

# Warrenville Park District Soccer Coaches Manual

## Welcome

Dear Coaches,

The Warrenville Park District would like to thank you for volunteering your time as youth soccer coaches. Youth coaches provide an invaluable service to both the park district and the community. As a volunteer coach, you are an ambassador and reflection of the Warrenville Park District. Coaches are expected to work together as a team to develop, promote and maintain quality recreational programs. Each coach is expected to promote teamwork, inspire trust and confidence, and work toward meeting the providing services in a friendly, efficient, and professional manner. Your efforts and guidance will surely make an impact on the youth athletes of Warrenville. It is the intention of this manual to serve as a guide to our youth soccer program. The Park District appreciates the work you are doing for our community's children. We believe these experiences will help shape them into the leaders of the future.

The purpose of the Youth Soccer League is to provide a setting that allows for various positive athletic and social experiences for all participants, including: instruction on the fundamentals of the game of soccer, opportunities for skill and knowledge development, and enjoyable social interactions.

The Warrenville Park District's Philosophy on Youth Athletics is the following: to have fun, emphasize sportsmanship, develop soccer skills, and support other coaches, refs, site supervisors, parents, and park administrators.

Thank You for Helping!

Dave Weiner, CPRP

Athletic and Facility Supervisor

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### **Goals of the Program**

- To encourage teamwork, demonstration of good sportsmanship, and a positive attitude
- To promote the importance of putting forth one's best effort while at the same time stressing that playing sports should be a fun and enjoyable experience for all
- To provide each participant the opportunity to participate in practice and games
- To provide practices that are both fun and educational for all participants
- To learn and discover skills, abilities, and potential
- To have fun while participating

### **Five Tools of an Effective COACH**

- **Comprehension:** knowledge of rules, tactics, and skills of soccer is required
- **Outlook:** refers to your perspective and goals; what you are seeking as a coach
- **Affection:** having a genuine concern for the young people you coach
- **Character:** modeling appropriate behaviors for sport and life
- **Humor:** having the ability to laugh at yourself and with your players during practices and games

### **Responsibilities of a Coach**

1. Provide a safe, physical environment.
2. Communicate in a positive way.
3. Teach rules of soccer.
4. Direct players in competition.
5. Help young athletes develop character.
6. Treat own players and opponents with respect.
7. Demonstrate a standup role model.
8. Discipline those who display unsportsmanlike behavior.
9. Respect the judgment and interpretation of the rules by the officials.

### **Expectations of a Coach**

1. Genuine interest in the skill development of each participant
2. Basic knowledge of the game
3. Ability to organize and administer effective practices
4. Exhibit good sportsmanship
5. Ability to communicate in a constructive way with the Warrenville Park District staff
6. Adhere to the rules of the Park District Code of Conduct
7. Ensure sportsmanlike behavior at all times from players, coaches, and parents
8. Administer First Aid when necessary and complete and submit the accident/incident forms to the park district within 24 hours
9. Exhibit proper behavior towards supervisors, officials, and other park district employees
10. Ensure parents/spectators exhibit good sportsmanlike behavior before, during, and after all practices and games

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### Coach and Team Behavior

The way you behave as a coach and the attitudes and philosophies you demonstrate will have a great deal of influence on how members of your team respond and behave. Coaches who project a positive attitude and who emphasize fun and skill building have fewer discipline problems than coaches who focus solely on winning. In order to create a healthy atmosphere for competition, coaches should encourage players to do their best.

### Projecting a Positive Attitude

Sports programs are valuable tools for teaching positive attitudes and good habits such as discipline, sportsmanship, and teamwork. As a volunteer coach, you can encourage these attitudes and habits in the children on your team by following some simple guidelines:

1. Lead by example. The children you coach are always watching you, so be careful to demonstrate the kind of attitudes and behaviors you want them to display. Be a Role Model!
2. Treat the behavior of your players as your responsibility. Talk to them immediately when undesirable situations arise (See Code of Conduct).
3. Correct children calmly and patiently, being as specific as possible in both your constructive criticism and your praise.
4. Treat the referees with respect, talking to them only during half time or at the end of the game privately in a respectful manner.

