

TEAM MANAGERS HANDBOOK

FOR SELECT PROGRAM TEAMS

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Introduction

Welcome to the Select soccer program at Eclipse Soccer Club. On behalf of the Eclipse Soccer Club Board of Directors, our many volunteers, and our players, I want to thank you for volunteering to manage an Eclipse Select team.

Eclipse Soccer Club is the largest soccer club in the southwest Houston area, with well over 2300 youth from the ages of 4 to 19 who are playing soccer in many different leagues and at many different competitive levels. Eclipse has a program that's just right for every youth soccer player, no matter how well he or she plays soccer.

This handbook was developed exclusively for our Select soccer program team managers, comprised of over 500 committed soccer players and their families. It contains the information that you will need to understand your role and responsibilities, and the roles and responsibilities of others that you will rely on to help you manage the team.

The club realizes the investment of time, money, energy and commitment that Select soccer requires of players, parents, training staff, and of course team parent volunteers like you. We understand the importance of providing you with clear and practical information so that you may effectively fulfill your duties as a team manager.

As a team manager, you will have considerable influence over the character and development of the players on your team. I encourage you to understand the considerable influence that you'll wield over the young men or young women under your guidance. Strive to be a positive influence at all times. How you react in good times and bad will speak volumes.

Thank you for volunteering.

A handwritten signature in black ink, appearing to read 'P. Rossetti', with a stylized flourish at the end.

Paul Rossetti
President
Eclipse Soccer Club

Team Manager Responsibilities

There are a number of tasks that you are responsible for as a team manager. This document attempts to describe these tasks in an order that is approximately consistent with the order that the team manager will have to execute them during the year. Even so, you should review all of these tasks initially so that you are aware of them all. You may encounter them in a different order than we've elected to present them here.

Team Formation

After tryouts end, the training staff will form teams from the pool of qualified players.

The training staff (DOC) will call each player's parent within 24 hours of forming the roster to confirm the player's team assignment. If the parent asks for time to consider the assignment, inform them that a player will only be given 24 hours to accept their roster assignment. If players don't accept a roster assignment within 24 hours, then that position may be assigned to another player.

Once the roster is confirmed for the first team, then the process continues with the second team confirming his roster in the same manner. When the second team is confirmed, then the third team's is formed and so on.

The DOC will keep the training staff informed of his progress through this confirmation process and must confirm when all players have accepted (or declined) their team assignment.

Download the Team Manager's Toolkit

In addition to this document, you have been supplied the Team Manager's Toolkit, an Excel workbook that contains approximately 12 worksheets that will be very useful to you in managing a number of your responsibilities. If you have not yet been given a copy of the Team Manager's Toolkit, please contact the select registrar or the select commissioner.

You will only want to download the Team Manager's Toolkit once during a given year. After you start entering data into the spreadsheet, you will want to save that spreadsheet on your computer so that you can continue to update it with your team's data as the year progresses.

Enhancements to the Team Manager's Toolkit will be provided from time to time and will be announced via email from the club's email system. Every effort will be made to make enhancements so that your current Toolkit may be upgraded without any significant level of work on your part.

It is highly recommended that you email a copy of the Toolkit to another trusted parent volunteer periodically so that you have a backup of all of your team's data, or that you adopt another reliable method to adequately backup the spreadsheet and the data contained therein. After you spend some time putting all of the data in the spreadsheet, you don't want to lose that data – especially the financial data associated with each player's payments and amounts due.

Create Initial Team Setup

Once tryouts are over, and players are confirmed on your team, you will need to complete several tasks as outlined here:

Schedule the Initial Team Meeting

Invite parents to the first parent meeting for the team. Give families reasonable notice of the meeting date. At least one week's notice is recommended, but you should also schedule it within the first two

weeks after your team roster has been finalized and confirmed. The parent meeting may be held at Lost Creek Park or any other convenient meeting place.

