Travel Coordinator

Guide to the Season

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Roles and Responsibilities

The coordinator role is the spine of our youth soccer organization. Without these volunteers, our program would not be what it is today.

The main purpose of the coordinator is to be the leader of an age group and deal with any issues that may occur. This involves several steps, and this guide is designed to help assist you in your role.

MAIN TASKS

Communicate:

- Boys/Girls VP
- Technical Director
- Coaches
- Parents

Organize:

- Player data
- Teams and rosters
- Evaluation Night
- Placement meeting
- Coach assignments

The responsibilities of the coordinator are very important to the success of our program and the board is dedicated in helping every step of the way.

Program Overview

Third to Eighth Grade

- Teams are ranked based on skill levels
- 3 events a week (2 training :1 Game Ratio)
- 60–90-minute training session midweek (based on age) and a 50-70-minute game (based on age) against a different town.
- The teams all train 1 night a week at the same time during a “group night”.
- Every “group night” session will be guided by a professional New England Revolution Academy staff member and the curriculum and activities will be created by the Sudbury Technical DIrector
- Each team will be given half a field to train on for each training session.
- Boston Area Youth Soccer League controls all schedules and will publish game dates and times.

BAYS League

BAYS runs travel grade-based leagues from 3rd to 12th Grade for both boys and girls. It is the coordinators' responsibility to manage SYSA's age group within one of these age groups.

Each age group is broken down into ability leagues. Sudbury will have several teams in each age group, and it is our responsibility to divide the players up fairly based on ability.

To identify the ability of each player we ask that all the coaches evaluate each player and rank them based on their technical and physical skill set and game understanding. We then run an evaluation process and placement process to determine where players should be placed.

Based on these results and the performance of the age group, the coaches and coordinator, determine appropriate placement of each team in BAYS, with review by the Technical Director and Boys/Girls VP,. SYSA then requests that our teams be placed into BAYS at our chosen level.

E.g. If your age group is typically strong, then we will request our top team play in high league 1 (1A), our second team may be requested in low league 1 (1C), third in League mid league 2 (2B) and so on. Our Administrative Director will help with this process.

Once our Administrative Director sends our requests to BAYS, the league will try to uphold our placements as best they can.

Timeline

Late August	August meeting with the Technical Director.
Mid September	Hand coach's player evaluation sheets. Start of fall season
All Season	Liaise with coaches/parents/age group director.
Early November	Receive completed player evaluation sheets.
Mid November	Compile data/ End of Fall season.
By January	Create suggested spring teams and email to coaches.
Mid January	Revise teams and send to Admin Director
Early March	March meeting with Technical Director.
Early April	Hand coach's player evaluation sheets. Start of spring season.
Mid April	Coordinators meeting.
May-June	Evaluation process. Collect player evaluation sheets.
Mid June	Placement Meeting.
Mid June	End of Spring Season.

Fall Season

Before the fall season begins, each coordinator must meet with the Technical Director and discuss the upcoming season and complete a S.C.O.T. analysis (Strength, Challenges, Opportunities, Threats).

After that meeting, each coordinator should correspond with their coaches and ensure they have contacted the parents and have collected all the equipment they need for the season.

This part of the season always presents different challenges. Parent communications is often one which may have unforeseen issues (kids moving into town etc.).

Each coach should be handed a player evaluation sheet at the start of the season. This will allow each coach to review the evaluation and give them time to track the progress of a player. The more accurate data we have, the easier player placement will be.

Once this is done it becomes a case of maintenance. During the season there will be a couple of hurdles but for the most part it runs smoothly.

Towards the end of the season, it is critical that the coordinator receives all the player evaluations and file them for the spring.

Spring Season

The spring season starts off with the coordinator creating teams via data received from the fall. We try to keep teams together from fall to spring but this sometimes cannot be avoided due to players not registering due to participation in other sports etc…

The coordinator starts by reviewing the players registered for the spring season and identifying whether any teams lost players due to non-registrations. The coordinator determines the size of the teams based on the total BAYS registrations, with input from the Technical Director and appropriate VP.

The coordinator then drafts the initial spring teams, by keeping the fall teams together and filling in open slots. Players may be moved up to a higher team from the fall, but not down. The coordinator sends the proposed teams appropriate VP as well as the Technical Director for feedback, and then to the coaches for comment. Following this process, the coordinator makes final draft teams for approval by the Technical Director and appropriate VP, and then sends the finalized rosters to the administrative director so they can be sent to BAYS.

In March, the coordinator must have another meeting with the Technical Director to run through the spring season.

Follow the same protocol as the fall by handing out the coach evaluations before the season begins and ensure the coach has all the equipment needed.

Once the season begins and the teams have settled, there will be a coordinators dinner to run through the evaluation process and to clear up any loose ends.

Evaluation Process

- Collect coach evaluations from head and assistant coaches.
- Conduct two nights of evaluations.
- Construct proposed fall 2021 rosters.
- Hold a placement meeting.

Evaluation Preparations

- Input participating players in the official SYSA sign in sheet.

- Pre-assign players with a color and number for Night 1 of evaluations.

- Create 8 Balanced teams, 4 of one color and 4 of another.

Evaluation Equipment

Each age group will be given **two pinnie colors.**

The numbers will range depending on the size of the age group. E.g. 1-30 in both Red and Blue.

The pinnies **will NOT** be shared with another age group on the same night.

It is the coordinators responsibility to return each set of pinnies back to your VP in numerical order.

Do not tamper or modify the pinnies in any way!!!

Volunteers

- Please send Technical Director a complete list of your current coaches that can volunteer to evaluate other age groups with days and times.
- Please recruit 2 sign in volunteers for both nights of evaluations.
- You should try to recruit “herders” to walk round with each group during night one of evaluations. These can not be current coaches.
- Absolutely no coaching.
- No parents are allowed on the field.

Evaluation Night 1

- Collect and set out Pinnies. **(Do not tamper or modify the pinnies in any way).**
- The Revs Academy staff will set up the small sided games.
- The evaluators will be assigned ahead of time by Ross.
- **The coordinator will time** the rotations and signal when the groups move around. Every 15 minutes.
- All pinnies must be returned to the VP, in numerical order at the end of the night. The Revs Academy staff will lead this.

Evaluation Night 2

- Create rosters to play on the top field, middle field and bottom field.
- Two teams per field (Balanced).
- Identify potential bubble players that require specific answers.
- Allow for on field player movement via evaluator suggestions.

Data

- Each evaluator will use a tablet to record the data.
- We will have paper forms as back up.
- The data will be compiled by Andy and sent over to the coordinator.
- The coordinator will copy and paste the data into the official SYSA master spreadsheet.
- Proposed rosters will then be generated.

Placement Meeting

- Both the Technical Director and Boys/Girls VP must be in attendance.
- Coordinator should agree a time and location.
- Coordinators will **create proposed rosters** on **official SYSA forms** and **send it** to both the Technical Director and Boys/Girls VP prior to the meeting.
- Each meeting will go through 4 stages.

4 Stages

- **Opening**
  Explaining the rules, the process and the data.

- **Reviewing the Data**
  Looking at the Data, One team at a time. Identifying the bubble players and locking them in.

- **Finalize Teams**
  Discussing the bubble players and finalizing the teams.

- **Closure**
  Returning the data sheets and explaining the timeline for notifying players. No coaches will be assigned at this time. Coaching placements will be set with the Technical Director and the VP.