### Responsibilities of Sportsmanship

#### The Coach

- Treats players with respect
- Inspires in the athletes a love for the game, the desire to compete fairly and good sportsmanship
- Is a role model for the athletes
- Disciplines those on the team who displays unsportsmanlike behavior
- Respects the judgment and interpretation of the rules by the officials
- Knows he/she is a teacher and understands the athletic arena is a classroom with the players eager to learn

#### The Player

- Treats players with respect
- Plays hard, but plays within the rules
- Exercises self-control at all times, setting the example for others to follow.
- Respects officials and accepts their decisions without gesture or argument
- Wins without boasting, loses without excuses and never quits
- Always remembers that it is a privilege to represent the community

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### **I.D.E.A. Process**

Teaching sport skills effectively requires completing the IDEA process. The four steps of the process are:

1. **I**ntroducing
2. **D**emonstrating
3. **E**xplaining,
4. **A**ttending to participants as they practice

### **Training Your Players**

It is the coach's job to create an environment in which the members of his or her team want to improve their skills. Specific compliments such as, "nice pass" and "good teamwork" are more effective than a general compliment because it instructs the participant in addition to providing encouragement.

If you keep your players focused on enjoying the game while building skills, your players will learn that doing their best is fun and rewarding. As you train your young players, keep in mind these guidelines:

1. Instruct players on how to warm up, using stretching and agility exercises to prevent injuries. Allow each player to warm up at his or her own pace, since some people loosen up more quickly than others.
2. Demonstrate important skills or techniques such as dribbling, passing, or kicking.
3. Keep demonstrations brief and offer them at the beginning of practice so that participants have plenty of time to practice and ask questions about what they're learning.
4. Encourage players to learn by offering assistance and guidance when necessary

### **Dealing with Parents**

Coaching a Youth Soccer team is exciting and rewarding, but from time to time, you may experience difficulty with parents. Some may want their children to play more or they might question some of your judgments as a coach. This is normal, so don't feel that you're alone if this happens.

Here are a few thoughts to remember when dealing with parents:

- Always listen to their ideas and feelings. Remember that they are interested and concerned because it is their children that are involved. Encourage parental involvement.
- Express appreciation for their interest and concern. This will make them more open and at ease with you.
- Know what your objectives are and do what you believe to be of value to the team, not the parents.
- Make certain all parents know your ground rules. Have rules, regulations, your philosophy, practice dates and times, etc. printed on a sheet of paper you can pass out to all parents. Have a parent meeting before the season begins to discuss your operating procedures if necessary.
- Resist unfair pressure. You are the coach and it is your responsibility to make the final decisions.

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- Be consistent! If you change a rule or philosophy during the season, you may be in for trouble. If you change something, make sure the parents are informed as soon as possible.
- Handle any confrontation one-on-one and not in a crowd situation. Don't be defensive. Don't argue with a parent. Listen to their viewpoint, and thank them for it.
- Don't discuss individual players with other parents.
- Ask parents not to criticize their children during a practice or game. Don't let your players be humiliated, even by their own parents. Explain that you must be under complete control of your team when they are on your "turf".
- Don't blame the players for their parents' actions if negative. Try to maintain a fair attitude.
- Parents must accept the fact that umpires, coaches, and other league officials are volunteers and should not be subjected to criticism during ball games.
- Be discrete and careful about giving out any type of information about your players. Some parents may not want phone numbers given out, much less addresses or information about physical or medical situations. Always ask first, and do not be surprised if someone says "no." Similarly, some children have allergies to certain food or drink, so be careful about the type of snacks that are given out.
- Most important, be fair. If you treat all players equally you will gain respect.

Always remember that you will be dealing with all types of children and parents with different backgrounds and ideals. One of your main challenges as a coach is to deal with these differences in a positive manner so the team's season will be an exciting and enjoyable experience for all.

### **Personal Image**

An estimated 12 to 15 million children participate in organized youth sports in the United States. As a group, these children represent one of our country's most important resources. As individuals, they are their parent's most valued possession. Therefore, as a coach, your personal image has a great impact on your players.