Register Players with Eclipse

Once players have been confirmed to a team, they must register with the club as soon as possible. Contact all players' parents and inform them that all team members must be registered with the club before the parent meeting that you've scheduled in the next week or two.

If you have any questions about the registration system, contact the club's Select program registrar, Karie Prevette. Karie may be reached at select@eclipsesoccerclub.com. Other contact info may be available on the web site under "Club Info" and then "Contact Us".

Gather Player Contact Information

If possible, gather player contact information in advance of your team meeting. The Director of Coaching will have provided you with player names, phone numbers, and email addresses for your players. You will need that information and other data for your team. To ease the burden of gathering this data, the club has provided two sources to assist you with gathering the correct information.

1. You may print out the form included in the Team Manager's Toolkit on the worksheet entitled "**Player RFI**". Print a copy of this form for each player on the team and hand it out to each team member for them to fill out and return to you. (See Figure 1 on page 7).
2. You may simply send an email to parents detailing all of the information that you need and ask them to respond to that email.

You may ask parents to fill in this information at the first team meeting. However, if it's possible to get the information in advance, it makes you look a bit more organized if you show up to the initial team meeting with a completed roster to hand out to everyone, already populated with contact information.

However you choose to capture the data, add the contact information into the worksheet tab entitled "**General Data**". You are only to fill in the data in the yellow shaded areas on the General Data worksheet. This data will be used over and over again throughout the Project Manager's Toolkit. Be sure to fill in as much of the requested information on this worksheet as you can get.

Player and Parent Information Sheet			
Player Information	<input style="width: 100%; height: 20px;" type="text"/> First Name	<input style="width: 100%; height: 20px;" type="text"/> Last Name	<input style="width: 100%; height: 20px;" type="text"/> Player's Email address (if applicable)
	<input style="width: 100%; height: 20px;" type="text"/> Home Phone	<input style="width: 100%; height: 20px;" type="text"/> Player's Mobile Phone (if applicable)	<input style="width: 100%; height: 20px;" type="text"/> Preferred Jersey # List up to three numbers in order of preference
Parent 1			
<input style="width: 100%; height: 20px;" type="text"/> First Name	<input style="width: 100%; height: 20px;" type="text"/> Last Name	<input style="width: 100%; height: 20px;" type="text"/> Email address(es)	
<input style="width: 100%; height: 20px;" type="text"/> Home Phone	<input style="width: 100%; height: 20px;" type="text"/> Mobile Phone	<input style="width: 100%; height: 20px;" type="text"/> Daytime Phone	
Parent 2			
<input style="width: 100%; height: 20px;" type="text"/> First Name	<input style="width: 100%; height: 20px;" type="text"/> Last Name	<input style="width: 100%; height: 20px;" type="text"/> Email address(es)	
<input style="width: 100%; height: 20px;" type="text"/> Home Phone	<input style="width: 100%; height: 20px;" type="text"/> Mobile Phone	<input style="width: 100%; height: 20px;" type="text"/> Daytime Phone	

Figure 1 - "Player RFI" worksheet from the Toolkit. Try to distribute this in advance and get it returned so that you can populate the Toolkit database with this data and then carry completed rosters, wallet sized cards, and parent invoices to your first team meeting.

Gather Player Uniform Kit Information

Eclipse signs contracts with their uniform vendor every two years. Eclipse receives various benefits in this contract in exchange for each player in our program procuring a uniform kit from that vendor. Uniform kits are composed of set quantities of defined uniform components (e.g., two game jerseys, one short, two pairs of socks, plus two training shirts). Players will need to specify the quantity and size of each uniform component that they require so that they have a complete uniform kit. The uniform kit is required of every player and quantities listed are minimums. Many parents elect to order additional socks, shorts, warm-up suits, hoodies etc.

You need to gather the player uniform order information for each of your players.

The DOC will provide you with order forms from our uniform vendor. Print this form and hand it to your team members or email it to them and ask them to fill out and return to you.

