

Soccer Coaches Manual



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<http://teamsideline.com/Redmond>

Welcome to Redmond Area Park & Recreation District

Youth Sports Program!

Thank you for volunteering your time to Coach at RAPRD! Participation in athletics plays a valuable role in childhood development. Teamwork, dedication, discipline, physical fitness, self-esteem, and fair play all contribute to the overall growth and maturation of young people. Redmond Area Park and Recreation District strives to enrich the lives of children and families in our community.

This manual is to serve as reference for you, as a parent or coach, to better understand the philosophies of the youth sports department. With our collective effort to enrich the lives of children in the Redmond Area Park & Recreation area, we can accomplish remarkable things.

We look forward to your involvement with Redmond Area Park and Recreation District Youth Sports Programs.

Sincerely,

The Redmond Area Parks and Recreation District

Redmond Area Park and Recreation District Youth Sports Programs provides a positive and quality experience in sports participation, which promotes a fun, family environment based on four goals:

1) Everyone Plays:

- **Introductory Leagues, PreK-2nd:** Every player on every team attending practices on a regular basis must have equal playing time in every game.
- **Developmental Leagues, 3rd:** Playing time is based on weekly attendance and fouls/penalties.
- **Novice Developmental Leagues 4th-5th:** Playing time is based upon weekly attendance, skill level and fouls/penalties.
- **Middle School Leagues 6th-8th:** Playing time is based upon weekly attendance, skill level and fouls/penalties.

2) Positive Coaching:

- ✓ Deal with the young athletes in a positive manner. Be generous with your praise when it is deserved. Never yell at your players or criticize them.
- ✓ Treat each player equally, do not show favoritism towards your own child or any other individual.
- ✓ Coaches are not allowed to drink alcoholic beverages, use smokeless tobacco or smoke during organized team activities or while participants are present.
- ✓ Demonstrate leadership by example and conduct yourselves in a controlled manner on the field.
- ✓ Limit sideline coaching to positive encouragement. Players need the opportunity to solve their own problems and navigate their own game.

3) Good Sportsmanship

- ✓ Do not make discouraging remarks about opposing players or coaches.
- ✓ Encourage players to follow the rules of the sport.

4) Teaching the Fundamentals

- ✓ Organize practices that are fun, engaging and challenging.

RAPRD Information and Procedures

Background Checks:

ALL Coaches and any parent volunteers must submit and pass a background check through RAPRD prior to any contact with players. Background Check forms can be found on our website at teamsideline.com/Redmond, under Youth Sports/Soccer/Coaches information, or at the RAPRD Activity Center or Cascade Swim Center.

Concussion Recognition Management:

“Jenna’s Law” requires all non-school sports and officiating organizations to implement concussion management for all teams that include children 17 years of age and younger. By Oregon State Law, all coaches, co-coaches and assistant coaches must have a current certificate on file before being allowed on the field with players. Certifications last for one year.

Concussion training: https://www.cdc.gov/heads-up/training/youth-sports.html?CDC_AAref_Val=https://www.cdc.gov/headsup/youthsports/training/index.html

Mandatory Reporting:

All volunteer coaches are mandatory reporters. A Mandatory Reporter is legally required to report any suspicion of child abuse or neglect to the relevant authorities. These laws are in place to prevent children from being abused and to end any possible abuse or neglect at the earliest possible stage.

Safety/First Aid:

- **Participant:** During program hours it is the responsibility of the designated volunteer coach to remind participants about their own safety and to be aware of situations that might be a potential threat. The volunteer coach needs to inspect and make sure all equipment being used is in proper working order. Prevention and precaution are key.
- **Facility:** Designated volunteers are responsible for the safeness of the facility and equipment which is used for the program. Report any damage or unsafe situations to the Recreation Manager, Facility Supervisor or the RAPRD Youth Sports Staff immediately.
 - **First Aid:** Have a first aid kit along with a plan which outlines proper emergency procedures at every practice and game.
 - **Blood:** If a participant receives an injury where blood is present, do not touch the blood or injury; hand the participant any medical supplies that are available for use. Let the participant clean and bandage their own wound. Always use rubber gloves for handling any blood, they are available in the first aid kit.

