

# **Pike Soccer Club Community Recreation Tots, U5-U12, Indy Burn Plus U13-U19 Indy Burn U8-U19 Coach Certification Course**

Pike Soccer Club  
Indianapolis, IN  
317-767-0699

[www.PikeSoccerClub.org](http://www.PikeSoccerClub.org)

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**THIS DOCUMENT IS THE COACH CERTIFICATION COURSE AND HANDBOOK AND IS SUPPLEMENTED BY THE DR. FLECK AND DR. QUINN CD ROMS AND BOOKS AVAILABLE FROM COMMISSIONER RECREATION AS WELL AS ON GOING REC COACH TRAINING COURSES AND SEMINARS.**

**Please check web site for latest version.**

Dear Rec and Rec Plus Coach,

Thank you for volunteering to coach. Please contact your commissioner for all information and questions and comments, including rosters, uniforms, schedules, and coaching education opportunities.

## **Pike Soccer Club Coach Certification Course Outline and Topics Covered**

Background checks for ALL coaches (takes place once you register to coach).

Players wear proper equipment including shin guards, ball size, shoes, no jewelry, no hard hair beads.

ALL goals must be securely anchored/weighted to ground

Coach to check field to make sure it is in proper playing conditions and free of any potentially harmful debris/holes/glass/rocks.

Players to bring water. Hydration is very important.

Monitor severe weather conditions. Monitor activity during training.

Lightning 30-30 Rule

When you see lightning, count the time until you hear thunder. If this time is 30 seconds or less, seek proper shelter in vehicles. If you can't see the lightning, just hearing the thunder is a good back-up rule. Wait 30 minutes or more after seeing the last lightning in the area before leaving vehicle. Do not leave the Park until PSC decides if games will continue.

Have first aid kit on site for minor injuries.

Understand any pre-condition problems of players (asthma, sprains, bee stings, allergies, etc.) as noted on your roster or brought to your attention from player or parents.

Only store bought snacks. Make sure players are not allergic to nuts, citrus, etc. before handing out.

Parking lot driving rules, 5 mph, stay in vehicle until next car is parked (don't open door).

Kids playing on playground equipment must be monitored by parents.

Parents sit around the dual u5-u6-u7-u8 fields and never between fields Only coaches and players between fields. No lawn chairs between fields.

Never leave a player alone after games or training and always have at least 2 players with you at all times. PSC Policy: Second to last player can't leave until the last parent shows up.

Coaches should start games on time, don't hold up games for ref. PSC has a referee development program for U5-U12 rec and will NOT have refs at all your games.

**Can only play kids that appear on your roster. It is strictly prohibited to allow any child to play who is not on your PSC issued roster, including siblings. This is an insurance issue as well as a financial issue.**

**If you are short players for a game can only borrow players from the team you are playing against (and DO borrow kids).**

**Exercises for coaches to cover for each age group. Online Lesson plans.**

**Dan's sessions. Explain what will be covered in academy for rec. training- go over why coaches should bring their teams and teams should attend even if the coach cannot.**

**Coaches need to assign parents to volunteer.**

**Code of conduct for parents, coach's, and players.**

**Parent pledge is signed by each parent during player registration. it is posted on the website.**

## **INTRODUCTION**

**Pike Youth Soccer Club, Inc. d.b.a. Pike Soccer Club & Indy Burn**

**Emergencies CALL 911**

**Park Ranger Dispatch 317-327-3811**

**Pike Soccer Club hot line 317-767-0699**

**Pike Soccer Club Lightning Policy: If lightning is seen, the field must be cleared until there is 30 minutes with no lightning. No Exceptions. The shelters and buildings are not grounded, please seek shelter in your vehicles. During matches, the licensed Referee makes the decision on whether or when to continue play.**

**Pike Youth Soccer Club, Inc. of Indianapolis, IN is a youth soccer club with membership from the greater Indianapolis metropolitan area. PSC is a 501(c)(3), tax-exempt, non-profit organization. Pike Soccer Club, since 1979, committed to providing the best possible environment for Indianapolis, Indiana, area youth through fun, fair play, & player improvement. Pike Soccer Club was founded in 1979 by parents to provide and promote the game of soccer within the community. The Club serves over 3000 children each year and has over 5000 adult members.**

## **WHAT IS PIKE SOCCER CLUB**

**“Pike Soccer Club” is Recreation Soccer and emphasizes fun.**

Every player plays at least 50% of each game. Soccer is taught in a fun and enjoyable atmosphere. Players are 4 years to 14 years or through 8th grade. There are true age divisions for Tots (Under 4), Under 5, U6, U7, U8, U10, U12, and U14. Usually separate Boys and Girls teams are formed. There are no tryouts and no one is “cut” from a team. Practices are generally held once per week. The U5 through U12 teams play small-sided games on Saturdays at the PSC home fields. The younger aged teams (U5, U6, U7, and U8 divisions) play 3 v3 or 4 v 4. The U10 division plays 6 v 6, including a goalie. The U12 division plays 8 v 8, including a goalie. The small-sided games facilitate more touches on the ball by all players. More touches on the ball means more fun and player improvement.

The U13-U14 and U15-U19 division plays in an Indianapolis area “Recreation Plus” league and may travel to other Clubs’ fields to play some matches. Practices are generally held once per week. Matches, 11 v. 11, are generally played on Saturdays with some weeknights.