Initial Team Meeting

A team meeting should be scheduled immediately after team confirmation, giving parents at least one week's advance notice, yet no more than two weeks out. The purpose of the team meeting is to welcome everyone to the team, fill out paperwork, communicate team plans, present the team budget, make team decisions, collect initial fees and perhaps make summer plans, if any are to be made.

Handouts

If you have already received the information contained in the Player RFI and Player Uniform Order prior to the meeting, and added that data into the Toolkit's "General Data", then

- **Team Briefing** – Sets expectations for the year and acts as an agenda for the meeting.
- An Eclipse Team Roster – print out the worksheet.
- If you have complete contact information – especially parent names and cell phone numbers, print out the wallet sized cards contained in the Toolkit on the worksheet entitled "**Contact Card**". Fold each card over once, laminate them, and hand them out to your parents. They will love them!

Fill Out / Present Documents

Also, ensure that you and your parents complete the following forms:

- Complete the team uniform order form if necessary by requesting any missing information from your parents. If possible, bring some new or used uniforms along so that parents or players can select the correct size during the parent meeting.
- STYSA Medical Release Form (all Select and EDP players)
 - <http://www.stxsoccer.org/docs/MedicalRelease.pdf>
 - Also included in the Manager Toolkit
- Copy of Birth Certificate or Passport (players new to Eclipse only). Please email or fax this to the registrar at Select@eclipsesoccerclub.com or to fax number 281 261-3399.
- Ask for a small passport size picture for your players cards
- HYSA team trainers will fill out a HYSA bracketing form for each team.
- Adult Participation Pass/ Kids Safe Pass

Volunteers must register online. Once registered online please email select@eclipsesoccerclub.com and inform the registrar that you have added a volunteer to your team that needs a Kidsafe pass. She will fill out the invite on Gotsoccer and the volunteer will be sent an email informing them of the process so a background check can be done.

Present Estimated Player Fees and Payment Schedule

You should present a summary of all costs for the year and ask parents to pay an initial deposit, "the initial team fee" that includes all funds that you will need for the early part of the season. This includes funds for uniforms, early season tournaments, EDDOA season fees, contingency fees, and so on as outlined in the "Team management Toolkit" spreadsheet. Look at the worksheet tabs entitled "**Fee**

Schedule,” “Player Est Costs & Pmts.” Then simply print an invoice from the worksheet **“Parent Invoices”**

Total fees vary according to several variables, but as a general rule, it will cost \$1350 - \$1700 for one year of Eclipse Select Soccer, and \$900-\$1100 for one year of Eclipse Academy Soccer.

- Eclipse Player Registration paid online in the summer before the fall season, and good for the entire year:
 - ~\$110-\$165 x 2 seasons = ~\$220-\$330 (U11-U18 depending on division)
- Uniform Kit and training shirts:
 - Approximately \$120
- Training:
 - \$1000/year for U11+ teams that train two times/week
 - \$1300/year for U11+ teams that train three times/week
- Tournaments
 - \$100-\$200/year per player
- Fall Season League Fees for EDDOA and EDS2 only
 - \$75 - \$190 per player depending on number of games and roster sizes.
- Spring Cup Fees
 - ~\$700 per team, or \$40 - \$55 per player for most teams
- Contingency - The club recommends that you make the most accurate estimate that you can for fees, and then add \$40 per player of contingency money.

Team Finances

The team manager is responsible for the team finances. Most team managers delegate this function to a team treasurer. It is a good practice to have two people involved in the finances for fiscal accountability.

The responsibilities are as follows:

- Setup Team Account
BBVA Compass Bank

Melissa Ybarra - Branch Retail Executive Vice President

Email: melissa.ybarra@bbvacompass.com

Phone: 713-867-1183

Account names must conform to "Eclipse YY Gender Color" (e.g. "Eclipse 96 Boys Black" or "Eclipse 93 Girls White")

Team manager and Team Treasurer should be able to sign for the account.