#### **1. Smoking**

As a coach, it is your responsibility to provide a healthy environment for your players. Smoking at the practice site and/or game site sends an unhealthy image to your players. All Park District facilities, both indoor and outdoor, are smoke free facilities. Please assist the park district in maintaining a smoke free environment.

#### **2. Alcohol**

Any coach caught under the influence of alcohol while acting as a volunteer for the Park District will be terminated from their volunteer responsibilities. Alcoholic beverages are strictly prohibited on all Park District owned property.

#### **3. Communications**

Coaches often mistakenly believe that communication involves only instructing players to do something; however, verbal commands are only a small part of the communications process. More than half of what is communicated is nonverbal. So remember when you are coaching, "actions speak louder than words." Young athletes often have little understanding of the rules and skills of soccer and probably even less confidence in playing it. They need

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accurate, understandable, and supportive messages to help them along. That's why your verbal and nonverbal messages are so important.

### **Participant Safety**

The Warrenville Park District has established Code of Conduct guidelines for all of its program participants. In order to maintain a safe and enjoyable environment for participation in recreation programs, participants, parents, siblings, and spectators are expected to adhere to fair and safe conduct guidelines in which they are free from physical, verbal, or emotional harm. Coaches are asked to communicate openly and regularly with the Warrenville Park District. Misconduct should be reported on an incident form and submitted to the Park District office.

### **Mandatory Background Checks**

All head and assistant coaches must have a current background check on file at the Park District. Background checks are done on an annual basis. See background check guidelines.

### **Mandated Reporting**

A mandate is simply a legal requirement. Individuals are called Mandated Reporters because they are legally required to report child abuse and neglect to the Illinois Department of Children and Family Services (DCFS) Hotline. All 50 states have similar requirements.

Mandated Reporters are individuals who frequently work with children and are often the first adults to see signs of child abuse or neglect. The nature of their child-friendly professions make them uniquely qualified to protect children from abuse and neglect.

Illinois law requires all Mandated Reporters to call the DCFS Hotline if they have reasonable cause to believe that a child known to them, in their professional or official capacity, may be abused or neglected. Be clear on what your role is, and what it is not.

**Your Role:** As a volunteer who works with children, we have a legal obligation to report suspicions to DCFS. It is not your role to investigate what the child has told you. If you suspect child abuse and/or a neglect situation please contact a park district liaison at 630-393-7279 as soon as possible.

**DCFS ROLE:** It is the obligation of DCFS to provide a Child Abuse Hotline to screen reports and to investigate your report to determine whether the child has been abused or neglected and if so, how to ensure that the child is protected.

### **Abused and Neglected Child Abuse Reporting Act**

The Illinois Abused and Neglected Child Reporting Act provides guidelines for the reporting of child abuse and neglect and, in certain circumstances, the taking of protective custody of abused children. Because the Act is a reporting statute, its emphasis is on the detection, reporting, and investigation of child abuse. Following are some general guidelines for child abuse detection and reporting.

### **Indicators/Warning Signs:**

- A child may describe events that appear to be abusive.
- A parent may tell you of family practices that are abusive.
- A child may have injuries that are not consistent with the stated cause.
- A child may have unusually frequent or serious injuries.
- A child has frequent "unexplained" bruises and injuries.

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- A child is observed to have difficulty remaining seated.
- A child's attitude and behaviors change dramatically.
- A child appears to become atypically depressed, withdrawn, or aggressive.
- A child's school performance suddenly declines.
- A child's social relationships adversely change.
- A child becomes frequently truant, both excused and unexcused.
- A child may suddenly begin acting out more regularly
- A child may express otherwise unexplained fears of an older person or child.
- A child's basic need for food, shelter, medical or dental treatment, and shelter may not be met.
- A child may have knowledge of sexual matters that are not age appropriate.
- A child may exhibit sexually acting out behaviors with adults, peers, and younger children.
- A child may not want or be afraid to go home after school.

### **The "DOs" and "DON'Ts" of Reporting Suspected Child Abuse**

#### **DO:**

- Phone 1-800-25-ABUSE (22873) as soon as you suspect child abuse or neglect.
- Follow the instructions the Hotline employee gives.
- Notify the Park District Director immediately after the report has been made.
  - ❖ Note-Before acting on a suspected case of child abuse make sure numerous signs are present and reoccurring over a period of time! remember a person's reputation, livelihood and regular daily existence are at stake if wrongly accused!