Pike Soccer Tots program offers a fun, soccer related, motor skills developmental program for children a year younger than Recreational League. Parent volunteer facilitators coordinate fun activities of participants and parents. Each session includes first half fun and games and second half

3 v 3 games. Since children 4 years old prior to August 1 may register for U5 Rec, “Soccer Tots” is a Spring only program. Soccer Tots turn four between August 1 and the first Tots session each April. “Indy Burn” is a competitive travel league for players with advanced skills and greater ambition. Travel soccer intends to develop your child’s soccer skills, build self-esteem, and promote teamwork and sportsmanship. Players are 8 years to 19 years or 3rd through 12th grades. Indy Burn forms true age teams for each year, beginning with “U9.” Separate boys and girls teams are formed. Fair and open tryouts are held each June for the following soccer year (August through July). Indy Burn’s goal is to form at least two boys’ and two girls’ teams at every age. The number of teams formed for a given age is dependent upon the numbers of qualified players at tryouts and upon the availability of qualified and approved Coaches. Rosters are set based on player ability and skill as determined by the Coaches. Each team plays at the highest level of play possible for the talent on the team. (For example, an age group may have one team playing in an “Premier” level of play division and another team playing in an “1<sup>st</sup> Division” level or a “2<sup>nd</sup> Division” level.) High school age Indy Burn teams play Spring season only, as the players generally play on their respective high school teams in the fall. Indy Burn training sessions are generally held twice per week. Matches are generally played on Saturdays and Sunday afternoons.

## CODES OF CONDUCT

### Pike Youth Soccer Club, Inc. & Pike Soccer Club & Indy Burn Codes of Conduct

The following Codes of Conduct are intended to serve as guidelines for PSC teams. They will continue to evolve as PSC evaluates and strengthens its entire program.

Codes of Conduct

*Player’s Code of Conduct*

*I pledge to accept responsibility for my Pike Soccer Club experience by following this Player’s Code of Conduct:*

1. I will demonstrate fair play and good sportsmanship at every practice, game and tournament. I will also encourage fair play and good sportsmanship from other players, coaches, officials, and parents.
2. I will attend every practice and game that I can, and I will notify my coach if I cannot make a practice or game.
3. *I will come to practices and games ready to learn. I accept responsibility for bringing any equipment necessary for practice (ball, boots, water, shin guards) and games (same as practice, including team uniforms).*
4. *I will do my best to listen, watch, and learn from my coaches.*
5. I will treat other players, coaches, officials, and fans with respect regardless of race, sex, or ability, and I will expect to be treated accordingly.
6. *I deserve to have fun during my soccer experience. I will alert parents or coaches if it stops being fun.*
7. I deserve to play in an environment free of drugs, including tobacco and alcohol, and will expect adults to refrain from their use at all practices and games.
8. *I will encourage my parents to be involved with my team in some capacity because it is*

*important to me.*

9. I will remember I am representing Pike Soccer Club. Poor behavior during practices, games, or tournaments may result in lost playing time and expulsion from the team.

*Coach's Code of Conduct*

***I pledge to accept responsibility for my actions during my Pike Soccer Club coaching tenure by following this Coach's Code of Conduct:***

1. I will place the emotional and physical well-being of my players ahead of a personal desire to win.
2. I will provide a safe playing environment for my players.
3. I promise to review and practice basic first-aid principles needed to treat injuries to my players.
4. I will strive to keep abreast of current learning techniques and knowledge of the game. I will listen and learn from my players and other coaches.
5. I will do my best to organize practices that are fun and challenging to my players.
6. I will lead by example in demonstrating fair play and sportsmanship to all my players.
7. I will provide a soccer environment for my players free of drugs, including tobacco and alcohol, and I will refrain from their use at all practices and games.
8. I will be knowledgeable of the laws of the game, and I will teach them to my players.
9. I will treat other coaches, players, officials, and fans with respect regardless of race, sex, religion, or ability, and I will expect to be treated accordingly.

*Parent's Code of Conduct*

***I pledge to accept responsibility for my actions by following this Parent's Code of Conduct:***

1. I will not be a sideline coach or referee. I will provide positive reinforcement, care, and encouragement to my child and his/her teammates. I will also refrain from making negative comments to my child or his/her teammates.
2. I will encourage fair play and good sportsmanship by demonstrating positive support for all players, coaches, and officials at every practice, game, or tournament.
3. I will place the emotional and physical well-being of my child ahead of a personal desire to win.
4. If my child develops a behavior-related problem that repeatedly disrupts practices and/or games, I promise to work with my child's coach to resolve that problem.
5. I will support coaches and officials who instruct my child in order to encourage a positive and enjoyable experience for all.
6. I will not sit or stand on the coaches' and players' sideline during a match, unless invited by the coach.
7. I will demand a soccer environment for my child free of drugs, including tobacco and alcohol, and will refrain from their use at all practices and games.
8. *I will remember that the game is for my child and his/her teammates, not for the adults.*
9. I will do my very best to make soccer fun for my child.
10. I promise to treat other fans, coaches, players, and officials with respect, regardless of race, sex, or ability.
11. *I will remember that as a fan, I represent Pike Soccer Club I understand poor behavior during practices, games, or tournaments may result in expulsion from the soccer complex. (I must wait inside or next to my car in the parking area for my son or daughter). If this happens repeatedly, it will result in expulsion from the Club.*
12. During the fall and spring outdoor soccer seasons, if my child is invited to play with another soccer team in an indoor or outdoor event, I must notify my child's Pike Soccer Club coach

and get permission from the Pike Soccer Club coach.

