

MANHATTAN SOCCER CLUB COACH HANDBOOK



#THINKBIGTHINKMSC

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This handbook is intended to be a repository for information that MSC coaches need to do their jobs at Manhattan Soccer Club. Please email soccer@manhattansc.org if there are questions or concerns.

INTRODUCTION

Our Mission

Manhattan Soccer Club's mission is to develop skilled athletes and superior teammates. We strive for a positive learning environment with emphasis on soccer fundamentals. Our players learn the value of sportsmanship, discipline, focus and commitment. They build self-esteem, leadership and conflict resolution skills.

Our Organization

Manhattan Soccer Club, Inc. is a 501(c)(3) tax-exempt nonprofit corporation formed under the laws of the State of New York, with over 1200 players, representing more than 800 families. Soccer and day-to-day operations are run by full-time professionals and administrators, led by our Executive Director, with a strong base of parent-volunteers. MSC is one of the largest member clubs of the Westchester Youth Soccer League, a founding member of the Eastern Development Program, a selectee to US Club Soccer National Premier League and an affiliate of NYCFC.

Our Programs

Manhattan Soccer Club is committed to all levels of program development and competition, from local travel to nationally-ranked elite teams. Across each level the program approach is the same.

The MSC program develops outstanding athletes on and off the field by:

- Developing outstanding young players with an age-appropriate soccer curriculum focused on technical training and player development.
- Providing professional leadership and consistent coaching.
- Promoting an attractive, creative and organized style of soccer.
- Creating a positive learning environment that reinforces the principles by which to train, compete and pursue excellence.
- Setting realistic goals, so players and teams are placed in challenging but appropriate settings to reach developmental goals.
- Emphasizing the values of sportsmanship, discipline, focus and commitment.
- Building self-esteem, leadership and conflict resolution skills.

MSC has an integrated soccer curriculum taught by a staff of over 40 professional coaches, with a senior coaching staff overseeing the programs. We have years of experience developing

successful soccer players with teams playing on the local, regional and national levels. The goal is for each team to learn developmentally appropriate soccer, and to play their matches in a challenging but appropriate league. We have the following programs:

U3-4: MSC Toddler Program

U5-7: MSC Development Academy

U8-12: MSC Youth Academy

U13-14: MSC Junior Academy

U15-18: MSC Senior Academy

U19-23: MSC Graduate Academy

In general, travel teams train three times a week, with one match on the weekend. They participate in 2-5 tournaments annually, with the exception of college showcase teams, which may attend more to get exposure to college coaches. You will work with coaching leadership to develop the itinerary for your specific team,

COACHING STRUCTURE

Director of Coaching

The Director of Coaching (DOC) reports directly to the Executive Director and the MSC Board of Directors and supervises the MSC coaching staff. The DOC is ultimately responsible for meeting MSC's overall objectives relative to player and team development. Among other things, the DOC has the responsibility to:

- Recruit, hire, schedule for assignment, terminate, train and do performance appraisal for coaches.
- Manage all direct reports, including the Girl's Director of Coaching and the Associate Directors.
- Train and monitor coaches and help them plan and implement training sessions.
- Coordinate and develop club-wide training and curriculum.
- Provide guidance to coaches on match management and interaction with parents and club officials.
- Conduct age specific coaches' clinics.
- Create a club-wide player development model from U3-U23.
- Design and administer a coaching education program.
- Develop a standard coaching and player evaluation processes.
- Create, evaluate and summarize game reports to track team progress over time.
- Identify the most talented players in our club and alert State and Regional coaches for possible inclusion in State, Regional and National teams.
- Oversee tournament selections to ensure proper team and player development.
- Design and administer team tryouts and determine roster configuration.
- Assist in the design of a college recruiting program and educate players and parents on college playing opportunities.
- Represent Club at functions, meetings and events as directed by the Board.
- Serve as the primary liaison between MSC and affiliate organizations

Girl's Director of Coaching

The Girl's Director of Coaching (Girl's DOC) reports directly to the DOC and directs and supervises the MSC Girls teams' coaching staff. Among other things, the Girls DOC has the responsibility to assist the DOC in the DOC's various responsibilities, especially as they relate to girls teams, and specifically to: Recruit, hire, schedule for assignment, terminate, train and do performance appraisal for coaches in the girls' division.

Division Head Coach

For every age group and gender in the Youth and Junior Academies, a senior level coach is assigned to the Premier team and given the responsibilities of a Division Head Coach (DHC). The DHC is responsible for working with the other coaches in the age and gender group and reports to the DOCs.

