



**LEMONT PARK DISTRICT  
Fall Rec Soccer League  
Coaches Manual**

Coach,

Thank you so much for agreeing to volunteer your time in coaching this recreational league. Volunteers like yourself make this program possible. Within this manual, you will find some resources to assist you in being a volunteer coach.

Please read this document in its entirety and be sure to sign off on the last page.

## **Lemont Park District Mission, Vision, and Values**

***Mission - The Mission of the Lemont Park District is to provide the very best parks and recreation experiences to the community while being safe and fiscally responsible.***

***Vision - The Lemont Park District strives to be collaborative, proactive and progressive in serving our community.***

***Values -***

- ***Valued Community***
- ***Accountability & Fiscal Responsibility***
- ***Lasting Partnerships***
- ***Ultimate Guest Services***
- ***Exceptional Communication***
- ***Safety First***

## **LEAGUE INFORMATION**

- Practice schedules will be available along with field location by the volunteer coaches.
- The Season starts (first game) on September 6th and ends October 18th.
- Make-Up games, due to weather, will be based on availability and are not guaranteed.
- Players must wear black sports pants/shorts and wear gym shoes or rubber cleats (no metal cleats).

## **GENERAL INFORMATION & EQUIPMENT**

- HOME TEAM and AWAY TEAM can be determined by the coaches prior to the start of game
- Shin guards are required – cover with long socks
- Players may only play in their assigned age group. Only registered Lemont Park District players may play in Park District games. Keep your roster current each week.
- Gym shoes **or** soccer cleats (rubber) are recommended. **Baseball or football spikes** (single spike in front of the toe) **are not permitted.**  
Jewelry, watches, or any objects that could cause injury **may not be worn during practices or games.** (*Except for Medical ID Bracelets*)
- **Label player soccer balls with name and phone number.**
- Please help us maintain a green/clean park district and use a reusable water bottle.

## **COACHES & REFEREES**

- The Park District will assign referees for games located at the Lemont Park District.
- **Coaches are not allowed on the field during the game (except for injuries when the referee waves them to come in).**
- Two coaches max on the touchline. Most coaching should happen during the week at practices – not at games.
- **Referee decisions are final.**
- The coaching zone is five yards on each side of the halfway line. Coaches and players on one side and parents on the other. No one is to be by the goal area. Parents sit on the side with the painted line designating the distance to be away from the field.
- Every player **MUST** play at least half of each game and be the goalkeeper at least one time a season to try it.
- Cancellations of games are made by the Program Manager.

## **START OF PLAY – KICKOFF (KO)**

- Players must be on their own side of the halfway line before the kick-off. (the kicker may be passed the line)
- The ball is placed on the center mark and the ball is kicked and moves to be IN PLAY.
- The opposing team must remain at least ten yards away from the ball until the ball is kicked. (adjusted for smaller fields)
- A goal shall not be scored directly from a kick-off (Not an IFAB law). The ball must be touched by another player.
- **The Home team will kick-off to start the game**
- **The Away team will kick-off 2<sup>nd</sup> half.**  
***\*This pattern will continue if coaches decide to play 4 quarters.***

## **SCORING**

- A goal is scored if the whole ball passes **completely** over the goal line between the posts and under the cross bar. A goal is not scored if the ball is on the line. The ball may roll on the line and even slightly over the line and yet not be ruled a goal.

## **SAFETY**

- For the safety of the children, **intentionally heading** the ball and **slide tackling** are prohibited). The restart for heading will be an **Indirect Free Kick** and for a slide tackle a **Direct Free Kick**. **If the referee indicates the slide as Indirect Free Kick it is because of safety.**
- Any player who begins to bleed due to an injury must leave the field immediately. The player leaving the field may be replaced until the bleeding has stopped and it is properly covered. Blood-stained clothing must be removed or cleaned.

## **SPORTSMANSHIP**

- **At the conclusion of each game**, congratulations shall be extended to the other players, coaches, and referees.
- Please show good sportsmanship and offer only positive comments and reinforcement. **Remember SAFETY, FUN, SPORTSMANSHIP, and SKILL DEVELOPMENT** are the main goals of this league.