- Maintain a financial spreadsheet that tracks all income and expenses. A very good tool has been provided for this task as the Team Managers Toolkit.xls. It will help you manage the following tasks:
 - Collect / Deposit Team fees (Tournaments, uniforms, contingency, etc.)
 - Pay Tournament Fees

Establish Parent Volunteer positions and duties

- Team parent to assist team manager with team communications, activity planning
- Team Treasurer to maintain team finances, bank deposits
- Assign Travel Coordinator to handle out-of-town travel logistics
 - Check with Eclipse office for Tournament Hotel Room Blocks
- Fundraising Coordinator (optional)
- Publicity (optional). Assign someone on the team to take photos of the team – especially at special events – and then submit those items to the local papers or to the Eclipse office to post on our website.

Papers will often print a photo and a caption for local sports teams that win a tournament, or are simply having fun.

See the club's publicity director for contact information and tips for getting photos published.

Create the Team Notebook

The team manager will need to create a team notebook that includes the following components:

1. Player Cards. You will receive player cards in late August. You will need to affix a small thumbnail photo image of the player onto the back of the card, have the player sign the card

EXACTLY as the name appears on the front of the card, and then have that card laminated. It is recommended that you use a single hole punch to punch a hole in the corner of the card and place all cards on a ring holder so that you may keep them together in one place and easily hand them over to a game referee.

2. Player Medical Release Forms. These forms are available on the STYSA web site and in the Manager Toolkit. It is recommended that you laminate these or otherwise protect them from the weather.
3. Copies of the official roster
4. Contact info for all players
5. Copy of the league rules for your league
6. Copy of player birth certificates (optional). These are useful if you are at a tournament and there's any question about the legitimacy of any player's age.

Register Your Team for Fall League Play

If it's not already pre-determined, discuss with the director of training for your team to determine the league that your team will participate in during the fall season.

If your team will be playing in EDDOA, then monitor the EDDOA web site (www.eddoa.org) during the summer for the first coaches meeting. **You will also need to fill out the registration form and mail in a deposit of \$500 to EDDOA typically by July 1st.**

If your team is playing in Eastern District Super2, then monitor the EDS2 web site (www.stxsoccer.org under Eastern district tab) during the summer. **You will also need to fill out the registration form and mail in a deposit of \$500 to EDDOA typically by July 1st.**

If your team is playing HYSA, then the Eclipse Select registrar or administrator will contact you about what to do and when to do it. The registrar will take care of most tasks associated with registering your team for HYSA.

If your team will be playing in HYSA, then monitor the HYSA web site (www.hysa.us) and make sure that you get your HYSA bracketing form into the Eclipse Select Registrar by the HYSA deadline. The Select Program Registrar is available at select@eclipsesoccercub.com.

There is a HYSA bracketing meeting in late summer that you or someone from the club should attend on your behalf to confirm that your team is placed in the correct bracket in HYSA.

Develop a Team Communication Plan

The Team Manager is responsible for team communications. Good communication is one of the single biggest factors affecting parental satisfaction (or dissatisfaction) with youth soccer teams. Parents want to know what events are planned for the team and they want to know the who, what, when, where, and why around those events.

These are typical events that need to be communicated:

Team Formation / Setup. Communicate often with parents on a weekly or twice-weekly basis until you receive everything from them for the start of the season, including things like uniform sizes, individual photos, payments, and medical release forms. There is a handy checklist that you can use in the Team Manager's Toolkit, on the worksheet entitled "Team Manager Checklist."

Game schedules. Early in the season, you'll need to remind parents of the following: Where are game schedules posted? When will they be posted? How often are they updated? How far in advance do players have to arrive at the game for warm-up?

Tournament schedules. Early in the season, communicate with the parents about any tournaments that the team is planning to attend. Families need as much advance notice as possible so that they may plan for those "soccer weekends." Advance planning ensures that you have as many of your players available as possible for tournament weekends.

Game Schedules – Weekly. As early in the week as possible, send an email to everyone on the team with brief comments about the last game and a reminder of the game(s) schedule and location the coming week. Tell the team which color jersey to wear, but instruct them to always bring both jerseys. If you know who your trainer is going to be for the game, announce that as well.