Before the start of any new module, the DHC should discuss the goals for each session with the other Academy coaches and look for ways to cooperate – especially at the younger age groups. The DHC should be familiar with all the players in the age group and comfortable enough to coach each team when needed.

The DHC is responsible for the daily operations of the teams in the age group, including making sure attendance and player-ranking sheets are up-to-date and all sessions are covered and prepared.

Academy Coach

The Academy Coaches report to the DHC of the age group and the DOCs. They are responsible for the training sessions and game day duties for their assigned team. They are responsible for tracking attendance and player-ranking sheets as well as regular player evaluations through *Zoom Reports*.

Boys and Girls U5-7 Development Academy Director

The Development Academy Director reports directly to the DOC and the Executive Director and directs and supervises the boys' and girls' U5-7 Development Academy. The Development Academy Director is responsible, with the DOC, for meeting MSC's overall objectives relative to the U5-7 program.

Toddler Program Director

The Toddler Program Director reports directly to the DOC and the Executive Director and directs and supervises the boys' and girls' Toddler program. The Toddler Program Director is responsible, with the DOC, for meeting MSC's overall objectives relative to the Toddler program.

PROCEDURES FOR COACHES

MSC Coach Code of Conduct

- Know the Laws of the Game: <http://www.ussoccer.com/referees/laws-of-the-game>
- Learn, respect and enforce Manhattan Soccer Club Rules and Regulations: http://assets.ngin.com/attachments/document/0056/1844/Manhattan_Soccer_Club_-_Rules_and_Regulations.pdf
- Lead by example - teach and practice good sportsmanship and fair play
- Create a training and game environment where players are both challenged and supported, and actively foster team camaraderie
- Maximize the soccer potential of each team and each player with well-designed and thoughtful training techniques
- Prepare and communicate player evaluations according to MSC's player evaluation procedure
- Clearly communicate your expectations and goals to team players and parents
- Proactively address player issues and concerns with parents and players
- Understand and abide by MSC's Minimum Playing Time rules [included [below](#)]
- Except for a sudden or unplanned absence, arrange for an MSC approved professional coach to act as a substitute if you are unable to attend a team training session, game or tournament
- Enforce uniform policy in games and practices
- Respect game officials, and opposing coaches and players

Coaches are responsible for their players' conduct and well-being. A coach's first priority is the safety of the players, and ensuring they have a positive and productive experience. We lead by example. Build a learning environment where our players can grow as players as well as people. Manhattan Soccer Club is committed to providing a safe environment where children and young adults can develop their soccer skills and enhance their love for the sport. All players are to feel comfortable and welcome during this development.

The club has approved safety procedures designed to reduce safety risk. See **Safety Guidelines for Manhattan Soccer Club** attached as Appendix A.

Training Day Procedures

DOCs will distribute curriculum before each module with suggested Lesson Plans. Coaches may use the suggested Lesson Plan or adapt to fit their own team's abilities and/or space requirements. Any changes should be discussed with the DHC and the DOC.

Our space is often limited, so please work with the other MSC teams and organizations training at the fields in a professional manner. Coaches are responsible for setting up their own session and providing their own equipment (cones, pinnies, etc.). The Club does maintain a supply of extra equipment in the container at Kantor fields. Coaches are welcome to use any of the equipment as long as they check in with the DOCs and return the equipment as they found it.

Following all training sessions, coaches are responsible for filling in the Attendance and Player Rating online documents. If there are any particular standout issues, coaches should bring to the attention of the DHC and the DOC immediately.

Game Day Procedures

Parent Managers will be responsible for rosters and player cards, but a coach is responsible for their own card. If a coach is needed to cover another game, they must have their league-approved cards in their possession.

If required, the Parent Manager will also take care of payment of the referee(s). The Parent Assistant Coach will track playing time and email the results to the coach, the DHC and the DOC at the conclusion of the game. The PAC is not required to be on the sideline with the coach, but MSC encourages PACs in the younger ages to be there to help maintain order and focus with the younger players. They can also assist in case of emergency, injury, nosebleeds, untied shoe laces, etc.

Dress Code

Coaches are required to attend all training sessions and games in appropriate MSC coaching gear. The club provides a basic coach's kit every year, but coaches are welcome to get their own similar gear if desired. Upper 90 will press MSC logos on for you. You are just asked to keep it similar to current color scheme and branding (Adidas – black/red/white/grey).

