

COACHES MANUAL

Last Revised 3/21/10

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FORWARD

The information in this manual is provided for coaches in the Highlands Soccer Club to assist you in your coaching duties and responsibilities. It is hoped that this information will be helpful with all of the many tasks that are involved in coaching, and will play a part in making coaching an enjoyable experience. As with any involvement in an activity like this, there are going to be problems. One of the goals of this manual is to minimize the potential problems by giving you the information that you need to know to do your job. Knowing how things are supposed to be done prevents a lot of problems later. In addition to all of the guidelines and requirements, there are some helpful hints mixed in that have come from years of coaching and being involved in the club.

This manual will serve as our operating procedure for coaches, setting the standard for how coaching responsibilities will be carried out in our club. The information in this manual, including references to FIFA, WSYSA, District 3 and Greater Renton rules, is current at the date of release of this manual but may, however, need to be updated from year to year. The club president each year will be responsible for reviewing and updating this manual as needed.

For each subject in this manual there are three categories: GENERAL, which includes introductory remarks and clarification of the subject; GUIDELINES, offering advice, suggestions and rules; and REQUIREMENTS, identifying and explaining the things that coaches must do to meet club requirements. This manual, of course, does not answer all questions or address all coaching issues, but does cover a lot of the basics. If you have any suggestions for additional information to be included in this manual, pass them along to the club president. Your ideas are welcome.

Most of all, thank you for volunteering and investing your time in coaching. You are making a positive difference for our kids!

See you at the field!

Bob Coccia

CLUB MEETINGS

I. GENERAL

Club meetings are conducted throughout the year to provide information, instruction, coaching materials and opportunities for idea sharing; and for carrying out of annual club business. Club meetings are chaired by the club president and are attended by board members, coaches, assistant coaches and any other interested persons involved in the club.

II. GUIDELINES

A. **Meeting Schedule**

1. Club meetings are typically held on Monday evenings.
2. Notice of meeting day, time and location will be given at the first meeting of the calendar year. The meeting notices will be sent via email, and will also be posted on the club website.

B. **Special Meetings**

1. The March and August meetings include distribution to coaches of rosters and sign-up for practice days/times
2. The November meeting, referred to in the club bylaws as the "Annual General Meeting" includes the nomination of and voting for club officers.

C. **Attendance Credit:** Coaches/representatives are credited for each meeting attended. Attendance credits are a factor in priority for choice of practice field, practice days/times, etc.

III. REQUIREMENTS

- A. Attendance by all head coaches is required at all club meetings. If the head coach is unable to attend, a representative from the team must attend the meeting.
- B. All meeting attendees are to adhere to the club meeting rules.

EQUIPMENT

I. GENERAL

Basic practice and game equipment is issued to each team by the club. Field equipment (nets, goals, etc.) is stored in a central location and is used and put away on a weekly basis (see chapter titled **FIELD PREPARATION**).

II. GUIDELINES

All club equipment is stored in a secured storage locker. The club president and equipment manager are the only club members who have access to the locker. The club equipment manager has the primary responsibility for issuing equipment to each team.

A. **What is provided by the club (unless your team is purchasing their own uniforms):**

1. Uniforms (Shirts, shorts and socks)
2. Practice balls (1 for every two players)
3. Games balls (1-2)
4. Goalkeeper shirt and gloves (U-8 and above, 1 set per team)
5. PVC practice goals (upon request)