Incident/Accident Reports:

Accident Reports are to be filled out whenever there is an accident and or major or minor injuries during one of the Districts Recreational Programs. When filling out the form, thoroughly complete each section, giving as much detail as possible. All Incident reports must be submitted to RAPRD within 24 hours.

Supervision /Evaluation:

The Youth Sports Staff is available to discuss any concern or difficulties throughout the coaching period. Program surveys are handed out at the end of the season. Your input is valuable and much appreciated.

Alcohol and Tobacco:

Coaches are not allowed to drink alcoholic beverages, use smokeless tobacco or smoke during organized team activities or while participants are present.

6 TASKS OF A COACH

1. Coaching Games
2. Coaching Training Sessions
3. Leading the Team
4. Leading the Players
5. Managing the Performance Environment
6. Communicating With Players & Families

Coaching Games

- ✓ Arrive at the field early, make sure the area is clear and ready.
- ✓ Arrive with your prepared line-ups and sub-order.
- ✓ Have a notebook or clipboard to write down notes. Keep track of great plays or write down things you want to practice on in the upcoming week.
- ✓ Have a warm-up plan ready for your team, this should be the same for every game.
- ✓ Make sure all players have water, their uniform, shin guards and shoes.

Coaching Games by Age Level

- **Pre-K:** Games are 4v4 with no goalkeeper. Games consist of two 15-minute halves with a 5-minute halftime with a running clock. ***Offside is not called, all kicks are indirect and balls that go out of the sidelines are kicked back into play. No Full Field Press.*** Coaches officiate on the field. Size 3 balls and shin guards are required under socks to play. Games must start and end on scheduled time. If the game starts late they must still finish in the designated game time.
- **Kinder:** Games are 4v4 with no goalkeeper. Games consist of two 15-minute halves with a 5-minute halftime with a running clock. ***Offside is not called, all kicks are indirect and balls that go out of the sidelines are kicked back into play. No Full Field Press.*** Coaches officiate on the field. Size 3 balls and shin guards are required under socks to play. Games must start and end on scheduled time. If a game starts late, it must still finish in the designated game time.
- **1ST/2ND grade:** Games are 6v6 with one designated as goalkeeper. Games consist of two 20 minute halves with a 5-minute halftime with a running clock. ***Offside is not called, all kicks are indirect and balls that go out of the sidelines are thrown back into play. No Full Field Press.*** Coaches officiate on the field. Size 3 balls and shin guards are required under socks to play. Games must start and end on scheduled time. If the game starts late, they must still finish in the designated game time.
- **3RD/ 4th Grades:** Games are 7v7 with one designated as goalkeeper. Games will consist of two 25-minute halves (30 mins for 5th/6th) with a 5-minute half time and a running clock. ***Offside is***

called, direct and indirect kicks can be awarded and balls that go out of the sidelines are thrown back into play. Referees will be provided. Size 4 balls and shin guards are required under socks to play. Games must start and end on scheduled time. If the game starts late, they must still finish in the designated game time.

- **5th /6th and 7th/8th grades:** Games are 9v9 with one designated as goalkeeper. Games will consist of two 30-minute halves with a 5-minute half time and a running clock. *Offside is called, direct and indirect kicks can be awarded and balls that go out of the sidelines are thrown back into play.* Referees will be provided. Size 4 balls (Size 5 ball for 7th.8th) and shin guards are required under socks to play. Games must start and end on scheduled time. If the game starts late, they must still finish in the designated game time.

Coaching Training Sessions (Practices)

Times/Length:

- **Pre-K & Kinder:** Practice times and days are determined by the volunteer coach. Practices should be 30 – 60 minutes, once a week. Players should bring their own balls to practice.
- **1st 2nd grades:** Practice times and days are determined by the volunteer coach. Practices are recommended to be 60 minutes, once - twice a week. Players should bring their own ball to practice.
- **3rd – 8th grades:** Practice times and days are determined by the volunteer coach. Practices are recommended to be 60 minutes, 2 times per week. Players should bring their own ball to practice.

Organized?

- ✓ Is the space clearly laid out?
- ✓ Was there thought put into the activity and how it relates to the bigger picture?
- ✓ How many players do we need?
- ✓ How do we divide the players?
- ✓ Where do the players start?
- ✓ Where do the players end?