Attendance and Punctuality

All coaches are expected to arrive at least 15 minutes prior to all training sessions to set up and 45 minutes prior to any game. Exceptions are made for coaches on Bus Chaperone duty and with MSC training or game conflicts. In the event a coach will be unavoidably late, it is that coach's responsibility to arrange to have their session set up and their players taken care of until they arrive.

Coverage Reporting Process

At the beginning of every season the leagues will publish the game schedule. It is every coach's responsibility to identify any game conflicts IMMEDIATELY and attempt to get them alleviated. Some will be unavoidable and will require coverage, but others can be rearranged to eliminate conflicts. Work with the DOCs and team managers to communicate with the league.

At the beginning of every week – preferably Sunday/Monday – communicate with the DOCs any remaining conflicts for that coming week. Coaches should attempt to find an MSC coach who knows their team well to cover any sessions that need coverage. If none can be found the DOCs will help. Coaches should communicate with their team to let the players know with whom they will be training.

Player Attendance

All coaches are expected to report attendance on the online attendance document. Access to the online document will be distributed by the DOCs, along with instructions on how to use the document. This must be updated after each session.

U8-U11 Non-Premier travel team players must attend two out of three scheduled weekly training sessions, as well as all scheduled matches and tournaments. All other travel players must attend all scheduled training sessions, matches and tournaments.

MSC Minimum Playing Time Rules

It is the philosophy of the club to encourage significant playing time for all players. *If their are players who receive minimal playing time, it is imperative that communication (about expectations, strategies to earn more playing time and options on other MSC teams) with those players and their families is robust.* The following are the minimum amounts of playing time for each age group, and are applicable to all league games and all tournaments:

- All U8,¹ U9, U10 and U11 teams: each player must play a minimum of 40% of each game.
- U12 premier teams: each player must play a minimum of 33% of total available game minutes over a three-game period. The Club strongly recommends that each player play some portion of each game.
- U13 and U14 premier teams: each player must play a minimum of 25% of total available game minutes over a three-game period. *The Club strongly recommends that each player play some portion of each game.*
- U12, U13 and U14 non-premier teams: each player must play a minimum of 33% of total available game minutes over a three-game period. Furthermore, each player must play some portion of each game.
- U15 and older premier teams: There are no playing time requirements.
- U15 and older non-premier teams: each player must play a minimum of 25% of total available game minutes over a three-game period. Furthermore, each player must play some portion of each game.

For purposes of this section only, a **Premier Team** is a team playing in a league that is not Westchester Youth Soccer League. A team's status may change from season-to-season based upon the league in which they are playing. Tournament playing time rules will be the same as those for the league in which the team is currently playing. If a tournament is between seasons, the playing time rules will be determined by the league in which the team is registered for the following season.

The Club appreciates that there are factors that could cause a coach to request playing time for a player below the minimum Club rules. These include injury, illness, and issues related to discipline or commitment. Unusual circumstances such as the above should be communicated with the DOC.

¹ There are special rules for our NYC FC Affiliate League teams.

Playing time must be monitored by a parent assistant coach, who will also be responsible for emailing playing time records to the DOC. This information is only to be shared with the coach and the DOC.

Player Ratings

All coaches are expected to track Individual Player Ratings on the online document. Access to the online document will be distributed by the DOCs, along with instructions on how to use the document. This must be updated after each session. (The criteria for player ratings are set forth in Appendix B.)

Travel Tournament Policies

- Itinerary should be developed by the coach in conjunction with the manager and distributed to all the players by the manager before departure to any out-of-town tournament.
- We encourage players to travel together as a team.
- Teams will be traveling from the hotel to the fields and back together.
- Players must be dressed uniformly when departing to the games.
- Players must follow the itinerary and curfews precisely.
- As long as the team is still playing in the tournament, players are required to meet at a designated area at a designated time as specified by the coach or manager to do any team related activities such as meals, walks, study hall, etc.
- Players must never leave the hotel without permission of the coach and/or manager, even if leaving with their parents. The coach must know the whereabouts of all players at all times.
- For teams of age 14 and up players often stay in player designated rooms; budget constraints need to be taken into consideration
- Using the swimming pool, Jacuzzi, exercise equipment, or the like must only be done with permission of the coach and under proper supervision.
- Every person associated with Manhattan Soccer Club must follow the rules of the hotel in which they are staying.
- Players are not allowed to run around in the hotel, play soccer in the hotel hallways, walk barefoot or shirtless.