## Risk Management Areas for Pike Soccer Club & Indy Burn

### ***Area 1 – Coaches/Managers***

- Player Safety – After any practice or game, the coach or manager must make sure all of the players have a mode of transportation home. The last two players and parents must stay until the last player has transportation home so the coach/manager is not left alone with the player. Player Safety II – Make sure that all players perform the proper stretching before taking part in practice or games.
- **BACK GROUND CHECKS– All Coaches, Managers and Assistant coaches must have completed and submitted a Risk Management Form and submit to a criminal back ground for the protection of the children.**
- First Aid Kit – First Aid kits are available for you at the concession stand.
- Insurance provided for each coach and player through Indiana Soccer Association carriers.

### ***Area 2 – Fields***

- General – Make sure that the field is clear of any large rocks and/or trash. Have the team walk across the field to look for these.
- Goals – Proper goals secured in place. If temporary goals, make sure they are secured with some form of weight (i.e. bags of sand).
- Weather – Lightning: Do Not stay outdoors when lightening is nearby. Immediately leave the field, get into vehicles, and make sure that no players are left on the field.
- **LIGHTNING:** Please wait for 30 minutes after the last lightning flash before going on the fields. During games, the Referee has the final say on when or whether the game will be played.

### ***Area 3 – Players***

- Insure all players are wearing shin guards for both practice and games. Do not allow a player to participate in any form of contact practice without shin guards.
- Make sure all players have removed all jewelry including all earrings.
- Make sure all players with glasses have straps in order to hold them in place.
- Do not allow any players to climb or hang from the goals. Children may choke in nets.
- Strongly suggest the use of mouth guards by the players.
- Use water breaks more often when weather is hot.
- Discourage players from playing injured.

## VOLUNTEERS NEEDED

"Extraordinary amount of volunteers doing an extraordinary amount of community service work for the benefit of Indianapolis youth."

Pike Soccer Club is a parent run volunteer organization. Your help is needed to advance the Club. Contact a Board Member or Commissioner to volunteer. See Director's page on web site for names and direct email links. Questions, comments, suggestions for improvement? Contact your Commissioner or Coach.

# Pike Soccer Club & Indy Burn Parent Pledge

We, \_\_\_\_\_, the proud parents of \_\_\_\_\_ promise to be a model spectator at games in which our son/daughter is a participant, as well as at other games where he/she is present with us.

We will:

encourage fair play;

cheer only in a positive manner for all players;

not criticize the performance of my child or his/her teammates;

not criticize the opponents;

not embarrass my own player by my behavior;

allow the coaches to do the coaching;

show respect for the game officials by not criticizing them or undermining their authority in the eyes of our players;

display good sportsmanship as a positive example for my player.

understand the children deserve to play in a drug free atmosphere.

will refrain from use of all drugs, including tobacco and alcohol, while at the soccer fields.

We understand that the Coach and the other parents of the team will hold us accountable for our actions and behavior.

Parent Sign: \_\_\_\_\_

Parent Sign: \_\_\_\_\_

Player Sign: \_\_\_\_\_

Witnessed by Coach: \_\_\_\_\_

Date: \_\_\_\_\_

# MARKETING

Parent paid fees only cover a portion of operating costs. The rest must be raised through donations and sponsorships.

## **Risk Management section of the United States Soccer Federation Recreation Coach "F" Course as taught by Vince Ganzberg, Indiana Youth Soccer Association Director Coaching & Player Development, for Pike Soccer Club, Northwestway Park, September 13, 2003**

This information is entirely a direct quote from the IYSA Recreation Coaching Certificate course taught at Pike Soccer Club, Northwestway Park, Indianapolis, on 9/13/03. Please credit Vince Ganzberg, IYSA Director of Coaching and Player Development, on any reprints or posting. Please check the ISA web site Coaching Education page for upcoming coaching courses and clinics.

The purpose of the RCC course is to provide beginning coaches a basic understanding of:

- The game of soccer
- The role of the coach in soccer
- To provide a basic understanding of the methodology of coaching in soccer
- Show how to organize a training session
- To provide a visual introduction to the basic techniques used in the game of soccer
- To present activities (not drills!) to use when teaching technique in a training session
- To show a model training session with players
- To provide information on safety and prevention

It is the goal of the IYSA coaching education staff to ease the beginning coaches' minds of: the game, the knowledge to organize an effective training session, and an improved confidence when taking the field for the season with your players. Good luck this season and with your experience in coaching children in the game of soccer.

### **The Game**

#### **What is it?**

- A competitive game-made difficult by the opponent.
- It is a game that has rules.
- Free Flowing-not scripted
- Players meet the demands of the game, **not the coach**
- It is a game played by players, made complicated by coaches

## **Coaching**

#### **What am I doing?**

- When you are coaching, you are teaching!
- It is the ability to take players somewhere new!
- You are a facilitator of games and activities!

- You are a role model!

### **Philosophy for the coaching the youth soccer player:**

- Focus-should be on developing an enthusiasm for the game!
- Focus-should be on developing the player first, then the team!
- Focus-should be on providing a safe environment for the players-BE POSITIVE!!
- Focus-should be more of being a “**guide on the side**”, rather than the “**sage on the stage**”.
- Focus-should be to put the players in an environment where **they** are making the decisions!