#### **DON'T:**

- Call the child's parent to ask if an allegation is true.
- Tell the Hotline worker that your report is an emergency unless a child is in imminent danger of physical or mental abuse or neglect.
- Try to investigate the complaint yourself. Do not get personally involved!
- Wait a few weeks to see if the situation improves. Act immediately if your suspicions have been proven!
- Tell everybody else in the program what you suspect. Keep any information you are aware of to yourself!
- Promise a child who confides in you that you won't tell anyone what he or she has said.
- Ignore a child who makes a statement about abuse.
- Let anyone else make your decision about whether to report.

### **Hazard Recognition/Field Safety**

The Warrenville Park District recognizes the need to maintain an ongoing safety inspection program to uncover any unsafe human acts or conditions that may currently exist and need to be corrected. These unsafe acts or conditions need to be identified and documented to help prevent injury or property damage losses from occurring. Besides the danger of unsafe field conditions such as holes, broken glass, or others, it is important that good judgment be exercised about playing and/or practicing on wet, muddy, and slick fields. Practicing on a rain-soaked field can

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easily lead to injuries as well as tear up the field physically for days in the future. Be discreet and avoid situations that can lead to injuries and/or field damage.

As Park District volunteers, we ask that you assist in this effort by reporting any unsafe condition found in the daily course of your coaching duties. While our scheduled self-inspection program will be effective in identifying many hazards, you are still the most effective tool available in detecting hazardous conditions before someone may get hurt. Please call the Park District office to report any safety hazards.

### **Field Inspection Forms**

The Warrenville Park District will inspect the fields before gameplay begins and fill out a Field Inspection form. Coaches should fill out and return a field inspection form after each practice. The Park District will email each head coach a link to an electronic fillable form. Also, this form will be available the following ways: at the Coaches Meeting, Google Docs link emailed to you, or on our website at [www.warrenvilleparks.org](http://www.warrenvilleparks.org). This form may be dropped off at the Park District, emailed to Dave Weiner at [davew@warrenvilleparks.org](mailto:davew@warrenvilleparks.org), or turn it into the gameday Field Supervisor, or fax to (630) 393-7282.

### **MOVING AND SECURING SOCCER GOALS**

Prior to the starts of the soccer season each year, the District will place and secure Movable Soccer Goals on its Property in accordance with the Safety Guidelines. Only the District shall be permitted to move any Movable Soccer Goal the District owns, installs, or places on its Property.

Thereafter, if a Movable Soccer Goal becomes unanchored or improperly secured, only park district employees shall be permitted to re-secure it in accordance with the Safety Guidelines.

### **Lock Boxes**

Grace Church of DuPage and Hubble Middle School will be equipped with a locked storage boxes. These boxes will be used to store field equipment and first aid supplies. Please let the Soccer Site Supervisor know if you need additional supplies or equipment.

### **Accident & Incident Reporting Guidelines**

The following guidelines need to be adhered to in the reporting, completing, and filling out of Accident & Incident reports relating to Warrenville Park District programs, services, or functions.

#### **Accident/Incident Reporting**

Employees and volunteers are required to report all injuries or property damage to the Park District within 24 hours after they occur. Prompt reporting of accidents/incidents is one key to an effective investigation.

When accidents/incidents are not reported and investigated, nothing can be done to correct their causes and prevent future accidents/incidents from occurring.

#### **When to Prepare an Accident/Incident Report**

Accident reports should be filled out whenever you are required to perform any kind of first aid, including the use of ice packs, band-aids, or any other medical treatments.



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Accident/Incident reporting and investigation is required. Remember the old saying, “better to err on the side of caution.”

### **Incidents – When to Report**

- Any incident that causes property damage and will require repair.
- When an employee or volunteer has reason or suspicion to believe that an incident may take place if nothing is done.
- Fights or incidents between parents or players.
- Any time you have called 911 or the police.
- All incidents that do not comply with the Code of Conduct need to be reported.