Risk Management

The Manhattan Soccer Club is member of US CLUB SOCCER. All coaches are licensed by either the USSF or the NSCAA which includes a biennial background check. All coaches are required to maintain their licensing. All team managers and board members will undergo background checks biennially. Manhattan Soccer Club coaches, managers and board members must adhere to the **Safety Guidelines for Manhattan Soccer Club** at all times.

Concussions and Sports Injuries

Given the nature of the sport of soccer, all players are at risk to a range of injuries. The coaches strive to create a safe environment for age specific drills and game play however injuries can and

do occur. It is essential that parents maintain current contact information with the coach and team manager in the unfortunate instance of an injury. All coaches have first aid background and all coaches participate in concussion awareness and CPR training. Out of the abundance of caution, the coaching staff reserve right and will remove players from games and practices due to their assessment of any actual or potential injuries. For an acute injury the coaches will attempt to contact the parents but will transport/arrange for transport and treatment using the insurance information provided at the beginning of the season. Coaches must keep copies of player medical waivers/releases at all times.

MSC has a specific Concussion Policy, which is set forth in Appendix C.

PARENT VOLUNTEERS

Board of Directors

The Manhattan Soccer Club Board of Directors is elected annually at the June general meeting. Each team manager who attends the general meeting votes for the incoming Board. The Board then elects officers. The Board meets regularly throughout the year to ensure that the overall mission of the club, to develop skilled athletes and superior teammates, is being achieved on and off the field. The Board works closely with the Executive Director and the coaching leadership to operationalize the core mission of establishing a positive learning environment to learn soccer.

Team Managers

Every team at MSC has a team manager. This parent volunteer's primary responsibility is to communicate with coaches and to keep the parents on teams up-to-date on items relating to team operations. The team manager is to be parents' main point of contact for all non-player related issues. In addition, managers are responsible for:

- Retaining a complete set of medical forms, the roster/game card and player cards at every game.
- Bringing player cards and a fully stocked medical kit to every game.
- Game scheduling (league dependent).
- Appointing and organizing other volunteer roles including equipment/field set-up coordinator, travel coordinator, tournament coordinator.
- Mandatory attendance at semi-annual club wide managers' meetings.
- Those responsibilities of Team Managers described under "[Game Day Procedures](#)"

You are expected to communicate regularly with your team manager at the start of every week to review schedules for training and games. See "Communication with Team Manager" [below](#).

Parent Assistant Coaches

- Must have appropriate staff cards.
- Assist professional coach when requested.
- Track playing time for professional coach and assist with injured players.
- Refrain from any negative comments about referee decisions with game officials or opposing team coaches or players.

- Substitute for professional coach during games in emergencies, but only due to sudden and unplanned professional coach absence.
- Those responsibilities of Parent Assistant Coaches described under “[Game Day Procedures](#)” above.
- NO COACHING – unless requested from the professional coach.

Other Parent Volunteer Positions

Will vary on each team but will be in conjunction with the manager:

- Score Reporter
- Team Tournament Coordinator
- Equipment Director

COMMUNICATIONS

Communication with Players

Coaches should be clear with their expectations for not only the team but for the individual players as well. Regular conversations and informal evaluations with the players is essential. For younger players, it is also a good idea to have these conversations in the company of their parent(s)/guardian(s). It is important that they hear the same message directly from the coach.

Email communications are also important. The signature at the bottom of your email should include your name, contact information and MSC title.

Coaches will complete detailed online evaluations that will be sent to all players bi-annually (Fall and Spring) via the online evaluation platform, Zoom Reports.

Player Code of Conduct

It is important that players observe the guidelines established by the Manhattan Soccer Club, participating Leagues and organizations.

The player will....

- * Train and play to the best of his/her ability.
- * Have a positive attitude and never quit.
- * Win without boasting and exemplify sportsmanship at all times.
- * Respect officials and accept their decisions without question.
- * Only give positive encouragement to fellow teammates.
- * Arrive prepared for all games and training sessions, i.e proper mental attitude and equipment.
- * Respect coaches, teammates and opponents.
- * Learn and obey the Laws of the Game, and the rules of the club.
- * Practice soccer skills and condition on his/her own to the best of his/her ability.
- * Notify the coach or team manager if he/she will be late or unable to make a practice.

Further the player will NEVER....

- * Allow enthusiasm and commitment for soccer to override responsibilities to education and family.
- * Use profane or vulgar language.
- * Leave the field or a session without the permission of the coach.
- * Disregard any instructions of his/her coach.
- * Forget that they represent Manhattan Soccer Club.