Register Your Team for Tournaments

As soon as registration opens for each tournament, be sure to register your team for tournaments they plan to participate in. Occasionally a tournament will fill up and early registration guarantees you a spot.

Before asking any player to guest with an Eclipse team, please inform your assigned trainer and club DOC. This also applies to any Eclipse player wishing to guest with another club.

Team Manager as Liaison

Your job as team manager is that of a liaison. You are called upon to interpret the club's philosophy and the trainer's philosophy to the parents, and called upon to communicate parent concerns to the training staff. You are a facilitator and your role to a great extent is to promote satisfaction amongst the team's parents, the training staff and the club. The trainers can't afford to have a relationship with every parent. It's your job to get to know the training staff and help facilitate understanding between the trainers and the players and parents on your team.

Any significant problems or issues regarding a team player or parent should be communicated to the assigned trainer and DOC as soon as possible. Eclipse communication protocol dictates that parents and players contact the team manager first to resolve any issues they may have. If the team manager doesn't resolve the problem satisfactorily, then the assigned trainer is next in line to solve the issue. If that doesn't resolve the issue, then the DOC will get involved.

Game Management

Warm Up Plan. If you have not already received one, request a warm-up plan from the Director of Coaching for your team prior to the first game of the season. The DOC will provide a description of the type of warm up routines he wants the team to perform prior to a game.

Equipment. Team manger should always carry the team's notebook (see "Create the Team Notebook" on page 10) with players' cards, medical release forms, and roster. After the final whistle, the team manager should always examine the game card for the final score and any cautions, and then sign it. You should also have a spare uniform (red and white jersey at least), spare shin guards, and spare balls. Players arrive without their jerseys, shin guards and soccer boots all of the time. A spare warm-up would be handy during cold weather periods.

In general, if the team's trainer is in attendance for the game warm-up, the trainer will lead the warm-up effort. However, the team manager or team captain(s) may lead the warm-up in the absence of a club trainer or at the discretion of the trainer.

The trainer and the team manager should sit together in a calm manner, and manage the game as a "team". While it is the trainer's responsibility to run the game, manage the substitutions and make final decisions, input from the team manager will be accepted and appreciated.

We want to avoid yelling at players as much as possible. We want players to make their own decisions, and if they are incorrect decisions, we should speak to the player at the appropriate time. The tone we use when communicating with players is critical.

Both the trainer and team manager should avoid shouting or questioning the referee and assistant referees as much as possible. This form of communication usually turns the referee (and AR's) against the team and sets a bad example for the players entrusted to us. Team managers and training staff should be the model of self-control in front of the players and parents regardless of the situation. At no time will foul language be tolerated around any Eclipse or opposing player.

Regardless of whether the team wins or loses, the team manager and players should always shake hands with the opposition in a display of integrity and good sportsmanship. The team should play with grace and dignity, no matter the outcome.

Recruitment of Players

One of the most important duties of an Eclipse team manager is to recruit players. Players often come from within the ranks of our own recreational program, area schools, and of course our opposition. If possible, the team manager should make an effort to attend other games in order to recruit better players for the team.

Player recruitment is critical to keep our teams competitive.

Other Responsibilities

The Team Manager should keep a first aid kit in his bag at all times.

The team should have a bench and a large tent to protect players from the sun and heat in the summer months.

Expectations

This section of the handbook details what the club expects from the players, the parents and the training staff.

Training Staff Responsibilities

Parents should expect the following commitments from your licensed, professional training staff:

Environment

Staff should conduct their training sessions in a professional manner in an atmosphere that encourages players to learn and to be challenged to grow. Trainers will ensure that they provide proper training equipment and an acceptable playing surface.

Trainers will communicate simply, clearly and effectively so that all players understand what is required. He will be patient and maintain a positive attitude when dealing with the players. In short, trainers will treat all players with dignity and respect.