### **Preparing the Accident/Incident Report**

The Accident/Incident report forms are fairly self-explanatory. The following shall apply in filling out all Accident/Incident reports:

- The Accident/Incident Report **MUST** be filled out completely. Questions that do not apply should be marked “Not Applicable” (N/A).
- The Accident Report is to be used for staff, coaches, spectators, and participant injuries or accidents
- The three most important areas on the form are the “Witness Section”, the “Paramedic Waiver,” and “Report Prepared By.”
- Always get a witness to the accident/incident to report their personal information on the form. More importantly if the injured party declines to have the paramedics called, have the individual or guardian of the injured person (if a child is under the age of 18) sign & date the paramedic waiver section.
- Completed reports must be turned into the Park District within 24 hours of the incident. The Park District will then investigate the accident/incident. Forms can be dropped off to the Park District offices at 3S260 Warren Avenue (a drop slot is available for after hours).
- Before turning in an accident/incident report, please remember to sign off on the bottom of the form at “Report Prepared By.” This will help us know whom to contact regarding any questions about the accident and/or incident.

### **Accident/Incident Report Suggestions**

Please keep the following cautions in mind when filling out the form:

- Please do not be vague or too general to construct a preventative action plan.
- Do not use the report to find fault and fix blame. Please provide facts and also include preventative suggestions.
- Please ask for all of the facts. Please ask the individual to tell the full story of what happened if you did not see it.
- Make sure your accident/incident descriptions give readers the exact sequence of events that occurred.
- Never diagnose an injury! You are not a medical professional.

### **Who Fills Out Report & Investigates Accident/Incident**

It is the Park District’s responsibility to complete the Supervisor’s Investigation & Recommendation report. Ultimately it is the Park District’s duty to act upon the report and do any follow up work necessary to correct any unsafe conditions or safety hazards that are deemed needed. This is one reason it is very important to submit each report within 24 hours of incident.

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### First Aid and Emergency Practices

To ensure the safety of the players, coaches, and spectators we ask that you please adhere to the following guidelines:

1. Before conducting a practice or game confirm that a first aid kit is readily available. Always bring your first aid kit with you to all practices and games.
2. Whenever a player is hurt or injured take immediate action.
3. In the event of an injury, remember to stay calm, never move a player with a serious injury, use good judgment, and advise the player to consult a physician if any doubt exists.
4. For any and all injuries designated on the attached sheet in the packet, an Accident/Incident Report form must be filled out!
5. Please bring a cellular phone to practice in case of emergencies. Also locate nearest telephone and remember to call 911 for assistance if there is an emergency or if you're not sure what to do.
6. There should always be two (2) adults minimum present throughout any practice session.

In the event of an injury, the coach of the injured player will be responsible for contacting the parents and seeking medical attention. WPD staff must be notified within 24 hours when a serious injury occurs.

### Concussion Q & A

#### What are the symptoms of a concussion?

They include headaches, nausea, vomiting and a sense of being “out-of-it” or feeling foggy. Most young athletes don't recognize their symptoms as a concussion. Parents can look for signs, like their child being slow to respond verbally, being off-balance and looking spaced-out or glassy-eyed. The bottom line is if you suspect your child has a concussion, he or she should see a doctor.

#### How can you decrease the risk of getting a concussion?

Unfortunately, helmets do not prevent concussions. They are made to prevent catastrophic brain injury—which they're very effective at—so every athlete should have a new, properly fitted, undamaged helmet, but they won't decrease risk of concussion. The best thing parents and young athletes can do is give proper recovery time from a previous concussion. Another thing that can be done is neck-strengthening exercises, which can help keep the head from snapping backward or forward during impact.

#### How are young athletes different from adult athletes?

Some studies in younger athletes have shown that they require longer recovery time than studies done in older athletes. This could be because the brain is still developing although it is still unclear and more research needs to be done in this area.

Regardless, concussions directly affect brain function, and when an athlete is concussed, his brain is not functioning properly. Unlike professional athletes, high school and college students also have to worry about academics so with the brain not functioning properly, grades may drop off significantly.