Any violation of this policy will be dealt with in an appropriate manner.

Communication with Team Manager

Regular communication with the Team Manager is essential. Managers are a coach's connection to the parents. Make sure they are up to date on the calendar of events and any scheduling issues – like another coach covering a session.

Premier team coaches and their team managers must communicate even more often. Whether this is daily or every other day depends on the team and team dynamics.

Regardless of team level, a coach and manager should connect, preferably by telephone, on Mondays to review the week ahead, identify any potential scheduling conflicts for the next weekend and confirm training for the week. They should connect again before the weekend to confirm that all conflicts and issues identified at the beginning of the week are resolved.

Generally, in the offseason, communications may be less frequent but no less important.

Communication with Parents

Coaches should keep the lines of communication open with the parent body. Especially with younger teams, let the parents know what the players are working on in training so they know what to look for in games; otherwise they will focus primarily on results. Coaches should also send a brief review of progress made and upcoming challenges. Help the parents see the progress the team is making and identify where the players are successful.

Parent Code of Conduct

The parents are an integral part of the MSC support system. It is important that parents observe the guidelines established by the Club, Leagues and other relevant bodies.

- Learn and respect the Laws of the Game:
<http://www.ussoccer.com/referees/laws-of-the-game>
- Learn and respect Manhattan Soccer Club Rules and Regulations:
http://assets.ngin.com/attachments/document/0056/1844/Manhattan_Soccer_Club_-_Rules_and_Regulations.pdf
- Show respect and courtesy to game officials, coaches and players
- Lead by example - teach and practice good sportsmanship and fair play
- Cheer in a positive manner and never make negative remarks about players on the field

- Never instruct or coach your child or any other player during a game or practice
- Ensure that your child is punctual for games and practices
- Support the coaches, manager and the team
- Volunteer services and talents to the Club
- Discuss personal concerns with the coach only at a time mutually agreed upon, but never prior to, during or immediately after a game
- Never interfere with coaching decisions, including tactics, positions or playing time
- Refrain from any involvement in the MSC tryout process unless as a volunteer evaluator

Parent Assistant Coach

- Assist professional coach during practices when requested
- Substitute for professional coach during training and games occasionally, and only due to sudden and unplanned professional coach absence
- Track playing time for professional coach and assist with injured players
- Refrain from any negative comments about referee decisions with game officials or opposing team coaches or players

SPECIFIC PROCESSES IN YOUR ONLINE HUMAN RESOURCES PLATFORM - BAMBOO-HR

Player Injury- WE NEED TO BE NOTIFIED.

If a player is injured during a practice, game, tournament, scrimmage, etc., you are required to make sure an [MSC Injury Player Report](#) is filed (by you or your team manager). The link to the form can also be found in your Bamboo-HR account.

Employee Injury- WE NEED TO BE NOTIFIED.

If you are injured while performing your job, you must notify the Executive Director and your supervisor, and complete an [MSC Employee Injury Report](#).

A copy of MSC's Workers' Compensation certificate, including the policy number, can be found in your Bamboo-HR account. We would rather know than not know.

Incident Report-WE NEED TO BE NOTIFIED.

If something unusual and/or out of the ordinary takes place during a practice, game, tournament, scrimmage, etc., you are required to make sure an [MSC Incident Report](#) is filed (by you or your team manager).

The types of incidents that should be reported include but should not be limited to:

- When a player or coach is ejected or otherwise behaves in a way that some discipline might be expected from the competition authority, or should be considered by the Club
- When there is a fight or confrontation involving players, the referee, the opponents' coach or the opponents' parents, which might result in a complaint being raised about MSC.

[The Incident Report](#) link can be found in your Bamboo-HR account.

Employee Reimbursement Guidelines:

Comprehensive guidelines can be found in your Bamboo-HR account.

Vacation Policy

While coaches are expected to be available to coach and perform their other duties during the times when their teams are training or competing, situations may arise where a coach needs to take time off from work to address family, medical or other concerns. The Club requests that coaches provide prompt notification to their direct supervisor and to the Executive Director as soon as practicable when taking time off.

The Club does not have a benefit policy for vacation time for its employees.

The terms and condition of an employee's employment are more particularly set forth in the Employment Agreement signed by the employee and the Club.

Other documents found in Bamboo-HR

- Proof of Licensing
- CPR certification
- Concussion Education certification
- Conflict of Interest Form

GUIDELINES FOR RECRUITING PLAYERS

Player Recruitment Policy

Overview:

* This policy applies to the entire Manhattan Soccer Club ("MSC") youth soccer program, including premier, travel and intramural programs for the soccer registration year.