Availability

It is the trainer's responsibility to be receptive to questions or comments from players and parents when presented in a respectful manner. We want to be clear about what we're talking about, because this is a subject that can be easily misunderstood.

Your trainer should make time for players if they have questions during training sessions. Trainers and players alike are encouraged to develop an open relationship with one another so that clear communication may occur between them. The trainers will deal with players in such a way so that players will feel comfortable asking appropriate questions, and trainers will respond appropriately. Players should ask questions during training sessions about the training, past game situations, and other soccer related issues that can be addressed briefly.

However, there are constraints on the trainer's availability. Players and parents should not approach trainers during training sessions with the intent to discuss contentious, lengthy, or complex issues. For anything other than brief questions or clarifications, players and parents should respect that the trainer has a training plan to adhere to during the training sessions and may have other training sessions, or personal matters to attend to directly following your training session. Therefore, these longer discussions with trainers should occur at mutually agreeable times to allow the time and perhaps a better environment to address more lengthy discussions or contentious issues.

Age and Skill Appropriate Training Sessions

Professional training sessions should be appropriate to the age and skill level. These sessions should challenge the players to learn and develop beyond their present level, while ensuring that the players have fun at the same time. If you ever have questions about the training curriculum for this age group, feel free to speak to your team manager, your trainer, the age group coordinator, or the Director of Coaching.

Field Readiness

Your trainer should have the field ready for the first training activity prior to the start of the training session, and should transition from one segment of the training session to the next seamlessly so that players are not standing around awaiting instructions or field preparation.

Game Coverage

Your game will be covered by a staff trainer most of the time. The team manager will act as trainer and run the game in the cases where the trainer is not available to cover the game.

Parental Responsibilities

The club has expectations of parents (or guardians) as well:

Attendance and Punctuality

Parents are responsible for arranging for their child to attend as many training sessions and games as possible. We realize that children this age are involved in other school, sports, religious, and family activities, as they should be! However, we also expect that our players and their parents will place an appropriately high priority on soccer activities. If you do not plan to be at training or a game, you should inform your team manager according to his or her preference, and it would be a good idea to email your trainer as well, so that the trainer is aware that you will be away. If several players are going to be absent, it may change the content of the training session. Advance notice will help the trainers and team managers plan accordingly.

If you drop off your player at training, try to get them there 5-10 minutes early so that they have time to walk out on the field, fix any equipment issues (tie their shoes!) and begin to get warmed up.

When you take your son or daughter to a game, arrive 30 minutes before game time, or whatever time your team manager requests for warm-up.

Attitude

Eclipse Soccer Club instructs our parents to respect the game by agreeing to the following:

1. **Coaching / Parental Instruction.** Refrain from coaching your child (or anyone else's child) during the games. We even ask our team managers to refrain from coaching from the sidelines as much as possible. This will be frustrating at times, as you will see players that are out of position, doing the wrong thing, even going the wrong direction. Forwards will be in a defender's position, and defenders will drift away to perform some task that they can't even explain. However, our philosophy is one of quietly instructing players via the training staff or team managers, and mostly when the player is off of the field rather than on the field.

We do this for several reasons.

- (i) We want the players to learn from their mistakes. If they don't see the cause and effect that occurs when we allow them to make a mistake, then it actually slows their development. We don't want to script them to do something in certain situations. We want them to realize the right course of action by having them experience the effects of the wrong course of action – in a safe environment. They learn by doing. They learn by experiencing. The least effective means of learning at this age group is verbal instruction.
- (ii) We see time and again that parents – even educated ones – try to coach the player to do something other than what the trainer has told them to do. The player becomes confused by the contradictory instructions, and then tends to shut down in confusion.
- (iii) Finally, we ask parents to refrain from “coaching” their child from the sidelines because studies show that kids don't like to hear their parents coaching from the sideline. Some kids are embarrassed when their parents shout instruction from the

sidelines. Coaching from the sidelines is often counterproductive to another of our goals: We want to ensure that the kids have fun playing the game.