### **GUIDANCE OF PLAY**

- Offside will apply U10 and up! (***There shall be no offside for U6-U8 with this exception: no player may be planted by the opposing team's goal. (No Cherry Picking).*** A player is offside if less than two defensive players are between him/her and the defending team's goal line when the ball is last played by one of the players from the attacking team. When they are ahead of the last defender is most common. One of the defensive players is usually the goalie. The ball rebounding off a goal post or the crossbar does not put a player onside who was offside when the ball was last played. Restart is an indirect free kick taken by a player of the opposing team, from the place where the offense occurred. **Offside will not be declared when a player receives the ball directly from a goal kick, corner kick, throw –in, or when it has been dropped by the referee.**
- Free kicks are classified in one or two categories: **Direct (DFK) and Indirect (IFK)**
- A goal may **NOT** be scored directly from an ***indirect kick***. The ball must touch or be played by two players.
- A goal **CAN** be scored directly on a ***direct kick***. (not a kickoff for Lemont Park District)
- When a free kick is being taken, a player from the opposite side shall not approach within 10 yards of the ball until it is put into play. A ceremonial free kick can be set up by the referee if the players request 10 yards (on smaller fields this yardage will be reduced)
- The restart after a goal is scored is a kick-off by the team the goal was scored on.
- The goalie may use his or her hands inside his or her own penalty area.
- A ball going across the goal line will be either a:
  - **Goal kick**: is granted when the attacking team kicks it out across the goal line but not a goal.
  - **Corner kick**: is granted when the ball is last touched by a defender crossing their goal line.
- **Throw-in**: occurs when the whole ball entirely crosses the touchline on the ground or in the air. It shall be thrown in from the point where it crossed the line, in any direction, by a player of the opposing team to that of the player who last touched the ball before it went out. The thrower, at the moment of delivering the ball, must **STAND** facing the field of play and part of each foot must be on the touchline or on the ground outside the touchline. The thrower shall use both hands with equal force and deliver the ball from behind and over his/her head in one continuous movement. We encourage U6-U8 to try throw-ins but after the 3<sup>rd</sup> try a kick-in will be permitted to keep the game moving.
- **Penalty kick**: will be awarded for any violation by the defending team occurring inside their penalty area, for which a direct kick would be awarded if it had occurred outside the penalty area. All players except the goalie and the kicker must clear the area and the penalty area arc when the kick is taken. (***U6-U8 do not have PK's but will have a DFK from the 18-yard line. This is a LPD idea, so they understand the concept of a foul in the penalty area).***

### **Fouls**

- There are **DFK** fouls: Kick, Trip, Jump, Strike, Push, Hold, Hand, Spit or Bites someone, Charge, Tackle(slide) impede with contact and throw an object at the ball, opponent or match official, or makes contact with the ball with a held object.  
These also include 'attempting to' do most of these fouls. Reckless throwing an object is a caution/yellow and excessive force or violent conduct would result in an ejection/red.
- These fouls result in a Direct Free Kick (DFK) for the team that did not commit the foul. In older players you may see the advantage called for a team if calling the foul would penalize their play. A short delay may occur if the advantage did not occur and then the foul is called.

### **CHARGING THE GOALKEEPER**

- The referee will remove without caution any player who intentionally charges the goalkeeper while in the penalty area. A goalkeeper with possession of the ball must not be interfered with or impeded in any manner by an opponent while he/she clears the ball. The goalkeeper has possession of the ball when one or both hands **and** arms are holding the ball. Possession is also a finger, hand, arm or leg on the ball. For safety reasons "possession" will be extended to "about to have possession".
- Goalkeepers may pick up and carry the ball anywhere within their own penalty area as long as the ball is released **within six seconds**. A goalkeeper may not pick up the ball a second time after releasing possession. A goalkeeper may bounce the ball without losing possession. A goalkeeper cannot touch the ball with his/her hands if the ball was kicked to him/her by one of the goalkeeper's own teammates or directly from a throw-in. The goalkeeper may play the ball, but is not allowed to pick it up. The restart is an IFK from the place of the infraction.