### **Bill of Rights for Young Athletes**

NASPE 1979

- Right to participate at a level commensurate with each child’s maturity & ability.
- Right to have qualified adult leadership.
- Right to play as a child and not as an adult.
- Right of children to share in the leadership & decision making of their sport participation.
- Right to participate in a safe & health environments.
- Right to proper preparation for participation in sport.
- Right to have an equal opportunity to strive for success.
- Right to be treated with dignity.
- Right to have FUN in sport.

### **Role of the Coach**

- As a facilitator
- Set up conditions and environment for learning
- Players need to have fun and receive positive feedback
- Coach must be enthusiastic
- Practice should be about learning and enjoyment
- Activities geared for success

### **How do players learn?**

- Players learn by repetition
- Small bits of information at a time-one point at a time
- Players learn when we teach and don’t talk!
- Players learn the game when we let them play it!
- No Lines, Lecture, or Laps!

### **Organizing a Training Session**

- Begin with the end in mind!
- Fail to prepare, prepare to fail!
- KISS Theory
- Have cones, vests, and balls already to go. Have flow to your training sessions.
- Have a specific focus for your training session-focus on that. Everything else is a bonus!
- Players need to be in motion during activities and games, don’t use Drills!!!
- Activities need to relate to the game!
- Activities should be geared to their success as a player, not to develop a winning team!
- Activities should be geared for the players to make their own decisions



- Always end the training session with a game to two goals. Let them play!!
- Cool Down
- End with smiles ☺

# Prevention and Care of Soccer Injuries

## I. Basic Concepts

- The first line of defense in the treatment of soccer injuries is to prevent them. This is accomplished by a well organized program, a proper warm-up, and adherence to the Laws of the Game. **ALWAYS ERR ON THE SIDE OF CAUTION!**
- Proper equipment (shin guards, appropriate/tied shoes, no jewelry, appropriate uniform)
- Upkeep and monitoring of playing surface
- Ample water supply and breaks.
- Prior knowledge of existing conditions (asthma, sprains, etc.)
- If a player is injured, inform parents and follow-up within 48 hours.
- Keep a First-Aid kit accessible
- Have medical release forms, information forms and treatment forms signed by parents for each player.

## II. Basic First Aid Information

- R.I.C.E.**-Rest, Ice, Compression, Elevation
- Strains are the stretching of tendon or muscle fibers, recommended treatment: **R.I.C.E.**
- Sprains are the stretching of ligaments, recommended treatment: R.I.C.E.
- Dislocations and Fractures involve deformation or breaking of bones, recommended treatment: seek medical treatment **Immediately.**
- Cramps are a result of an insufficient flow of blood to the muscle and can be caused by a blow to the muscle, insufficient consumption of fluids, poor diet or fatigue. Recommended treatment: massage and stretch
- Heat Exhaustion is exhibited by signs of weakness, pale skin, cold and clammy skin, pupils slightly dilated, and a rapid pulse. Recommended treatment: remove from the game immediately, lie down in a cool or shaded area, give plenty of liquids and if improvement is minimal, should see a doctor.
- Heat Stroke is a life-threatening situation where the body has lost a significant amount of fluid and salt. Exhibited by high body temperature, hot to the touch, dry and flushed skin, strong rapid pulse, and player is dizzy and weak. Recommended treatment: give a cold bath (pouring ice water over body) and give plenty of cold fluids, get to medical care immediately.
- Blisters are often caused by poor fitting footwear, usually shoes that are too

big (so the player can "grow into them") and/or wet, causing excessive rubbing against the skin. Recommended treatment: apply adhesive tape to the reddened area and do not use gauze (the sore will rub against the tape rather than the skin.)

-Concussions are caused by a blow to the head and are mild bruising of brain tissue. Recommended treatment: get player checked immediately by a physician.

II. Rules of thumb when handling injuries

-When an accident occurs, stop all activity.

-Look for any deformity, discoloration, bleeding or shock.

-Ask questions. Have the player explain where it hurts.

-Stay calm, inspire confidence and reassurance in the injured player

-Don't move the player if the injury looks serious.

-Seek professional help when appropriate

## Team Administration and Risk Management

Team administration includes more than just the players. The real "Team" includes the players, parents, and coaches. As the coach your role is to organize and involve the parents by giving as many of them as possible a role. They can be responsible for the team phone tree, uniforms, water, transportation, etc. It is important to have a meeting at the start of the season to assign these roles as well as to communicate a philosophy and determine all developmental goals for the season. With this accomplished the coach can concentrate on coaching.

Risk Management is a program to promote health, safety and protection of the children in the game of soccer. It is important to designate one person involved in your association to be responsible for managing risk as well as communicating with the state association in all matters regarding the safety of the kids. Accepting a coaching position means accepting responsibilities. Here are a few important points to remember:

-Never leave a player alone after training or games.

-Be certain that players depart with their parents or designated individuals.

-Never be alone with players who are not your children.