B. **What is not provided by the club:**

1. Practice cones
2. Corner flags
3. Goalkeeper pants

III. REQUIREMENTS

- A. Each coach must submit to the equipment manager a player count and totals of each uniform size required. Be sure also to give the team age so that the correct ball size may be issued.
- B. The equipment manager will appoint designated equipment pick up times for each team. If a coach cannot pick up equipment within these times, it is up to that coach to make alternate arrangements.
- C. Upon receipt of equipment the coach will sign a checkout sheet that shows an itemized list of the equipment issued.
- D. If, after original receipt of equipment, additional players are added or other equipment needs arise, contact the equipment manager to arrange pick up of the additional equipment. The checkout sheet will then be amended to show the additional equipment.
- E. It is the coach's responsibility to **RETURN** all checked-out equipment at the end of the season in proper condition. Uniforms must be cleaned and packaged neatly. Balls should be wiped clean and partially deflated. PVC goals should also be wiped clean and bundled with tape. **Dirty uniforms or equipment will not be accepted!**
- F. The equipment manager will appoint designated equipment drop off times for each team. If a coach cannot drop off equipment within these times, it is up to that coach to make alternate arrangements. The coach and the equipment manager will sign off the checkout sheet to show that all equipment has been properly returned.

FIELD PREPARATION

I. GENERAL

Field preparation is a shared responsibility between the fields manager and the coaches. This primarily involves field marking, marking equipment and supplies, goals and nets. The terms "field marking" and "field lining" are synonymous, and will be referred to in this manual as "field marking" or "marking".

II. GUIDELINES

- A. The fields manager performs the initial layout and marking of all school fields before the beginning of the season. Renton Parks Department fields are laid out and marked by Parks Department personnel.
- B. Subsequent marking of fields is performed by the coaches, and applies to school district fields only.
- C. The fields manager will establish and distribute a written schedule for field marking and net/goal setup & takedown responsibilities for each field. All coaches with home games on each field will share in these responsibilities.
- D. Marking equipment, marking supplies and nets are stored in a central location. The equipment manager keeps the storage location stocked with marking supplies.
- E. Goals for U-6 through U-10 fields will be stored at a designated location. This location may change each year. If unsure of the location, contact the fields manager.
- F. The average field will require 3-5 cans of paint. It's a good idea to take a couple of tools along with you (pliers, etc.) in case something on the paint sprayer needs tightening or adjusting. It's also a good idea in cold weather to get the paint cans early if possible and warm them to room temperature.

III. REQUIREMENTS

- A. Coaches sharing school fields are responsible to complete their assigned field marking and net/goal set-up & takedown duties. If you cannot personally do your assigned duties, it is

your responsibility to appoint someone to do them for you or to contact the fields manager to make alternate arrangements.

- B. Take note of supply levels when taking supplies from the field marking shed. If there are less than 20 cans of paint, note exactly how many there are and inform the fields manager or club president as soon as possible.
- C. Mark the field according to the layout marks and/or the existing lines. Be sure to include the 6-foot “stay-back” line along each touchline (sideline). This line runs parallel with each touchline and ends even with the top of each Penalty Area.
- D. Please return field marking equipment and any unused supplies to the shed promptly. Other coaches may be waiting to mark their field.

GAME PLAY

I. GENERAL

The information in this manual is designed to ultimately lead to the enjoyment of the players, the successful completion of your games and a smooth running season for the Highlands Soccer Club.

II. GUIDELINES

- A. Remember that you are the most visible as a coach when a game is in progress. All eyes on the field and on both sidelines are watching you! Your behavior can either help or hurt the game of soccer for everyone.
- B. Assemble your team for structured warm-up and stretching before the game starts.
- C. Check your players to be sure that they have the proper equipment on, and that they have removed jewelry, watches or anything else that may be dangerous to other players.
- D. Have your players shake hands, do a cheer (or similar gesture) with the opposing team after each game. Make sure that you do the same with the opposing coach.

III. REQUIREMENTS

- A. Be committed to being a positive role model, regardless of the situation.
- B. Keep your conduct within the “Coaches Code of Ethics” at all times before, during and after games.
- C. Coach your players to play within the laws of the game.
- D. Be organized. Get your team on the field promptly at the beginning of each half.
- E. Handle any discipline problems from your players, assistants or spectators immediately!
- F. Make sure that all equipment, assistants, substitutes and spectators are 6 feet back from the touchline.
- G. Make substitutions only according to the laws of the game (don’t try to “sneak” players on and off).
- H. If one of your players receives a yellow card, you must substitute them out of the game (WSYSA rule 301.4d). That player may not re-enter the game until the next legal substitution opportunity.
- I. **Do not** enter the field unless you first have the referee’s permission (U5-U7 games are the only exception). This includes when a player is injured. Don’t just go running out on the field! Ask for the referee’s permission to enter the field first.
- J. Don’t pull your team off of the field because of something associated with the game (calls that aren’t going your way, rough play from the other team, etc.) If you do, it is considered an act of misconduct and will most likely be addressed by judicial action from the league up to and including suspension.