### **TWO-MINUTE PENALTIES:**

**(this is only for the Lemont Park District) or Yellow/ Red Cards.**

- If unsporting behavior occurs, referee should note the player's name, team name and the name of the coach. The player should then be given a two-minute penalty to gain control, while a sub takes their place. This information must be turned in to the Site Coordinator/Program Manager immediately following the game. Restart is an IFK.
- **For safety reasons, a player exhibiting excessive force (serious foul play) or Violent Conduct toward another player will be sent off with no substitution.** Let the Site Supervisor/Athletic Supervisor know and record the player's name. **(This would agree with IFAB LAWS)** Older age groups will be administered the yellow/caution card or red/eject card if deemed necessary. A suspension for the next game will be administered for a Red Card due to the serious nature of the foul. We encourage all coaches, referees, parents and spectators to care for our children. If you see something, say something. Keep **safe, fair and fun** as your motto as we all work for the good of the children. **Character Counts!**

# **Behavior Management Policy**

## **Behavior**

All participants are expected to exhibit appropriate behavior at all times. The following guidelines have been developed to help make programs safe and enjoyable for all participants. Additional rules may be developed for specific programs as deemed necessary by staff.

The agency insists that all participants comply with a basic behavior code. All participants shall:

1. Show respect to all participants, staff, and volunteers. Participants should follow program rules and take direction from staff.
2. Refrain from using abusive or foul language.
3. Refrain from threatening or causing bodily harm to self, other participants, or staff.
4. Show respect for equipment, supplies, and facilities.

The following infractions will constitute utilization of the discipline procedures.

1. Harming ones' self such as, but not limited to:
  - a. Leaving grounds without permission.
  - b. Leaving designated group without permission.
  - c. Climbing on objects that are not recommended by staff.
  - d. Physical damage to self.
  - e. Possession, use or transfer of alcohol, illegal drugs, tobacco or tobacco products.
2. Harming others such as, but not limited to:
  - a. Fighting
  - b. Throwing objects at or near others.
  - c. Bringing or using weapons, i.e., knives, glass, sharp objects, etc.
  - d. Hitting, kicking or biting others.
  - e. Extreme verbal abuse.
  - f. Profanity.
  - g. Showing disrespect to other participants and staff.
  - h. Other aggressive behavior including any verbal or physical bullying.
3. Damage to Property
  - a. Vandalism.
  - b. Tantrums resulting in damage to property.
  - c. Breaking, damaging or destroying property.
4. Theft
  - a. Taking any item that does not belong to the child.

## **Discipline**

A positive approach will be used regarding discipline. Staff will periodically review rules with participants during the program session. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The park district reserves the right to dismiss a participant whose behavior endangers his or her own safety or the safety of others.

# **Safety Procedures**

Upon registration or entry into the program, the parent/guardian should be solicited for any information regarding special accommodations needed for the participant. If any of these special accommodations are behavior related, the parent/guardian should be contacted for information about any behavior modification programs in place at school or home. Attempts should be made to utilize these in the program. Also, the inclusion coordinator from the Special Recreation Association (SRA) should be contacted for guidance. Documentation should be maintained regarding any problem behaviors, special accommodations, and behavior modification programs.

If the participant exhibits inappropriate actions, the following guidelines should be followed:

1. Program leaders should determine the severity of the action and immediately take steps to correct it. These may include but are not limited to:
  - **Verbal Warnings:** Verbal warnings will be given for actions. More than one verbal warning may be given depending on severity of action.
  - **Time-Outs:** A supervised time-out from the program. The parent/guardian will be notified by the Program Manager and written documentation will be provided. The type of time-out may vary according to the situation (observational: from sidelines of activity; exclusion: away from the group but within view of the activity; seclusion: time-out area with staff member present away from view of the activity). If physical restraint is used to protect against injury, the time-out should be documented on an incident report and given to the full-time manager.
  - **Written Documentation:** Written documentation will be sent home to a parent or guardian, or the participant if he or she is an adult, to be signed and returned. The parent/participant will also be called by the Program Manager.
  - **Program Suspension:** The participant will be suspended from the program for up to three days. The suspension will be in effect the first day following the offense. The parent/participant will be notified by the Program Manager and written documentation will be provided. When determining the timeframes of suspension, staff should consider the severity of the actions; the length of the program or activity; any past behavior issues with the individual; and willingness to improve their inappropriate behavior.
  - **Program Dismissal:** Depending on the situation and the severity of the offense, the participant may be permanently dismissed from the program following any offense.
2. Communication between staff and parent should be ongoing regarding any further incidences of inappropriate behavior. Some other options may be discussed with the parent/guardian including:
  - Transfer to another program where inappropriate behavior may be less prone to occur.
  - Limited/reduced timeframe that participant is allowed to attend the program.
3. Appeals by the participant and/or participant's parent/guardian should be directed to the Executive Director or the Director of Recreation.