END USSF F COURSE MATERIAL

**PIKE YOUTH SOCCER CLUB, Inc.**

**Indy Burn & Pike Soccer Club Coach and Volunteer Disclosure Form**

**Today's Date :** \_\_\_\_\_

**Last Name:** \_\_\_\_\_ **First Name & initial:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Driver's License Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Street & Number:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**1. Do you have a valid driver's license? Yes** \_\_\_\_ **No** \_\_\_\_

**2. Have you ever been convicted of a crime? Yes** \_\_\_\_ **No** \_\_\_\_

**If yes, please state the crime, the court and date of conviction.**

**3. Has your driver's license ever been suspended? Yes** \_\_\_\_ **No** \_\_\_\_

**If yes, please state the reason for the suspension, the date of the suspension, and the date the suspension was terminated.**

*4. If you have lived in a state other than Indiana in the last ten years, please list the dates and the states (use back of form, if necessary.)*

***I hereby grant to Pike Soccer Club the authority to obtain my criminal and driving records, if any. I further state under the penalties for perjury that the information contained in this questionnaire is true and accurate. I understand that I agree to inform Pike Soccer Club if any of this information changes. I affirm under the penalties for perjury that the forgoing is true.***

**Signature of Applicant:** \_\_\_\_\_ **Marion County, Indiana**

**Yes** \_\_\_\_ **Please use this form each season I volunteer until it is revoked by me in writing.**

**No** \_\_\_\_ **I will complete a new form each season I volunteer.**

**Return form to:**

**Pike Soccer Club Risk Management  
Indianapolis, IN 46254**

## **Advanced Course**

# **Sportsmanship**

### **SOCCER – ETHICAL AND MORAL CREDO**

#### **The Coach**

1. Treats own players, parents and opponents with respect.
2. Teaches and inspires soccer players to love the game and to compete fairly.
3. Demonstrates by example the type of person he/she wants the players to be.
4. Has control and commands discipline at all times.
5. Respects the interpretation of rules and judgment of the officials.
6. Realizes that as a coach he/she is a teacher and therefore understands the game and exhibits proper soccer behavior at all times.

#### **The Player**

1. Treats opponents with respect.
2. Plays hard within the rules of the game of soccer.
3. Demonstrates self-control.
4. Respects officials and accepts their decisions without gesture or argument.
5. Wins without boasting, loses without excuses and never quits.
6. Remembers that it is a privilege to represent his/her soccer club and community.

#### **The Official**

1. Knows the rules and understands the game.
2. Places the health and welfare of the players above all other considerations.
3. Treats players and coaches courteously and demands the same from them.
4. Works cooperatively with fellow referees and linesmen.
5. Is fair and firm in all decisions on the field.
6. Maintains confidence, poise and self-control from start to finish of the game.

#### **The Parents**

1. Do not coach the players, including your own, from the sidelines during the game.
2. Respect the judgment of the referee and do not criticize officials.
3. Focus on mastering soccer skills and game strategies.
4. Decrease the pressure to win.
5. Believe that soccer's primary value is to provide youth an opportunity for self-development.
6. Understand the risks. A soccer game is full of mistakes. The team that makes fewer mistakes generally wins the game. Playing soccer is a willingness to chance failure.
7. Communicate with the coach and create a positive, supportive working relationship.
8. Understand and respect the different roles of parents and coaches.
9. Control negative emotions and think positively.
10. Avoid the use of fear – because player development is rarely fostered by fear of the consequences of failure.
11. Parents must show empathy for the young developing soccer player.

## **Value Statement for Youth Sports**

Youth sports programs provide an enjoyable learning environment for the physical, social and personal development of youngsters. The values of youth sports programs include:

- Promoting fitness
- Developing new skills

- Instilling a desire to succeed
- Teaching responsibility and commitment
- Teaching cooperation
- Preparing one to deal with success and failure
- Providing an outlet for the release of energy
- Building character through discipline
- Teaching how to cope with the realities of life
- Instilling positive attitudes toward authority
- Providing a fun and enriching experience

The likelihood that youngsters will realize positive sports value is enhanced when adult sports leaders take the responsibility to serve as facilitators of desirable sports outcomes.

This can be achieved when coaches assume a role as teacher and carry out lesson plans which develop skills progressively, emphasize positive sports values, and encourage life-long interest in sports participation.

# Team Management

## Coach Liability And Player Safety

### Liability and the Volunteer Coach

As a volunteer coach you will have the care, custody and control of someone else's children for 30-50 hours this season. In this capacity you have the potential both to create and to prevent accidents and injuries.

You should be aware of your legal responsibilities as a coach. Attention to these duties will help minimize your personal risk, prevent sports-related injuries, and avoid claims of coaching negligence. Your legal duties include:

- *Providing adequate supervision* (general and specific to the game) - The health and safety of your team members are entrusted to your care. You must provide adequate supervision to avoid foreseeable accidents and injuries. **NEVER** leave players unattended! **NEVER** leave after a game or practice until all are safely picked up by parents or guardians!
- *Sound planning* - Carefully plan your practices and drills so players progress and learn new skills at a safe pace. Don't move too rapidly by forcing improvement. Make written practice plans and keep them on record for the duration of the season.
- *Warning players of inherent risks* - Players and parents must know, understand, and appreciate the risks they are likely to encounter in soccer. **YOU MUST TELL THEM!** (the parent orientation meeting is the time to do this). Warn your players about potentially dangerous techniques.
- *Providing a safe playing environment* - Be certain that practice and playing fields are free of hazards (e.g. holes, rocks, broken glass or other debris) and that equipment (e.g. goal posts) is in proper condition. Warn your players **NOT** to hang from the goal cross bar or nets! They can tip over.
- *Evaluating players and determining any limitations* - Be sure players are physically capable of performing the required skills. This includes mental, physical, and even child abuse situations. Evaluate old injuries as carefully as you can before letting players return to action.
- *Matching or equating opponents* - Fairly match players for practices and games, giving consideration to body weight, skill level, and maturity.
- *Providing proper first aid* - Have a first aid kit available along with a plan which outlines