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### **How do you diagnose a concussion?**

We take an athlete's history, conduct a physical examination, perform a standardized balance assessment and use computerized neuropsychological testing. Ideally, the athlete will have had a baseline test taken prior to injury that we can use for comparison. That way we can monitor their scores until they return to where they were before. We offer this baseline neuropsychological testing at Children's and absolutely recommend parents get their child tested if he or she plays a high-risk sport, like ice hockey, football, rugby or soccer.

### **Park District Protocol for handling a possible concussion**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. Continuing to play with the signs and symptoms of a concussion leaves the player vulnerable to great injury. A player shall not return to practices and/or games after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without written medical clearance.

### **Environmental Conditions**

Most problems due to environmental factors are related to excessive heat or cold, though you should also consider other environmental factors such as severe weather. A little thought about the potential problems and a little effort to ensure adequate protection for your athletes will prevent most serious emergencies that are related to environmental conditions.

#### **Heat**

On hot, humid days, the body has difficulty cooling itself which makes athletes prone to heat exhaustion. Children under the age of 12 have a more difficult time than adults regulating their body temperature. To provide for players' safety in hot or humid conditions, take the following preventive measures.

- Monitor weather conditions and adjust practices accordingly
- Acclimatize players to exercising in high heat and humidity. (Hold practice at low to moderate activity levels).
- Switch to light clothing
- Identify and monitor players who are prone to heat illness. Give them water breaks every 20 minutes.
- Make sure athletes replace water lost through sweat. Drink eight ounces of water every 20 minutes during practice or competition, and drink at least 4 ounces of water 20 minutes before practice or competition.
- Replenish electrolytes lost through sweat. Sodium (salt) and potassium are lost through sweat.

#### **Cold**

When a person is exposed to cold weather, the body temperature starts to drop below normal. To counteract this, the body shivers and reduces the blood flow to gain or conserve heat. To reduce the risk of cold-related illnesses, make sure players wear appropriate protective clothing, and keep them active to maintain body heat.

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### Severe Weather

Severe weather refers to a host of potential dangers, including lightning storms, tornadoes, hail, and heavy rains (which can cause injuries by creating sloppy field conditions).

The keys to handling severe weather are caution and prudence. Don't try to get that last 10 minutes of practice in if lightning is on the horizon. Don't continue to play in heavy rains. Many storms can strike both quickly and ferociously. Respect the weather and play it safe.

### Severe Weather Procedures

Before the Storm:

- Know the county in which you live and the names of nearby major cities. Severe weather warnings are issued on a county basis.
- Check the weather forecast before leaving for an extended period outdoors (TV, radio).
- Watch for signs of approaching storms.
- If a storm is approaching, keep a NOAA Weather Radio or AM/FM radio with you or accessible at all times.
- Postpone outdoor activities if thunderstorms are imminent. This is your best way to avoid being caught in a potential dangerous situation.
- Listen for an air horn or siren warning of approaching storms.

When Thunderstorms Approach:

- Remember: If you can hear thunder, you are close enough to the storm to be struck by lightning. Go to safe shelter immediately!
- Move to a sturdy building or car. Do not take shelter in small sheds, under isolated trees, or in convertible automobiles.
- If lightning is occurring and a sturdy shelter is not available, get inside a hard top automobile and keep the windows up.
- Telephone lines, light poles, and metal pipes can conduct electricity. Stay away from these types of objects if outdoors!
- Get to higher ground if flash flooding or flooding is occurring. Once flooding begins, abandon cars and climb to higher ground. Do not attempt to drive to safety. Note: most flash flood deaths occur in automobiles!

If Caught Outdoors and No Shelter Is Nearby:

- Find a low spot away from trees, fences, and poles. Make sure the place you pick is not subject to flooding.
- If you are in the woods, take shelter under the shorter trees.
- Squat low to the ground on the balls of your feet. Place your hands on your knees with your head between them. Make yourself the smallest target possible, and minimize your contact with the ground.

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### Pre-Season Planning Checklist

Below is a checklist to help you remember all the things you need to plan for before the season starts:

1. Establish your philosophy and style of coaching.
2. Establish team rules with your team.
3. Possibly plan a parent orientation. (Optional)
4. Schedule dates and times of practices.
5. Establish inclement weather procedure for calling off practice.
6. Meet with assistant coach(es) to plan the season.
7. Know what to do in case of an accident.
8. Plan proper safety procedures.