## **When to Contact the Police:**

- If a participant makes a direct threat of hurting himself, call the parent/guardian immediately.
- If a parent/guardian is not available, call the police.
- If a participant becomes overly aggressive and violent, call the police.

## **EMERGENCY PROCEDURES**

### **Procedures for Serious Injury**

- Remain calm.
- Assess the situation.
- Call an ambulance immediately.
- Call the parents immediately.
- DO NOT MOVE the child - apply ice or bandages.
- Fill out an Accident Report & then notify Program Manager
- Keep all other players away from the injured person.
- Follow up - Call parents to see how the child is doing
- If a trip to the hospital is needed by ambulance and the parents cannot be contacted, a COACH must accompany the child to the hospital. Call Program Manager immediately. If unable to reach them, please call the Manager on Duty at 312-639-3908 and they will be able to get in touch with Program Manager or put you in touch with the next person in the chain of command.

### **Procedures for non-serious injury**

- Remain calm and assess the situation.
- Apply Ice and/or Bandage if necessary.
- Contact Parents.
- Fill out an Accident Report & then notify Program Manager
- Follow up - Call parents to see how the child is doing.

## **Heading Ban**

At the Lemont Park District Fall Soccer League we will be implementing the No Heading Rule for divisions U6-U12 games played on Bambrick Park Soccer Fields.

### **Effective Immediately For All Illinois Youth Soccer Activities**



In accord with the recommendations in US Soccer's Player Safety Campaign, Illinois Youth Soccer has banned heading for players aged 10 and younger for all Illinois Youth Soccer activities including but not limited to Illinois Youth Soccer Member League play, practices, and tournaments. The following is US Soccer's Player Safety Campaign and modified rule.

As part of U.S. Soccer's Player Safety Campaign, U.S. Soccer unveiled the ***U.S. Soccer Concussion Initiative*** that provides guidelines that were implemented in January of 2016.

The information contained in the initiative is intended to give U.S. Soccer Organization Members, as well as players, parents, team/club staff and coaches and referees, guidance and direction when dealing with head injuries and potential head injuries during soccer participation.

Included in the U.S. Soccer Concussion Initiative are specific changes to rules on substitutions and heading for certain age groups. Those changes included:

- Modify substitution rules to allow players who may have suffered a concussion during games to be evaluated without penalty.
- Eliminating heading for children 10 and under
- Please note that U11 is listed in the U.S. Soccer Concussion Initiative document because U11 players can be 10 years old at the beginning of the season.
- Limiting the amount of heading in practice for children between the ages of 11 and 13 is recommended.

In addition to the safety initiatives, the following modified rule was published by US Soccer on February 12, 2016:

When a player deliberately heads the ball in a game, an indirect free kick (IFK) should be awarded to the opposing team from the spot of the offense. If the deliberate header occurs within the goal area, the indirect free kick should be taken on the goal area line parallel to the goal line at the point nearest to where the infringement occurred. If a player does not deliberately head the ball, then play should continue.

For more information, please refer to [US Soccer's frequently asked questions](#), which should help clarify questions regarding the new initiatives.

Congratulations on accepting the challenge of coaching a youth soccer team. Perhaps you have played or coached soccer before, maybe not. Regardless of your experience in the game, this primer is a great resource to get you started with the rewarding experience of coaching soccer.