emergency procedures. Know where to find emergency help and a telephone (put a couple of quarters in your first aid kit or have a cellular phone on hand). Don't attempt to provide aid beyond your qualifications. ALWAYS have your players' medical release forms with you - they should provide emergency phone numbers as well as permission for you to obtain emergency medical aid in the event a parent/guardian cannot be reached. Be aware of problems concerning transportation. Carry adequate personal liability insurance. Accepting money for transportation may void your personal auto liability insurance - check with your insurance agent or carrier.

Respect the civil rights of your players on and off the field. Consider the factors of the game as they relate to officials and spectators. Keep good records of each event, especially in the case of an injury.

Finally, it is to your advantage to have a second adult in attendance at your practices. This reduces the risk that you could unjustly be accused of inappropriate behavior. (Never be the only one left with another person's child. Keep another player and / or their parent with you until the last parent arrives.) Coaches who successfully perform the above duties not only reduce their personal risk, but also demonstrate to parents and other coaches a desire and willingness to act responsibly for the benefit of the kids.

## **Team Organization**

### **Parent Orientation Meeting**

All coaches are encouraged to establish effective lines of communication with team parents early in the season by holding a parent orientation meeting. The time you invest will pay dividends for all concerned throughout the season. If a meeting is impossible, the following information could be put into an email to parents/players, but a face-to face meeting is preferable.

#### **Purpose of a Parent Orientation Meeting**

- Enables parents to understand the objectives and goals of the program.
- Enables parents to become acquainted with you, the coach.
- Informs parents about the nature (and inherent risks) of the sport.
- Informs parents of your expectations of them and of their children.
- Enables you to address any concerns of the parents.
- Establishes clear lines of communication between you, parents, and players.
- Allows you to obtain parental support (assistant coaches, team parents, etc.)

#### **Things to Consider when Organizing the Meeting**

- Hold it early in the season, preferably before the first team practice.
- Having the players present is optional.
- Prepare any handouts you would like to distribute, for example:

*team roster*

*schedule of practice and games*

*club rules*

*team goals/rules*

*summary or outline of the meeting*

- Be prepared to conduct the meeting efficiently.

#### **Important Points to Cover**

##### **Coach introduction**

- introduce yourself and assistant coaches (or ask for volunteers at this time)
- give some background information about yourself (why you are coaching, experience)

##### **Coaching philosophy**

- discuss what you consider to be the value of the sport
- discuss your methods for teaching skills
- state the importance you assign to having fun and developing skills
- state the importance you assign to winning and losing
- discuss any team rules and guidelines, disciplinary procedures
- discuss your philosophy regarding player rotation, substitution, playing time
- discuss specifics of the program
- discuss practice schedule (how many per week?, how long?)
- discuss game schedule (how many?, when do they begin?)
- discuss minimum playing time (what is the rule in your local club?)
- discuss equipment required (shirts, socks, shorts, shin guards)
- recommended equipment (ball, soccer shoes, water bottle)
- inherent risks (soccer is a contact sport, albeit a relatively safe one)

### **Team Management**

- ask for volunteers as assistant coaches
- ask for volunteers as team parents (snack schedule, help with nets/flags)
- set up telephone tree and/or car pooling system

### **Coaches Responsibilities**

- demonstrate leadership and good sportsmanship
- treat each player fairly
- have organized practices and teach soccer fundamentals appropriate to the age group
- provide a safe environment (arrive at practice on time and remain after practice until every child is picked up by an authorized adult, ensure that the players' equipment conforms to the club guidelines).
- contribute positively to the development of each player's self-esteem
- help each player set individual and team goals that are attainable
- give parents a schedule of practices and games in a timely fashion
- allow each player to play at least half of every game
- respect the referees, know the rules, and conduct yourself in a controlled manner on the field
- *Answer Any Questions From The Parents*

### **Player Responsibilities**

- attend practices/games regularly, and arrive on time
- bring proper equipment to each practice and game
- inform the coach in advance if it is necessary to miss a practice or game
- make each practice challenging
- work toward good sportsmanship and teamwork
- respect the referees
- be supportive of teammates all of the time

### **Parent Responsibilities**

- transport your child to and from practice and games on time
- be supportive of all the players (criticism does not improve performance)
- help your child understand that he/she is contributing to a team effort
- focus on mastering skills and having fun, not winning
- avoid material rewards for your child (the reward is the fun of playing!)
- attend games and cheer the team
- refrain from criticizing the opponents; be positive with all players
- respect the referees (They will make mistakes, but they are doing their best. If you feel you are better qualified, see your club's referee coordinator- he/she could easily find work for you)

- refrain from coaching your child during games (try to understand and respect the difference between the roles of the coach and parent).

## Suggestions For Dealing With The Parents

Coaching is exciting and rewarding, but occasionally you may experience difficulty with parents. Some parents may want their child to play more, others may question your judgment as a coach. Whatever the concern, the parent is generally just looking out for their child, often at your expense. Don't be discouraged. There are some things you can do to open up communication and make dealing with parents a positive aspect of your coaching duties.