K. Score reporting is the head coach's responsibility (U-9 and above). Do this promptly after each game. Find out who you are supposed to call in your scores or mail your game reports to, and make sure they get there.

GAME/SEASON PREPARATION

I. GENERAL

As a coach, nothing takes the place of being organized and prepared. Set an example for all of your players and parents to follow in this area.

II. GUIDELINES

Coach your players to come to games prepared to play their best, by encouraging them to:

1. Stay in good physical shape throughout the season.
2. Stick to common-sense good eating habits.
3. Get a good night's sleep before each game.
4. Check all of their equipment and make sure it's in order the night before each game.
5. Come to games early to allow plenty of time for warm-up and stretching.

III. REQUIREMENTS

A. **Before the first game:**

1. Read and be familiar with the WSYSA "Coaches Code of Ethics" (found in the back of the WSYSA Administrative Handbook). Be committed ahead of time to following the code of ethics at all soccer games and events.
 2. Go over with your team parents the club Spectator Code of Conduct. Do this before the season starts! Don't wait for a problem to happen and then decide you need to have a talk with them.
 3. Take time to familiarize yourself and your players with the basic rules. You should know and have a good working knowledge of the Laws of the Game, enough that you can explain them to your players. The older the players, the more they should know. For instance, "Fun League" players should know the basic rules regarding kick-offs, goal kicks, corner kicks and throw-ins, and should know how to do these things. Older players should understand what offside is, what obstruction is, etc. Dedicate at least a little bit of time at practice for teaching rules. If you're not confident teaching the rules yourself, call the referee coordinator to see if one of our referees would be willing to come and work with your team.
 4. In the case of a color conflict (both teams wearing the same or similar color jerseys) the home team must change color. Have an alternate set of jerseys prepared, and make sure that either you or your players have them at all home games should a color conflict arise.
- B. All teams, regardless of age or competition level, may be required to provide a "fill-in" referee to officiate a game if no assigned referee is present at game time. This is more likely to occur at younger age games, but may happen at any level. Have a volunteer from your team prepared ahead of time! WSYSA rule 301.6b states "Failure of a scheduled referee to show up will not be the cause for canceling the match. A substitute official **must** be chosen upon agreement by both coaches and his(/her) decisions will be final." This is not an option! You have to choose a substitute ref and play the game.
- C. All teams playing in a District 3 league must have a game sheet filled out and ready to submit to the referee prior to the beginning of the game.
- D. You may want to have with you at all games a basic first aid kit and at least one ice pack. However, you are not required to administer first aid.
- E. If you are home team, make sure that you have a game ball and a least 1 back-up game ball properly inflated and with you at the game.

- F. It is up to you to make sure that your players/parents know the day, time and location of each game. This includes providing maps to fields. Often the opposing coaches will be happy to provide you with a map to their field if you request one far enough in advance. If you are having trouble finding a map to a field, there are a number of internet resources for obtaining maps. If you need further assistance in finding a map contact the club president.

GAME SCHEDULES

I. GENERAL

Game schedules are created and issued by the governing body in which each team is playing. For instance, all U-6 through U10 recreational teams play within the Greater Renton Association, so the Association scheduler is the one who makes out those schedules. Same with teams playing in District 3. Each governing body has a scheduler who performs this function. As teams are submitted for league play, the scheduler forms divisions. In most cases teams are grouped by “strength”. An uneven number of teams in a particular division will make it necessary to have “bye” dates in the schedule, which means that each team will take turns having a game day off. As divisions are formed and original schedules are released, additional teams may be accepted for play within that division. This requires revisions to the original schedule to be released and distributed to all of the affected teams.