2. Create the right environment when you transport your child to and from games and training sessions. Please refrain from coaching your child. If they are on their way to the training or game, they are likely doing whatever they want to do to clear their mind, or prepare them for soccer. If you are driving home after the game, then they have already heard whatever they should have heard from their trainer, or their team manager, or will be told during training the following week.

Always be encouraging!

Cheer positively for your team. Do not make degrading comments about the referee, the opposing team, or the coach on either team. Look for the positive aspects of the games that you watch. Enjoy the game! Be a positive role model for your child!

Player Expectations

In order to develop players into better soccer players, the club asks players to make the following commitments. As such, we ask parents to review this list of commitments with your child:

Attendance

Each and every player in the program needs to try as hard as possible to attend every training session and every game. You are a member of a team and as such everyone on the team must commit to the team, the program and the Eclipse soccer club. No player can afford to miss training sessions or games if at all possible.

Punctuality

It is important that you are on time for training sessions and games. We know that being on time means that both players and parents have to be ready on time.

Attention

The minute players arrive at the field; they need to be in the correct frame of mind. Players should always be paying attention when the trainer or coach is talking. Players are encouraged to ask questions of their trainer or team manager. Mutual respect is the rule.

Think for Yourself

The game of soccer is always throwing up problems that have to be solved and the sooner players adopt the habit of thinking for themselves, the sooner they can solve those problems. The trainer and coaches are there to facilitate this process via their instruction during training sessions, and help players if they cannot solve problems on their own.

Equipment

Players are to arrive with the proper equipment for training sessions. Players are to wear their Eclipse training T-shirt, soccer shoes, shin guards, and a properly inflated and proper size ball. U11-U12 players use a #4 ball, U13 and older age groups use a size 5 ball. Players should have their name and phone number on their ball everyone needs to make sure that they leave with their own equipment and not someone else's equipment as well.

Shin guards are mandatory and should be appropriately sized.

Each player (no matter what their age) is responsible for packing their own soccer bag and getting their own soccer equipment together – not their parents. Players are encouraged to get equipment ready the day before training or games.

Winning Attitude

Players are expected to come to practice and games with a winning attitude. A winning attitude starts with the correct mental approach. Focus on playing soccer the right way. Learn from mistakes. Always try to do your best. Enjoy the game! Express yourself as a soccer player. Be creative. Show everyone how well you can play. Be a participant, not an observer. Finally, demonstrate your respect for your teammates, opponents, trainers, team managers, referees, and spectators alike. Disrespect will not be tolerated.

Appendix I - Player Code of Conduct

1. Every Eclipse player will be on his or her best behavior at all times, whether on or off the soccer field. Please remember, you are representing your club, yourself, your team and your family. Eclipse Soccer Club has a favorable image within the soccer community that is the result of the way we choose to handle ourselves when we are on and off of the field. It takes a long time and a lot of effort to build a good reputation. It only takes poor behavior by one or a few people to sour that good reputation.
2. Play every soccer game fairly, but play as hard as you can within the laws of the game.
3. Respect yourself, your teammates, your opponents, the game officials, trainers, team managers, coaches and parents. If you see disrespectful acts by others, bring it to the attention of your team manager or your trainer so that appropriate action may be taken. This applies before, during and after a game or practice.
4. Do not question the decisions of the referee or his assistants.
5. Always practice good sportsmanship. Shake an opponent's hand and help him or her up if you accidentally foul your opponent.
6. Always win and lose with grace. Never taunt another team, regardless of the score.
7. Please do not talk negatively about players on your team at any time – no matter where you find yourself or whose company you are in.
8. If you have a problem, think about sharing it with your team manager or trainer. They are there to help you as much as they can.
9. Ensure that you are disciplined about taking care of your school work. Your academic performance is important to maintain at the highest level. If you do not take care of your school work, you may not be able to maintain your soccer commitments to yourself and your team.
10. Make sure you get enough rest the night before your game. Adequate sleep is a necessary requirement for optimum athletic performance. A human being's physical, mental and emotional capacity all degrade significantly without adequate sleep.