- Have a parent meeting before the first practice to discuss your plans and expectations for the season. See the section, "Parent Orientation Meeting", for tips on how to do this well. Encourage questions from parents and let them know that you have given a lot of thought to the upcoming season.
- Express appreciation for their interest and concern. This will make them more open and at ease with you.
- Always listen to their ideas and feelings. Remember, they are interested and concerned because it is their children that are involved. Encourage parental involvement. (If you have a preferred time for them to voice those concerns, let them know at the Parent Orientation Meeting).
- Know what your objectives are and do what you believe to be of value to the team, not to the parents. No coach can please everyone.
- Know the club and game rules. Be prepared to abide by them and explain them to the parents.
- Handle any confrontation one-on-one and not in a crowd situation. Try not to be defensive. Let the parent talk while you listen. Often a parent will vent their frustration just by talking. Listen to their viewpoint, then thank them for it.
- Resist unfair pressure. It is your responsibility as a coach to make the final decision. This does not mean that you still can't listen to the parents.
- Don't discuss individual players with other parents. The grapevine will hang you every time. Show the same respect for each player on the team that you want the parents to show toward you.
- Ask the parents not to criticize their children during games or practices. Don't let players be humiliated, especially by their own parents.
- Don't blame the players for their parent's actions.
- Be consistent! If you change a rule or philosophy during the season, you may be in for trouble. At the very least, inform players and parents of any changes as soon as possible.
- Most importantly, be fair. If you treat all players equally and with respect, you will gain their respect and that of their parents as well.

Remember that you will be dealing with all types of children, and with parents having different backgrounds and ideals. The challenge for you as a coach is to address these differences in a positive manner so that the season will be enjoyable for everyone involved.

## Coach Equipment

*A large BAG for all of the items listed below!*

**MEDICAL KITS** - A simple kit for games and practices is a good idea for every coach. A kit should include:



Ice (and `zip-lock' bags) Band aids Vaseline  
Sterile pads Adhesive tape Elastic wraps  
Antibiotic ointment Bee sting relief ointment

**PUMP** and inflating needle - sometimes the game ball is too hard or too soft and may need a little "tuning", the same goes for the balls kids bring to practice.

**SHIN GUARDS** - a spare pair of old ones will cover for a forgetful player!

**SPARE SHIRTS** (2) for your goalkeepers - having two extra shirts of different colors (each contrasting with your team shirts) ensures that you will always have a keeper's shirt that contrasts with the opposition colors.

**GOALKEEPER'S GLOVES (for U10 and older)** - an inexpensive pair is a useful addition.

**BALLS** - if possible, have a good quality ball available at the game. This will serve for team warm-ups and can be used as a game ball if none is provided. The leather or synthetic leather soccer balls are best; avoid the hard plastic-skinned balls which are unpleasant to kick or head.

Each player should have his own ball and bring it to practice; but bring any old spares that you may have to practice because someone is likely to forget theirs.

**CONES** or pylons (about a dozen) to set up small areas for practice drills, as obstacles for dribbling drills, or to mark boundaries for a scrimmage field. Cones of a different color (or with some added duct tape) will make a distinctive goal.

**CLIPBOARD** (for practice plans, medical release forms, substitution schedules)

**WATER** should be available during practice and at the game. Have the players bring their own water bottles (but keep an extra bottle in your bag or cooler for the occasional forgetful player).

Alternatively, have your team parent organize a schedule among the parents to provide water and cups.

A simple **SNACK** schedule should be organized by the team parent for game days. Discourage turning snacks into a financial hardship for some parents. Orange or apple slices, or seedless grapes are good choices. Make sure that all orange peels, apple cores, and grape stems are picked up and placed in an appropriate receptacle.

## Player Equipment

**BALL** - Encourage each player to have his or her own ball and to use it often, not just during team practice. Players will not derive maximum benefit from practice unless they each have their own ball for warm-ups and individual drills.

Soccer balls come in a variety of sizes, each designated by a number:

size #3 - smallest standard size, for the youngest players (e.g. Tots thru U-8)

size #4 - intermediate size, appropriate for U-9 through U-12

size #5 - largest standard size, for U-13 to adult

**SHIN GUARDS** - An absolute requirement for games, should also be worn for all practices. The pull-on "legging" type with foam padding protecting the front of the leg from ankle to shin is an excellent shin guard. Those with plastic inserts offer additional protection, especially for the older player. Consider washability when selecting a shin guard.

**SOCCER SHOES** - Recommended, but not required by most clubs. Baseball or football type shoes with square or rectangular cleats are not legal for soccer. Soccer cleats for most recreational play must be rubber or molded plastic (no metal cleats), and no less than 3/8 inch in diameter.

Check your club's regulations, then check your players' shoes for illegal cleats, protruding nails, or sharp edges, and correct any problem before a referee discovers a violation and one of your players is forced to sit out a game.

**WATER BOTTLE** (with player's name on it) - Fresh water should be available to your players at each practice and game. It is easier for the coach if each player provides his or her own water bottle.

**SHIRTS, SOCKS , SHORTS** - One or more of these items may be provided for each player by your local club. Be sure that you are aware of your club's policies with respect to uniforms and inform your players and parents of any requirements.