II. GUIDELINES

- A. Schedules are posted on the league web site as the scheduler completes them. (see pg 12)
- B. Please be patient! As the regular season gets closer, everyone is anxious to find out when the first game is, and so forth.
- C. Your original schedule has no guarantee that it will stay that way. Schedule revisions may be released at any time. Check the site often until you are at least 2-3 weeks into the season.

III. REQUIREMENTS

A. **As soon as you get your schedule:**

- 1. Check your information to make sure it is correct. Look it over for any other typos, mistakes, or anything else that doesn't look right. If you find anything you believe to be significant, immediately report the mistakes to the league scheduler.
 - 2. Make sure that you understand where all of the away fields are. It is a good idea to call all of the opposing coaches when you get your schedule, instead of waiting until before each game.
- B. Coaches are responsible to distribute schedules within their own team. Make sure everyone understands how to read the schedule. Remember that some parents may have difficulty understanding the “matrix” style schedules, and it may be easier to re-type the schedule in a “list” style with just your team's games on it. (your call) Also be sure to distribute maps and/or field directions and prepared to answer questions regarding field locations.
 - C. For each home game you must contact the visiting coach and verify the game time and location no less than 72 hours before game time (this is a rule!). Do this the week of the game, even if you already talked to them earlier in the season. After heavy rains or other weather conditions that could affect field usability, inspect your field. If you have any reason to believe that a condition on the field may make it unplayable, contact both the club fields manager and president immediately.
 - D. For away games, if the home coach does not contact you, contact them and verify the field and time.
 - E. Coaches are responsible to ensure that their team shows up and plays at the correct date, time and location per their schedule.

- F. After receiving a schedule revision, immediately contact the club president and the referee coordinator to make sure that they have also received the revised schedule. If not, relay to them the revised information. Failure to do so may result in not having a referee for any revised home games.

PLAYER AGE PROGRESSION CHART

Age	Game Duration	Number of Players	Ball Size	Goal Size	Offside	Slide Tackles
U-5/6	Four 10 min. quarters*	3 (no keeper)	3	4'x4'	1	No
U-7	Two 20 min. halves	3 (no keeper)	3	4'x6'	2	No
U-8	Two 25 min. halves	4 (with keeper)	3	6'x8'	3	No
U-9	Two 25 min. halves	5 (with keeper)	4	6'x12'	3	No
U-10	Two 25 min. halves	6 (with keeper)	4	6'x18'	4	No
U-11	Two 30 min. halves	9 (with keeper)	4	8'x24'	4	Yes
U-12	Two 30 min. halves	11	4	8'x24'	4	Yes
U-13	Two 35 min. halves	11	5	8'x24'	4	Yes
U-14	Two 35 min. halves	11	5	8'x24'	4	Yes
U-15	Two 40 min. halves	11	5	8'x24'	4	Yes
U-16	Two 40 min. halves	11	5	8'x24'	4	Yes
U-17	Two 45 min. halves	11	5	8'x24'	4	Yes
U-18/19	Two 45 min. halves	11	5	8'x24'	4	Yes

*2 minute break after 1st and 3rd quarters, change ends at half-time only.

Offside rule categories:

1. There shall be no offside.
2. Positioning of a player in front of the opponent's goal will not be allowed.
3. Modified offside, meaning the spirit of the offside law applies (no cherry picking).
4. Conform to FIFA rules.

REFEREES

I. GENERAL

Referees are recruited from within the club and attend training to obtain a referee license. A list of eligible referees is compiled by the referee coordinator and, when schedules are released, are scheduled to officiate our home games. For the younger ages you may not be assigned a referee; a volunteer referee must be provided by either team.

II. GUIDELINES

- A. Treat referees with respect. **Always!** Every time a coach yells at a referee, it hurts the game of soccer for everyone. Referees are human and will make mistakes at times, but they are also important people who play a part in making the sport of youth soccer possible. It is an established fact that the number one reason why referees quit is because of abusive behavior from coaches and spectators.
- B. Shake hands and introduce yourself to the referee before the game (one of those "goodwill of the game" things).
- C. Extend a "good game, ref" type of gesture to the referee after the game.