As a youth soccer coach, you have an opportunity to help children develop their values and ethics as well as their ball skills, physical fitness and sense of fair play. Your actions and words will echo with these youngsters for years to come. Many of them will not recall years from now where this positive influence came into their lives, but it was you. Enjoy your time with the players. Instill in them a love for the game. Whatever the future holds for their soccer careers, it will grow from a love of the game.

## **Youth SOCCER PHILOSOPHY**

**“The game within the child”** is at the center of all beliefs, decisions and actions taken by the child, coach and organization. Our goal is to unlock the game within children to reach their full soccer potential. Children come to **play** the game, not to work, not to listen the coach lecture, and not to discuss the game. They come to PLAY and playing equates to FUN.

**The Game is the Teacher** – Players learn best by actually playing the game in an environment where they feel free to try new ideas.

**Organized Spontaneity** – Encouragement of free and unbridled play by modifying the playing environment to small-sides games (4 vs 4, 7 vs 7) and limiting the amount of input from the coach. Again, the game is the best teacher!!

US Youth Soccer believes in an age and developmentally appropriate educational curriculum of coaching education. The needs of U6 players and coaches are different than those of U8 players and coaches. Developmentally appropriate methodology includes addressing the psychomotor, cognitive and psychosocial implications of child development. US Youth Soccer will emphasize continual development of our educational curriculum.

## **Coaching Responsibilities**

The responsibilities as a coach require that coaches practice the following: sincerity; honesty; management; punctuality; act as a positive role model; manage and demonstrate; be organized; and knowledgeable.

### **Before your first training session:**

- Organize
- Prepare for meeting the players and parents.
- Set your practice schedule and contact your players.
- Learn your local rules.
- Gather resources, do your homework.

## **What should I do at the first practice?**

- Get acquainted. Not only should you learn the names, but also have the children learn each other's names.
- Set down team rules and expectations with players and parents.
- Assess your players' general ability.
- Spark their interest with some fun games.
- Play a game of soccer!

Your goal for the season is to promote an understanding of the game and that soccer is a vehicle for learning and child development. The game should not be viewed in an adult sense with competition to an end, but in a child's view of joy and fun. You play a critical role in a child's life with how they experience the sport by the coach they had.

PLAY is the key word in Player development.

## **TEAM MANAGEMENT**

Define appropriate sideline behavior. This would be for players, spectators and staff. Don't allow yourself or spectators to verbally abuse the players or the officials. REMEMBER: A COACH IS RESPONSIBLE FOR HIS/HER SIDELINE!!!

### **Some things to discuss early in the season:**

- Encourage parents to cheer for all players, not just the good ones. Know the difference between cheering and "oh my goodness, what are you doing out there?"
- Discourage coaching by spectators from the sidelines, as this will confuse players.
- Referees, especially young ones, are going a difficult job. Let them do it.
- Criticism of referees usually results in the children learning the wrong lesson from the adults surrounding the field.
- Be a positive role model and set the standard of good sportsmanship.
- Do not negatively question or argue with officials.
- Maintain integrity. Your demeanor on and off the field will say a lot about you for a long time.
- Know and keep the rules in equipment bag.
- Always work within the spirit of the laws of the game. Do not "bend the rules" to your advantage.
- Regardless of the outcome of matches, wins and losses and trophy presentation, your actions as a coach will always be how people remember you.

## **GAME DAY**

### ***Pre-Game***

- Tell parents that the kids should eat at least two hours before kick-off.
- Be at the game site at least 10 minutes prior to kickoff
- Brief warm up.
- Very short talk from the coach/coaches.
- Organize who will be on the field first.

### ***Game***

- Sit back, relax and enjoy watching the kids play.
- Help officiate the match when needed.
- Make sure all the kids play at least 50% of the game.
- Watch for what the players do well in the game and praise it.
- During breaks, make sure the players get water and take care of any injuries.

### ***Post Game***

- Tend to any injuries.
- Ensure all the kids drink plenty of water.
- Thank the players and send them home. See you at practice.