* This policy only applies to MSC participating leagues or other events sanctioned by US Youth Soccer or US Club Soccer for the soccer registration year.

* This policy does not apply to players acting as "guest players" for tournaments while still on a MSC roster for the soccer registration year.

Responsibility:

It is the responsibility of the MSC Director of Coaching ("DOC") and coaches to oversee the day-to-day enforcement of this policy.

Player Recruitment from non-MSC teams:

MSC coaches are **ONLY** permitted during the soccer registration year to:

- * Openly advertise MSC premier and travel team tryouts to other clubs and players of other clubs and invite them to attend.
- * Discuss with a player or parent of another club future participation with an MSC team if the MSC coach has been first contacted by the player or parent of the player. Direct contact with players or their parents is permitted only after the end of the spring season, subject to applicable league rules.

Recruitment of MSC Players

MSC coaches are permitted during the soccer registration year to:

- * Provide feedback if requested by an MSC player or parent regarding a transfer to another club. The coach must notify the Director of Coaching if the coach is requested to provide, or provides, such feedback or becomes aware that an MSC player is being actively recruited by another club.

MSC coaches are **strictly prohibited** during the soccer registration year from:

- * Initiating contact with another MSC player or parent in any way for the purpose of a transfer to a non-MSC team during the registration year period.
- * To facilitate, organize or guide a representative of a non-MSC soccer club or team to communicate with any MSC player or their parent/guardian for the purpose of recruiting.

Violations:

The Director of Coaching and Board of Directors of MSC shall have the sole discretion to determine if any behavior violates this policy and to take any action against such behavior.

Poaching

WYSL rules prohibit a team – through its coaching staff, players, parents or guardians, responsible officers or any other representatives – from inducing a player registered to a WYSL team to leave his or her team to transfer to and play with another WYSL team during the current soccer year. This is called poaching. Some other leagues have similar rules. Any coach who is considering approaching a player registered to another team, or who becomes aware of others associated with the team or Club making such an approach, should first discuss the appropriateness of such an approach with the DOC.

TEAM PROBLEMS

Informal Issue Resolution Guidelines

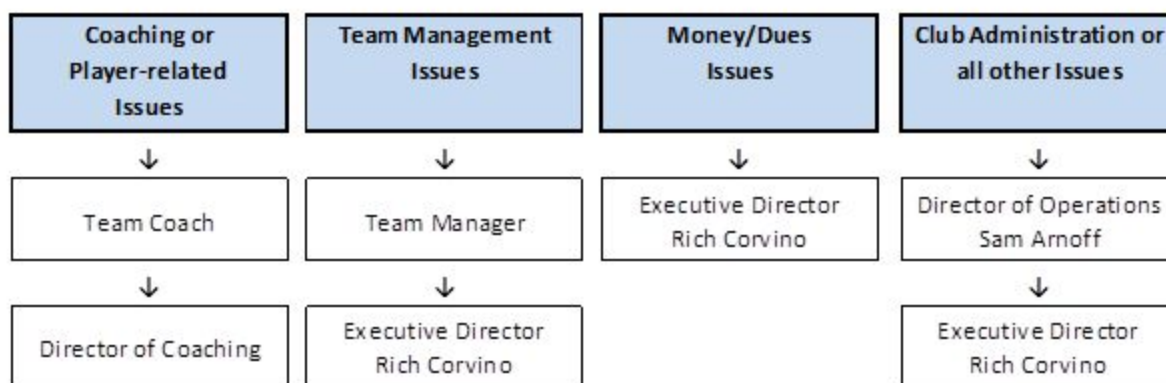
At times, questions or concerns will come up regarding a player's experience on a team or with the Club. Here are the Club's guidelines for resolving them:

Step 1:

Many issues result from a lack of communication and are resolved most effectively if they are raised first directly with the people involved – the team coach, manager, etc.

Step 2:

In the event that an issue arises that in a parent or team's opinion cannot be solved within the team, or they have exhausted that avenue, they should contact Executive Director Rich Corvino, Director of Coaching Ray Selvadurai or Director of Operations Sam Arnoff in accordance with the following:



Step 3:

If the issue cannot be resolved by the above channels, it can be brought to the Club's Grievance Committee, which will investigate and recommend appropriate action to the Board of Directors.

You can start that process by filling in this [form](#). Details of the process are below:

Process Under Rules and Regulations of Manhattan Soccer Club, Inc.