### Make Practice Fun!

Avoid repetitious and boring practice sessions. You can make practice fun by using a variety of drills and gimmicks, changing your practice schedule occasionally, being enthusiastic, letting the team help in the planning of the practice, and having the players engage in some competition during the practice.

#### Prepare the time schedule:

- Allow time for warm-up
- Allow time for practice of previously taught skill
- Allow time to teach and practice a new skill
- Allow time to practice under contest-like conditions
- Allow time to bring team together at the end of the practice for comments
- Allow time to evaluate practice

#### Determine if the practice conditions are designed according to the following principles:

- The skill is practiced in contest-like conditions as soon as participant is capable of doing so.
- Each participant is working on some aspect of the sport throughout the practice.
- Practice conditions make maximum use of available facilities and equipment.
- The athletes experience a reasonable amount of success at each practice.
- A practice atmosphere is created in which the participants are not afraid of making mistakes.
- It is frequently emphasized that the participant should come to practice with the intention of improving.

### Soccer Practices

- Teams may practice up to two times a week prior to the start of the season. Once games begin, teams may reduce to practicing once a week. Please be courteous in moving on and off the practice fields to minimize delays for other teams. Practice times will be staggered to allow teams to immediately leave the field after practice before a new team arrives.
- Players are asked to attend weekly practices.
- Practices are restricted to the facilities assigned by the Park District.
- Practice times and locations must be reserved through the Park District. It is suggested that coaches submit alternative plans in case your first choice is overbooked.

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### Practice Cancellations/Rainouts

Cancellations and rescheduling of practices are at the discretion of each coach. The park district will maintain a list of practice times, but parents should contact their coach if they are uncertain. In case of severe weather, check the park district weather hotline number at (630) 454-6033 or visit our website at [www.warrenvilleparks.org](http://www.warrenvilleparks.org) and check under the field conditions/cancellations tab.

### Pick Up Procedures

- Set a specific location where players should be dropped off and picked up.
- Have team rosters on hand for attendance purposes.
- Ask parents to drop off and pick up players promptly upon arrival or dismissal of a game or practice.
- Parents should be called and asked to pick up their child, if not picked 15 minutes after a game or practice.
- Call alternate contact if you cannot reach the parent.
- If someone other than the parent/guardian will be picking up the player, suggest that the parent send a note with the player to give to the coach for reference.

### Planning Your Game Day

1. Make sure that parents know to arrive to a game early.
2. Provide directions to the field ahead of game day.
3. Determine which responsibilities will be taken by coaches and assistant coaches.
4. Plan your line-up, but be flexible. Be sure to incorporate substitutions.
5. After game, conclude with a few positive feedback points from the game.

### Gameday Cancellation and Rainout Policy

If you are unsure of the status of a game due to inclement weather adhere to the following guidelines:

1. Call the Park District Sports Rainout Hotline at (630) 454-6033 after on Saturdays for game cancellations or check the park district website [www.warrenvilleparks.org](http://www.warrenvilleparks.org). If your game is cancelled then you are responsible for relaying this information to the team members.
2. The officials and/or Park District staff have the authority to cancel a game due to inclement weather or unsafe field conditions at anytime.
3. During game play, should severe weather occur or be imminent, all players and coaches should find immediate shelter. Games will be halted until safe weather and field conditions exist. If the inclement weather persists, the games may be cancelled.

### Field Conditions

If any of the following conditions exist on the field, a decision will be made regarding game being played:

1. Standing water on the field
2. When walking on the field causes the water to surface
3. When walking on the field causes indentations
4. Field muddy to the point that footing becomes unstable (players slipping and sliding)

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### Game Rescheduling

The Park District may reschedule games due to inclement weather or for any emergency or unexpected reason. The Park District will determine when to reschedule games.

The Park District staff will contact the head coach with the rescheduling information. Information will also be placed on the sports hotline at (630) 454-6033. It is the responsibility of the Head Coach to pass the information on to the Assistant Coaches and team members. Schedules and make up information will also be posted on the park district web site, [www.warrenvilleparks.org](http://www.warrenvilleparks.org).