Game Like?

- ✓ Is it fast?
- ✓ Moving at game speed?
- ✓ Does it translate to situations that occur during the game?

- ✓ When might the players see this on the field and be able to use this to help them be successful? Is there pressure through defenders/opponents?
- ✓ How would the opponent react in trying to defend this situation?
- ✓ So what should players think about while they are training?

Challenging?

- ✓ Is it difficult or easy?
- ✓ Are we appropriately challenging our players?
- ✓ Are we encouraging players to overcome challenges or allowing them to quit?
- ✓ Is it realistic that everyone can do what is asked?

Repetitive?

- ✓ Are we creating an opportunity for players to increase their repetitions and muscle memory to be successful when using it in a game?

Coaching Points

- ✓ Are we relating our message to the game?
- ✓ Have we thought about our coaching points ahead of time?
- ✓ Are we demonstrating the proper technique to give the players the chance to see what we are looking for?

Leading the Team

- Arrive 5-10 minutes prior to your team, come prepared with a well thought out practice plan.
- When you arrive at your field, mark out the area you will be using for whatever activities you are doing.
- Whenever you want to address your team, take soccer balls away from players. Also, make sure there are no distractions behind you.
- Whenever you need to get an activity started, or have the players come to you or anything you want done quickly – use the countdown method. Just start counting 5,4,3,2,1.
- When trying to get players ready or to listen to you, simply tell them “we will start when everyone is ready”. The players who are ready will get the other players to stop fooling around and to get ready to play.
- To make sure players understand what was just told to them, ask them to tell you what it is they should be doing - “which goal is it you are trying to score in?”
- Make things competitive – in a FUN way. “Who can pick up the most cones?” Who is the fastest player over here?” Keep track of good behavior and reward it!

Leading the Players

- ✓ Deal with the young athletes in a positive manner. Be generous with your praise when it is deserved. Never yell at your players.
- ✓ Treat each player equally, do not show favoritism towards your own child, but encourage and coach each young athlete in a uniform manner.
- ✓ Demonstrate leadership by example and conduct yourselves in a controlled manner on the field/court.
- ✓ Outline and reinforce the importance of regular, punctual attendance.

Communicating with Parents and Families

Prior to the start of the season, meet with parents and players together on your first day of practice. Address the following topics:

- ✓ Player and Parent responsibilities
- ✓ Team Rules
- ✓ Philosophy of the team/coach
- ✓ Practice and game times & locations (teamsideline.com/Redmond)
- ✓ What you want your players to learn
- ✓ Review equipment needs
- ✓ Medical Issues

Communicate with your teams regularly via email to discuss:

- ✓ Changes in the practice or game schedules
- ✓ Practice Topics
- ✓ Game strategy and aims
- ✓ Behavior
- ✓ Team Morale/ Well-being
- ✓ Attendance

Managing the Performance Environment

- ✓ Ensure players have water
- ✓ Inspect the playing area prior to (training) practice or games
- ✓ Be generous with water breaks

- ✓ Ensure players are in proper athletic attire
- ✓ Check weather and environmental conditions the days leading up to and the day of any organized team activity

Managing the Performance Environment Continued

Maintain a First Aid Kit and bring the First Aid Kit to all organized team activities. The First Aid Kit should include:

- ✓ Ice or cold compress packs
- ✓ Band-Aids
- ✓ Antibiotic ointment
- ✓ Gloves

Operational Regulations

Field of Play:

Preschool field size:	75' x 60'	4 v 4
Kindergarten field size:	75' x 60'	4 v 4
1 st 2 ND grade field size:	120' x 75'	6 v 6
3 RD 4th grade field size:	180' x 105'	7 v 7
5 th 6th grade field size:	210' x 150'	9 v 9
7-8 grade field size:	210' x 150'	9 v 9

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Clock & Substitutions:

- All games are played with a running clock.
- Unlimited substitutions are allowed.
- Substitutions made during game play will not stop the clock.
- Substitutions are allowed by possession on throw-ins, goal kicks, kick-offs, and halftime. breaks.

Rules and Definitions

- **Kickoff:** At the start of the game, halftime, after goals. Team that loses the coin flip kicks first.

