building beyond training sessions and games is extremely impactful in shaping a positive team dynamic. Parent Managers have



the opportunity to set the tone early and reinforce the importance of team bonding off the field each season. The LMFC teams that have been most cohesive have implemented many of the following team building approaches:

Team Meeting: Parents meeting at the beginning of every season (e.g., before / after the first game) to introduce everyone, hear from the LMFC trainer on goals for the season, reiterate LMFC guidelines and philosophy, establish expectations re: attendance, playing time, timeliness, etc.

Team Potluck: Ask for families to volunteer to host a potluck once per season at someone's house. Invite the LMFC trainer and create an informal opportunity for teams to connect off the field

Community Building: Seek opportunities to get the team to engage in the broader community (e.g., Foster Soccer Veterans Day "Play for Your School" Tournament, LMFC fund raisers, NYCFC games, Gotham FC games and High School Varsity games

Social Media: Encourage parents to submit photos and videos to be posted on LMFC's Instagram site ... see if there is a parent willing to serve as team photographer and submit photos on a regular basis to ensure the team gets plenty of time in the spotlight! All content can be submitted to LMFC's Director of Communications: Karen Rainert (karen@superkb.com).

Coach Recognition – Organize a collection for end of season Trainer gifts. Find out when the trainer's birthday is and celebrate during a practice or after a game



Additional Content

Player of the Week

LMFC piloted Player of the Week in 2021 as a way to recognize and celebrate player contributions throughout the season. This was overall well received last year, and the LMFC Board has agreed to continue the program for the 2022/23 season with enhanced messaging to ensure that players and families have visibility to the program and its intent. While coaches are encouraged to be thoughtful about the criteria for awarding player of the week, and avoiding concentrating it on the same couple of players, there is also not an expectation that everyone will receive this recognition in a given season.

How it works:

- Introducing the Concept: Trainers / Coaches / Managers introduce the concept at the outset of the season during practice and Parents through Team meetings and email communications
- After each Game: Either immediately following the team or in the first practice of the week, coaches will confer and discuss which player will receive the recognition and why
- Communicating to the Team: Trainers message to the team who the player of the week is and why
- LMFC Instagram: Trainers pass along the players of the week from each team to Ben Scott, the boys Director of Coaching who assembles 2 Teams of the week (11 players each, one for boys and one for girls)*
- Sharing with Parents: Trainers, Coaches and / or Managers share the Instagram image on TeamSnap with parents for visibility and additional celebration

**Note:* Not every team's player of the week will land on the Girls or Boys Team of the Week. This is constrained to 22 players across 60



teams, each of which will ideally be putting forward a player of the week every week.

Platforms for Team Management

There are two key platforms that all families need to use to ensure they are properly Registered for the season and Informed as the season progresses:

GotSport:

This is the site used for player registration. All players need to be properly registered through the system to be on a Roster. The system is not always intuitive and some families require support to complete the registration process. Trainers, parent coaches and managers should work together to support families in need of assistance to complete this process and ensure the system does not create a barrier to anyone's participation.

TeamSnap

This year, LMFC is sponsoring TeamSnap as the primary app for communicating with teams throughout the season. Player registration fees will include the cost of TeamSnap. Instructions will be distributed to all teams and families allowing them to download the app, register for their LMFC team and begin using the app. Trainers, parent coaches and managers should ensure that everyone has downloaded and is engaging with the app. Please also be sure to reach out to and assist any families who may need assistance navigating this process.

Email / WhatsApp / Text Chats

While the majority of official communications will go through TeamSnap, many teams continue to establish email lists, What's App groups or Text Chats. Particularly as teams get older, players are encouraged to self-organize text chats or WhatsApp groups to stay connected off the field.



Tournaments

Teams are encouraged to participate in at least one tournament each season. Parent Coaches will receive emails from WYSL about available opportunities. LMFC trainers will also work to suggest appropriate tournaments each season. Parent Coaches and Managers play a key role in generating excitement about these tournaments and organizing players and families to attend.

Trainers, parent coaches and managers should work together to make these opportunities happen. Key responsibilities include:

- Selecting the tournament and confirming player availability
- Registering the team with the sponsoring organization
- Collecting funds from parents
- Organizing rides, snacks and other logistics for the game



Points of Contact

Age group DOC's:

- U9/ U10 Boys & Girls - Jay Brooke - Jaybrooke@fostersoccer.com
- U11+ Girls - Simon McCarthy - simon.mccarthy6@gmail.com
- U11+ Boys - Ben Scott - gentlebenscott@hotmail.com

LMFC Travel Registrar:

David Diamond - mjslregistrar@gmail.com

Board of Directors:

President: Bruce Robertson - brucerjr@gmail.com