Resources: <https://www.usyouthsoccer.org/coaching-resources/>

## **CONCUSSION SIGNS AND SYMPTOMS**

**Athletes who experience one or more of the signs or symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.**

### **SIGNS OBSERVED BY COACHING STAFF**

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

### **SYMPTOMS REPORTED BY ATHLETE**

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light

- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not “feeling right” or is “feeling down”

## **ACTION PLAN**

**As a coach, if you think an athlete may have a concussion, you should:**

1. Remove the athlete from play.
2. Keep an athlete with a possible concussion out of play on the same day of the injury and until cleared by a health care provider. Do not try to judge the severity of the injury yourself. Only a health care provider should assess an athlete for a possible concussion.
3. Record and share information about the injury, such as how it happened and the athlete’s symptoms, to help a health care provider assess the athlete.
4. Inform the athlete’s parent(s) or guardian(s) about the possible concussion and refer them to CDC’s website for concussion information.
5. Ask for written instructions from the athlete’s health care provider about the steps you should take to help the athlete safely return to play. Before returning to play an athlete should:
6. Be back to doing their regular school activities.
7. Not have any symptoms from the injury when doing normal activities.
8. Have the green light from their health care provider to begin the return to play process.

For more information and to order additional materials free-of-charge, visit: [www.cdc.gov/HEADSUP](http://www.cdc.gov/HEADSUP).

The information provided in this document or through linkages to other sites is not a substitute for medical or professional care. Questions about diagnosis and treatment for concussion should be directed to a physician or other health care provider.

## **U6 Division**

Playing Numbers: 4 vs 4 – No Goalie  
Playing Time: 4 x 10 minute quarters  
Field Size: 30 yards long x 20 yards wide  
Goal Size: 4 x 6  
Penalty Area: None  
Player Distance from Ball: 4 yards  
Ball Size: 3  
Substitution: On the Fly  
Offsides: NO  
Kicks: Direct Only  
Penalty Kicks: NO  
Red Cards: NO  
Slide Tackling: NO

***\*U6 coaches will referee their games\****

## **U8 Division**

Playing Numbers: 5 vs 5 – **with Goalie**  
Playing Time: 4 x 10 minute quarters or 2 x 20 minute halves  
Field Size: 30 yards long x 20 yards wide  
Goal Size: 4 x 6  
Penalty Area: None  
Player Distance from Ball: 4 yards  
Ball Size: 3  
Substitution: On the Fly  
Offsides: NO  
Kicks: Direct Only  
Penalty Kicks: NO  
Red Cards: NO  
Slide Tackling: NO

NOTE: You can try throw-ins and after 3 attempts a Kick-In will be permitted. No Goalkeeper punts.

## **U10 Division**

Playing Numbers:	7 vs 7
Playing Time:	Two 25-minute halves
Field Size:	60 yards long x 40 yards wide
Goal Size:	6.5 feet high x 12 feet wide
Penalty Area:	10 x 30 yards
Player Distance from Ball:	6 yards-10 yards
Ball Size:	4
Substitution:	On the Fly
Offsides:	YES and a Build out line
Kicks:	Direct & Indirect
Penalty Kicks:	YES
Yellow Cards:	YES
Red Cards:	NO

NOTE: No Heading

## **U12 Division**

Playing Numbers:	9 vs 9
Playing Time:	2 x 25-minute halves ( <b># of halves x mins.</b> )
Field Size:	75 yards long x 45 yards wide
Goal Size:	6.5 feet high x 12 feet wide
Penalty Area:	10 x 30 yards
Player Distance from Ball:	6 yards-10 yards
Ball Size:	4
Substitution:	On the Fly
Offsides:	YES
Kicks:	Direct & Indirect
Penalty Kicks:	YES
Yellow Cards:	YES
Red Cards:	NO

**Please submit acknowledgement via Microsoft Form:**

**RECREATIONAL SOCCER LEAGUE COACHES MANUAL &  
CONCUSSION FORM**

**Fall Season**

I have received, read, understand, and agree to abide by the standards set forth by the Lemont Park District Recreational Soccer League.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Soccer Division

\_\_\_\_\_  
Coach Name/Print

\_\_\_\_\_  
Coach Signature