## Player Management

**LOOK OUT FOR THE KIDS!** Come to practices a few minutes early to set up and to be there for early drop-offs. The coach (or another parent) must stay at the practice site until all children are picked up. If parents are persistently late, then settle the problem with the parents, don't gamble with the safety of the kids. Consider having a contingency plan and announce it at the Parent Orientation Meeting. If a player must leave the field to use a restroom, send an assistant coach or another parent along.

## Team Discipline

At the first practice, it is valuable to establish team rules concerning attendance, listening carefully, respecting teammates, etc. You will be most successful if you do this with the cooperation and consent of the players themselves. Make it clear to all what the penalty will be for breaking team rules (e.g. time out from practice or a scrimmage). This is also a good time to set realistic team goals for the season (e.g. to have fun, to work together as a team, to practice good sportsmanship).

*Some other ideas on team discipline:*

- Keep your players busy so they don't have time for mischief. If you have kids standing in line all the time, you are inviting disaster!
- Be positive: say "Please walk" instead of "Don't run".
- Try to deal with problems before they get worse.
- Speak with the culprit first, before resorting to other disciplinary measures.
- If time-outs don't work, then talk to the parents. Ask them to attend practice if necessary.

Work on your communication skills. Most coaches need a great deal of work on listening to young players, controlling and reading nonverbal cues, and understanding the emotional responses of different athletes to what you say. The better you understand your players, the less trouble you are likely to have with misbehavior.

**The MAIN POINTS to remember for a successful practice are:**

- **BE PREPARED.** Have a plan for what you will cover during the practice.
- Keep it **SIMPLE.** Give a short demonstration with a minimum of talk, then have the players work on the drill. *MAXIMIZE touches for each player.*
- Make it **FUN.** Sometimes the drills in books just don't work for you and/or your players. Don't fight it to the point of frustration. Be prepared to switch to something you know they can handle.
- Strive for a **PROGRESSIVE** development of basic skills. Begin with relatively simple drills. Add movement and then opposition to simulate game conditions. Always consider the age and skill level of your players. The percentage of time spent on practice without opposition should decrease as players become older and more skillful. Restricting space and number of touches are other ways to make drills more demanding.
- Always have time when the players **JUST PLAY** ("the game").
- Always **BE SAFETY CONSCIOUS** with your players.
- Every once in a while **ASK YOURSELF**, "Why am I coaching?" and "How do I measure

my success?" This will help you evaluate your techniques and your progress. Remember the objective: **HAVE FUN!**

## **Children & Sports (Fact Sheet)**

### **The American Academy of Child and Adolescent Psychiatry**

Sports help children develop physical skills, get exercise, make friends, have fun, learn to play as a member of a team, learn to play fair, and improve self-esteem. American sports culture has increasingly become a money making business. The highly stressful, competitive, "win at all costs" attitude prevalent at colleges and with professional athletes affects the world of children's sports and athletics; creating an unhealthy environment. It is important to remember that the attitudes and behavior taught to children in sports carry over to adult life. Parents should take an active role in helping their child develop good sportsmanship. To help your child get the most out of sports, you need to be actively involved. This includes: providing emotional support and positive feedback,

- attending some games and talking about them afterward,
- having realistic expectations for your child,
- learning the sport and supporting your child's involvement,
- helping your child talk with you about their experiences with the coach and other team members,
- helping your child handle disappointments and losing, and
- modeling respectful spectator behavior.

Although this involvement takes time and creates challenges for work schedules, it allows you to become more knowledgeable about the coaching, team values, behaviors, and attitudes. Your child's behavior and attitude reflects a combination of the coaching and your discussions about good sportsmanship and fair play. It is also important to talk about what your child observes in sports events. When bad sportsmanship occurs, discuss other ways the situation could be handled. While you might acknowledge that in the heat of competition it may be difficult to maintain control and respect for others, it is important to stress that disrespectful behavior is not acceptable.

Remember, success is not the same thing as winning and failure is not the same thing as losing. If you are concerned about the behavior or attitude of your child's coach, you may want to talk with the coach privately. As adults, you can talk together about what is most important for the child to learn. While you may not change a particular attitude or behavior of a coach, you can make it clear how you would like your child to be approached. If you find that the coach is not responsive, discuss the problem with the parents responsible for the school or league activities. If the problem continues, you may decide to withdraw your child. As with most aspects of parenting, being actively involved and talking with your children about their life is very important. Being proud of accomplishments, sharing in wins and defeats, and talking to them about what has happened helps them develop skills and capacities for success in life. The lessons learned during children's sports will shape values and behaviors for adult life.

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## **PIKE SOCCER CLUB**

You could become dehydrated. Dehydration can cause decreased muscle strength and endurance and could lead to heat exhaustion or heat stroke, which is life-threatening.

*What are the symptoms of dehydration?*

- thirst
- clammy skin

- chills
- weakness
- dizziness
- nausea
- disorientation

**TRAINING TIPS:**

1. Drink fluids regularly so you will always be well hydrated and ready for practice or competition.
2. Drink ahead. Do not wait until you are thirsty. By then it will be too late to help your performance.
3. Water is the beverage of choice for practice or competition lasting 60 minutes or less.
4. Drink every 15 minutes during practice or competition.
5. Weigh yourself before and after exercise. Any weight lost is fluid and needs to be replaced immediately.

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