III. REQUIREMENTS

- A. Cooperate fully if the referee asks to address your players before the game.

- B. Make sure that all instructions from the referee are complied with (removing jewelry, etc.).
- C. All teams playing in a District 3 league, submit your game sheet to the referee before the game.
- D. Provide a volunteer from your team to referee if an assigned referee does not show up at a game.

REGISTRATION

I. GENERAL

Registration is defined as the process in which information, proof of age and fees are received and processed by the club from youth who have declared their intent to play the sport of soccer.

II. GUIDELINES

- A. The club registration process is explained in detail in the Highlands Soccer Club Registration Policy. Coaches are encouraged to obtain a copy of this policy so they are informed as to how our registration process works.
- B. Players are not considered registered until their registration information, proof of age and fees paid in full have been received by the club registrar. If a player has not been registered for the current seasonal year,
 1. and the player was not registered during the prior seasonal year, that player may not participate in any official team practice.
 2. and the player was registered during the prior seasonal year, that player may practice with the team until, but not on or after, September 1st.
 3. that player may not play in any league game of any kind. Period!!!

The above rules apply until the player is properly registered. NO EXCEPTIONS!!!

- C. Registration is primarily accomplished online at www.highlandssoccerclub.com, then click the Registration link. If there is a problem getting a player's registration processed, contact the registrar for assistance.
- D. Contact your returning players and encourage them to get registered as early as possible. For those who do not have access to the on-line registration web site, get a paper form to them and assist them in getting their registration turned in. Please make every effort to get all of your returning players registered by July 1st!!!! Returning players are only guaranteed their spots on their prior year team until July 20th. After that players may be assigned to that team without the returning players being notified. If they don't get their registration in by July 20th they are in jeopardy of losing their spot.

III. REQUIREMENTS

- A. It is each coach's responsibility to know and follow all WSYSA registration rules.
- B. **Select Teams:** you must submit a player list to the registrar prior to the start of the open registration. The registrar uses this information to collect the correct fee from select players (fees for select teams are more than recreational teams) and to ensure that players get rostered to the correct team.
- C. Contact the registrar for a copy of the medical release information for your team. Make sure you have medical releases for your team with you at all team events.
- D. Any change in player status or pertinent player information (phone, address, etc.) should be communicated and coordinated with the appropriate registrar immediately.

ROSTERS

I. GENERAL

Rostering is defined as the act of assigning a registered player to a team. Once a player is

assigned to a team, that player is rostered to that team unless transferred to another team through the established transfer process, or until the original team has completed competition for the seasonal year. The period from the time a player's team has completed competition for the seasonal year, and that player is rostered to a team the following seasonal year, is referred to as the "open period". Players are not assigned to a team during the open period, and are free to try out for select teams or play on tournament teams without any formal permission required from the player's prior coach. Rosters are issued to each coach for the purpose of listing and identifying players that have been rostered to that team by the club.

II. GUIDELINES

A. Players

1. Only the players listed on a team's printed roster are eligible to play on that team in any league or tournament game. Violation of this rule may result in disciplinary action against the coach(es) and/or players involved.
2. Coaches should review their team's roster as soon as it is received to ensure that all player information is correct, especially name spelling and birth date.

B. Printed Rosters

1. Rosters are proprietary information tools that are to be used for team business only. Coaches should prevent rosters from being distributed outside of the team, or from being used for anything other purpose than official team business.
2. Any roster discrepancies or disputes that cannot be resolved with the registrar shall be referred to the club president.

C. Roster Updates

1. Player additions and/or information update/correction should be coordinated through the appropriate registrar. The coach should then make arrangements to obtain the printed and signed updated roster from the registrar. If the updated roster contains player additions or any other updates that affect a player's eligibility status, it is the responsibility of the Head Coach to obtain the updated roster before playing the affected player(s) in any league, tournament or playoff game.

III. REQUIREMENTS

- A. Coaches are responsible to ensure that the information on their roster is current and correct.
- B. At all league, tournament and playoff games, coaches should have in their possession an accurate signed printed roster, and be prepared to present this roster if called upon.