Appendix II - Parent Code of Conduct

1. Parents represent the Eclipse Soccer Club once they step out of their car at a field, and not just their child and themselves. We know you can appreciate that a parent's behavior reflects on the club and can portray the club in a positive or negative manner. We respectfully ask that you are always aware of how you represent the club at all times. Good behavior and integrity helps attract more quality parents and players to our club and goes a long way to placing the Eclipse Soccer Club in a good light.
2. Parents should show respect for all other team parents, team managers and club staff and opposing players at all times. While we appreciate your controlled enthusiasm at games, we expect you will avoid becoming involved in heated disagreements or arguments with the parents and players of an opposing team. We ask our players to win and lose with dignity and grace and we ask our parents to do the same.
3. Parents should at all times show respect of the game officials. We know game officials are human and make poor decisions at times, but we request that you do not ever yell at referees or their assistants. Please let the training staff member or team manager communicate with the referee. It does not help the team to abuse the game officials. In fact, we believe it hurts the team.
4. We ask that parents do not scream at the players in an effort to tell them what to do with the ball. We want players to mentally develop and to make their own decisions. We certainly encourage you to cheer and make positive comments, but please let the players make soccer decisions on the field. Decision-making is a key part of a player's mental development.
5. We ask that parents not be critical of Eclipse team members, training staff members or club officials in front of their own child. All players develop at different rates. Public criticism of a teammate may affect your child's attitude to that player which could also undermine team spirit and morale.
6. We request that parents must not approach any training staff member or team manager during or after a club event or competitive match with any specific complaints regarding the team or child. We ask that the parent wait forty eight hours and then meet with the relevant training staff member at the Eclipse office or a mutually convenient location to discuss their issue. If a parent does approach a staff member immediately after a game, the staff member will not entertain a meeting at that time. We are more than happy to meet with you to discuss your issues, but only at the appropriate time and location.
7. Parents must keep a sensible distance from any training or game situations (please observe from a distance). This is in order to help our players avoid feeling pressure from parents and also helps the training staff keep the full attention of the players. In addition, at no time will a parent be allowed on the players side of the field during a competitive match. This is a distraction and does not help your child or his or her team. We respectfully request that parents must remain on their side of the field during a competitive match. The only exception to this rule is to bring your child liquids or equipment they may have forgotten.
8. Parents may want to inform the training staff or team manager of any problems or concerns that the player might be having away from soccer so they can help keep an eye on the situation. We can be more flexible, understanding, and patient with a player if we know that the player has a personal issue in his or her life or is dealing with a problem.
9. Parents should inform the team manager of an approach from another club regarding either their child or any other Eclipse player. Illegal approaches are just that – illegal – and should not

be tolerated. Regardless of how other clubs operate, the Eclipse Soccer Club will strive to act ethically and honestly at all times, and in all matters.

10. Parents should try whenever possible to volunteer for some type of club event each year. A club is only as strong as it's volunteer core and we always appreciate offers of help in every area. Please contact any board member if you have an interest in offering assistance to your club.
11. Parents must give as much advance notice as possible regarding a player missing any future team event. It is of great benefit to team preparation if we know a player will be missing. This allows us time to compensate for the loss of the player by making the necessary adjustments.
12. Parents can be of great help recruiting quality players to the club. If a parent knows of a good player that is looking to play select soccer, then that parent can be extremely instrumental in introducing that player to the Eclipse Soccer Club.
13. Finally, we ask that you please contact us if you have any ideas to make us a better club. We want to provide the best service possible on behalf of the players entrusted to our program. Contact information for Board members and Directors of Training are on the Eclipse website and we are genuinely interested in the ideas, suggestions and comments of our members.

If you have any questions about the Eclipse Select Soccer Program, or have suggestions about the content of this handbook, please contact the Boys or Girls Select Commissioners. For questions about the philosophy of the training program, contact the Technical Director:

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