Issues may arise that cannot be resolved at a team level or that transcend the management of a single team. Most of these issues can be handled most efficiently by following the informal issue resolution guidelines established by the Club. On occasion, an issue may be so serious or time-critical (including situations where the issue is not getting resolved in a timely manner by following the informal guidelines) that the Club's formal grievance process may be invoked.

Article IX of the MSC Rules and Regulations authorizes the MSC Board to establish a Grievance Committee comprised of members of the Board and such other individuals as may be appointed by the Board to hear grievances, appeals and protests from players, teams, coaches or employees regarding the application and enforcement of the Rules and Regulations and other policies of the Club in effect from time to time.

The Board has appointed a Grievance Administrator (“GA”) to administer the grievance process and a Grievance Committee (“Committee”) consisting of three MSC Board members (which may include ex-officio and/or honorary members of the Board) and/or counsel to the Board. The GA shall support and be a non-voting participant in meetings of the Committee.

Any player, team, coach or employee who believes they have been aggrieved by a decision so serious or time-critical as to warrant a formal grievance, appeal or protest under Article IX shall complete and submit an online grievance form available on the MSC website at <http://bit.ly/MSC-grievance-form>.

The GA shall promptly review the grievance, assemble the Committee and, if requested by the Committee, gather additional facts relevant to the grievance.

A minimum of three (3) members of the Committee shall be required to hear a grievance. The Board may add other members to serve on the Committee or otherwise change the membership of the Committee in relation to any particular grievance as the Board may deem appropriate.

The grievance shall be heard after the Committee has had the opportunity to review and consider the grievance and other relevant information. The Committee shall act by making a recommendation to the Board. The GA or other representative of the Committee shall communicate any recommendation or final action of the Board to all interested parties with such detail as the Committee deems appropriate.

Player Dismissal During the Season

This is an occurrence that happens very rarely but requires the input, guidance and approval of the DOC with full disclosure to Executive Director and Executive Board. A team coach cannot make this decision unilaterally without the approval of the DOC. The DOC or other Club Representative must contact the parents. The Executive Board can decide that the situation is complicated and that a grievance committee of impartial board directors needs to fully investigate the situation. The Board needs to be informed when a player is dismissed during the season. A clear documentation of the situation is essential.

FINAL STATEMENT

Manhattan Soccer Club has developed a national reputation of excellence on the field. Central to this reputation is the fact that MSC is a professionally managed and operated club. In order to maintain our reputation, no person shall violate any of the above policies.

Since it is a large professional club with many individual teams and many stakeholders, no person shall challenge, protest or file any written complaint against any soccer officials (state, coaches, league, tournament, other soccer clubs, or refs) without the express permission from the MSC Director of Coaching, ED and the MSC Board.

The undersigned coach of Manhattan Soccer Club acknowledges that he/she has received and read the Manhattan SC Coach's Handbook –2016 and that he/she is required to comply with the policies and other requirements contained therein.

Employee's Name (printed): _____

Employee's Signature: _____ Date: _____

Safety Guidelines for Manhattan Soccer Club

The following guidelines are the policies of Manhattan Soccer Club with regard to awareness and prevention of abuse within the Club.

- **Manhattan Soccer Club** is committed to provide a safe environment and to prevent child abuse and sexual misconduct.
- **Manhattan Soccer Club** is committed to undertake reasonable efforts to ensure that every person involved in coaching or team and/or club management, including the Club's Executive Director, coaches, assistant coaches, trainers, bus chaperones and other employees or independent contractors, will abide by these guidelines.
- **Manhattan Soccer Club** is a member of US Club Soccer. US Club Soccer has adopted a "Risk Management Program" which requires and makes available a system of background checks for Club staff to provide a safe experience for our children. This program includes risk management registration and background checks for coaches and other Club staff. All coaches and other Club staff must register with US Club Soccer and complete an online disclosure statement which is used to conduct a background check.
- **Manhattan Soccer Club** will take appropriate actions regarding all concerns or allegations of child abuse and/or sexual misconduct. All concerns or allegations should be reported immediately to the President or a Vice President of the Club. The Club will take appropriate actions as soon as practicable based on the Club's review of the circumstances and its findings. Allegations or concerns may be reported promptly to authorities for investigation.