TEAM PRACTICES

I. GENERAL

Practices are conducted at the discretion of each coach for the purpose of training and developing their players, and preparing their team for league and/or tournament play. Because player development is a primary goal of the Club, each coach is encouraged to conduct regular team practices. Individual skill development and concepts of team play should be the main emphasis of these practices.

II. GUIDELINES

A. Start/End Date

1. The general practice period begins as soon as fields become available to HSC (sometime in July or August) and lasts until the end of regular season /tournament play. Club sanctioned practices with assigned fields are conducted during this period.
2. Practices may be conducted before they are made available to HSC by individual teams obtaining their own practice fields. These are not considered Club sanctioned practices. Field location, time and equipment must be privately arranged by each

coach practicing during this period. Any team arranging their own practice field must be sure to observe any instructions by HSC regarding field usage, like staying off of school district fields during certain dates.

B. Assigned Practice Fields

A practice field is assigned to each team by the President. Every attempt will be made to accommodate the requirements and preferences of each team. There may be cases where a team does not have their preferences met and will be assigned to the next best available opening.

C. Practice Times

1. The President will assign practice times and location for each team.
2. Practices times will be assigned on weekdays from 5pm to dusk.
3. Practice start/stop times will be staggered where more than one team is using a practice field in order to maximize field/goal post usage for each team. Practice duration for any one team will not exceed 2 hours.
4. Coaches are required to conduct practices only during their assigned times. Any changes in team practice location or times/days must first be coordinated through and approved by the Vice President of Competition.

III. REQUIREMENTS

- A. Each head coach is responsible for organizing, overseeing and supervising team practices.
- B. An assistant coach or other responsible adult may be designated to conduct certain practices. However, the head coach still retains final responsibility and accountability for all matters related to team practices. This especially applies to player safety and conduct at team practices.
- C. Only those that have submitted a WSP soccer clearance are eligible to be left alone or supervise Highland Soccer Club Players.
- D. Each head coach is ultimately responsible for the conduct of all assistant coaches, players, parents and guests at team practices, and must immediately deal with any conduct problems that may arise.
- E. Each coach is responsible for knowing and enforcing rules regarding field usage at their practice field (no smoking on school property, pick up litter after practice, etc.).
- F. Each coach is responsible to ensure that proper transportation has been arranged for players leaving practice. An adult with WSP clearance must be available before the designated start of practice in the event that players arrive at the practice field early, or players remain at the field after the practice is over waiting for their rides. It is the responsibility of the head coach of each team to ensure that WSP adult supervision has been provided for at these times. Before practices begin, parents, and assistant coaches must be instructed to **never leave players at a field unattended!**

TOURNAMENTS

I. GENERAL

Coaches may enter their teams in tournaments at their discretion.

II. GUIDLINES

- A. Teams may participate in tournaments whenever they wish without approval from the club.
- B. Teams must raise their own funds to pay tournament fees.
- C. A registered player may participate in a sanctioned tournament on a team as a guest player to which the player is not rostered, providing that:
 1. The rules of competition for that tournament specifically allow guest players.
 2. The tournament takes place during that player's open period, meaning they are not currently rostered to a team.
 3. The player is currently rostered to a team that has already begun seasonal play (after Sep 1) and the player has obtained written permission from the coach of the team to which they are rostered allowing them to participate in that tournament.

III. REQUIREMENTS

- A. Teams participating in tournaments must submit a signed roster to the tournament coordinator.

- B. Ensure that all players on your tournament roster are of the correct age and are eligible, registered players.

References/Links:

Highlands Soccer Club web site: www.highlandssoccerclub.com

Click "About Us" to see a list of club officers and contact info.

Greater Renton Junior Soccer Association web site: <http://www.grjsa.org>

District III web site: www.district-3.org

Washington State Youth Soccer Association web site: www.wsysa.com

Coaches discussion forum: www.and-again.com

Soccer drills/games: www.eteamz.com/soccer/pills/jpill.htm