- Penalty Kick: Taken from penalty spot. Keeper can move on the goal line laterally until the ball is struck. Kicker may not touch a second time until touched by another player. All players, other than kicker and keeper must be behind the penalty spot, outside penalty area and outside arc. Re-kick if: defense encroaches and no goal, both teams encroach, offense encroaches, and a goal is made. Indirect kick for second touch by kicker.
- Corner Kick: This occurs when defense kicks the ball over their own end line.
The kick is taken from the corner arc and the goal can be scored directly from the kick.
- Direct Kick Fouls: Unfair physical contact with an opponent or the ball. Unfair charge, pushing, holding, tripping, striking, attempting to kick or strike, handling the ball unless by a goalkeeper inside his/her penalty area. If a defensive team commits a direct kick foul in their own penalty area, a penalty kick occurs. Kick may go straight into the goal without having to touch anyone.
- Indirect Kick: The ball must touch another player prior to going into the goal.
- Indirect Kick Fouls: Offside, dangerous play, obstruction, cautions, a goalkeeper handling a back-pass from a teammate.
- Goal Kick: Taken from the goal (corner of the goal box for 1st grade and up) by the defending team. The ball must clear the penalty area before anyone else may play it.
- Drop Ball: For other stoppages, such as injuries or deflated balls, where the ball was when play was stopped, play restarts once the ball hits the ground.
- Ball In and Out of Play: Ball is out when entirely outside the touchline or goal line on the ground or in the air. It is out of play when the referee has stopped the game. The ball is IN when it rebounds from a goalpost, crossbar, corner flag or assistant ref or referee on the field of play.
- Offside: Will be called for 2ND grade up. An offensive player must be in the opponent's half of the field, in front of the ball, behind the next-to-last defender when the ball is played to him/her by a teammate and he/she is interfering with play, interfering with an opponent, or gaining an advantage. NO offside on a goal kick, a throw-in, or a corner kick.
- Throw-In: Ball is thrown from the spot where it went out. Two hands on the ball applying equal strength, part of both feet are on the ground at release. Feet must be on or outside the touchline. The ball is delivered from behind and over the head with the thrower facing the field.

- Fouls and Misconduct: Always results in a free kick, unless some other restart takes precedent.
- Obstruction: Impeding the progress of an opponent without playing the ball or being within playing distance of the ball.
- Side Tackling: Regarded in our league as a foul, Indirect and Direct kicks based on position of field.
 - First offense: Warning
 - Second offense: Warning
 - Third offense: Ejection
- Warnings: Warning can and will be issued for serious offenses such as:
 - Over aggressive play.
 - Slide Tackles.
 - Handling the ball to prevent a goal.
- Ejection: Player may be ejected for:
 - Serious foul play: includes slide tackling from behind, making physical contact regardless of whether the ball was touched or not.
 - Violent conduct; offensive, insulting or abusive language.

Miscellaneous

Referees:

- Provided for 3rd Grades on up.
- Referees perform gear checks prior to the start of the game. Including Jewelry.
- Enforce all the rules.
- Keep track of time.
- Stops play if a player is injured.
- Will caution players & coaches for unsportsmanlike behavior.
- Report to Field Supervisor or RAPRD Youth Sports Staff on disciplinary actions and other incidents.

Weather:

When games or practices are canceled due to inclement weather, lightning, standing water on fields, hazardous road conditions or air quality affected by fires, then we will contact coaches by email to let them know if games/practices are canceled. Please check your email early in the morning if you see this type of weather. Also, this information is posted at our website, Team Sidelines, game schedule page, whenever there are any changes to the game schedule.

Returning Equipment & Coaches Refunds:

Any uniforms, keys, first aid kits, coaches' manuals, sports equipment, player assessment forms or RAPRD items must be returned to RAPRD the week following your last game in order to receive a refund. Equipment may be turned in at the field with a RAPRD facility supervisor upon completing your last game to insure a prompt refund. If you are unable to drop items off at RAPRD Activity Center, please request a spouse, or team parent to do it for you. Head Coaches will receive a refund of the cost of the program, assistant coaches will not receive a refund. All refunds will be issued when RAPRD equipment is returned.