The following represents certain preventive policies of the Club with regard to abuse:

- Physical, mental or verbal abuse of any player, employee, participant or referee involved in the Club's activities is not permitted.
- Inappropriate touching of any kind is forbidden. The Club requires that more than one adult be present at any Club activity involving players under U-15. At Club activities involving players U-15 or older, to the extent reasonably practical, the Club strongly suggests that more than one adult be present. If a player under U-15 needs special attention (for example, one-on-one training or an individual meeting), that activity or meeting should be conducted in the presence of another adult.
- Non-parent coaches should avoid any appearance of impropriety and should

not socialize with players except at Club activities or social gatherings where parents are present.

- Non-parent coaches should never transport a player in a car or other vehicle except (i) in an emergency or other necessary circumstances or (ii) unless the player's parent or guardian has granted permission. Permission to travel with a non-parent coach may be granted on the Club's registration or medical forms.
- Non-parent coaches are not permitted to share a room overnight with a player(s).
- Use or possession of illegal drugs or underage drinking at any Club activity is prohibited.
- Parents are encouraged to attend all Club activities.

Adopted by the Board of Directors on October 12, 2011; revised February __, 2016

Criteria for Player Ratings

Players will be rated 1-5 with 5 being the highest on this criteria. Use the letter associated with the number below to enter ratings. Thus, if player attends session and is unsatisfactory, enter "Y-U".

Ratings Criteria.

Level 5 (E): Exceptional

Performance far exceeded expectations due to exceptionally high quality of work performed in all essential areas of responsibility, resulting in an overall quality of work that was superior; and either 1) included the completion of a major goal or 2) made an exceptional or unique contribution in support of the team/practice. This rating is achievable by any player though given infrequently.

Level 4 (EE): Exceeds expectations

Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent.

Level 3 (ME): Meets expectations

Performance consistently met expectations in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good.

Level 2 (I): Improvement needed

Performance did not consistently meet expectations – performance failed to meet expectations in one or more essential areas of responsibility, and/or one or more of the most critical goals were not met.

Level 1 (U): Unsatisfactory

Performance was consistently below expectations in most essential areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas.

MSC Concussion Policy for Spring 2016 Season

In 2013 Manhattan Soccer Club formed a task force to address the growing concern about concussions in youth sports. The task force consisted of board members, coaches, parents, and physicians. The group assessed available literature, discussed prevention measures and integrated mandates from regional and national soccer organizations. We want to update you on our policies, which we have just updated based on new [protocols](#) adopted by US Club Soccer effective January 1, 2016. We acknowledge that this area at the intersection of youth sports and medicine is currently rapidly evolving and we are committed to staying at the forefront.

Background:

- A concussion is a brain injury that frequently involves physical as well as cognitive symptoms. The most common causes of concussion in soccer are head-to-head impact or the head colliding with elbow, feet, ground, or goal posts.
- Concussions are diagnosed by a constellation of symptoms that include one or more of the following: dizziness, headaches, nausea, loss of balance, memory problems, double vision, irritability, and depression. Loss of consciousness (passing out) is present in only 7% of diagnosed concussions based on current definitions.
- Prevention and proper management of the injury when it occurs are important in avoiding long-term complications. Most concussions last 7 to 10 days, but they can last weeks to months. Premature return to play following a concussion places players at higher risk for a second concussion and can lead to potentially serious or even life-threatening consequences.
- A concussion can't be reliably seen in a CT scan, MRI, X-ray or other images that a hospital may use, so observation of the player is critical to recognizing a concussion. Parents, players, and coaches should all be familiar with the symptoms of a concussion and the "4Rs" of concussion treatment (below).

MSC's policy about concussions:

MSC follows these "4Rs" of concussion treatment:

1. Recognize the symptoms

Parents and players should learn to recognize the symptoms by [reading this document](#) ([inglés y español](#))

MSC coaches are required to complete [this course](#) on concussions as a condition of employment.

2. Report to coaches

Players or parents who suspect a child may have sustained a concussion anywhere (playing soccer or otherwise) must tell their coach immediately if possible.

3. Remove from play

Players with concussion are at high risk for a repeat concussion, for which the dangers are extremely serious. MSC coaches are instructed to immediately remove any player who sustains a significant blow to the head or body, who complains about or who is showing symptoms consistent with having sustained a concussion or any player that a referee decides to remove for concussion suspicion.

4. Recovery before returning to play

As required by NY State law, **MSC prohibits players from returning to soccer until he or she is symptom-free and has received *written permission from a physician to play sports***. Unfortunately, MSC cannot be involved in your child's medical care, so treatment and permission to play must be managed by your child's physician.

To better educate themselves, we encourage everybody to read more from the U. S. Centers for Disease Control: [english](#) [español](#)