### Program Calendar

March	22	Coaches Meetings
April	03	Practices Begin
April	15	Games Begin
May	20	Last Day of Season

\*Picture Day date is TBD at Grace Church.

### Player Equipment

Players should wear clothes that are safe and consistent within a team. The usual equipment consists of a jersey, shorts, shin guards, knee length socks, and shoes. Shoes are the most important piece of equipment for safety. Shoes that have metal studs or sharp cleats cannot be used. Goalkeepers must wear clothes different in color from those of the field players on his or her team.

**JERSEY:** All team jerseys must be tucked in during games and any additional clothing must be worn UNDER the official uniform. Jersey is provided by the Warrenville Park District as part of the registration fee.

**SHORTS/PANTS:** Gym shorts, soccer shorts, and/or wind/sweatpants should be worn during practice and games.

**SHINGUARDS:** Hard, molded shin guards or shin guards with hard, molded inserts are required. No foam, sock like shin guards will be allowed.

**SOCKS:** Knee length socks are required and must completely cover the player's shin guards. One pair of socks will be provided by the Warrenville Park District as part of the registration fee.

**SHOES:** Gym shoes or soccer shoes with molded cleats are required. Baseball, football, track and golf cleats are not allowed because they are sharp and/or have a cleat at the toe.

**SOCCER BALLS:** Size 3 for Grades K-1, Size 4 for Grades 2-3 and 4-5, and Size 5 for grades 6-8.

**JEWELRY:** No jewelry of any type is allowed. Earrings on newly pierced ears may be worn if they are covered with tape or a bandage. Hair accessories containing metal are

## Warrenville Park District Soccer Coaches Manual

not allowed. Medical information tags must be taped against the body. Players who need to wear eyeglasses are encouraged to use straps to secure their glasses. Safety glasses or goggles are recommended.

CASTS: Casts of any type, regardless of construction or padding, are illegal and will not be allowed.

The referee shall be the sole judge of what constitutes illegal equipment in instances that are not covered by the preceding statements.

Parents are urged to label their children's clothing and equipment.

### **Leagues**

Grades K thru 1

Grades 2 thru 3

Grades 4 thru 6

<b>FIELD OF PLAY</b>	<b>LENGTH</b>	<b>WIDTH</b>
Grades K-1 Field	50 Yards	30 Yards
Grades 2-3 Field	65 Yards	45 Yards
Grades 4-6 Field	75 Yards	50 Yards

### **Number of players**

<u>League</u>	<u># of Players on the Field</u>
K-1	7 v. 7
2-3	9 v. 9
4-6	9 v. 9

**\*Number of players on the field is subject to change depending on the number of players assigned to each team.**

Substitutes are not permitted from other teams in the same league.

Barring injury or expulsion, all players must play a minimum of one-half of the total playing time in each game. Games will be broken into quarters to facilitate substituting.

Grades K & 1 and 2 & 3 cannot play more than two quarters at the same position. Positions are defined as offense, mid-field, defense, and goalkeeper.

Defensive players may take advantage of an opportunity for a breakaway and may advance the ball toward the goal and attempt to score. However, they are expected to return to defense once the ball is passed or a shot is taken.



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### COACHING DURING GAMES

Coaching must be done from the sidelines in the Grade 4-6 League. Coaching from behind the goal is not permitted. Spectators will not be permitted behind the goal area for any of the leagues. Grades K-1 may have three coaches on the field at a time; forward, midfield, and defense/goalie. Grades 2-3 may have one coach stationed behind or to the side of the soccer goals. All other coaches should remain on the sideline.

### TIME RULES

K & 1 <sup>st</sup> Grade Division	four 8 minute quarters 2 minutes between quarters 5 minutes for half time
2 <sup>nd</sup> & 3 <sup>rd</sup> Grade Division	four 10 minute quarters 2 minutes between quarters 5 minutes for half-time
4 <sup>th</sup> -6 <sup>th</sup> Grade Division	two 20 minute halves 5 minutes for half-time

### GENERAL RULES

Specific division and game rules will be provided to the Head Coaches. Any rule changes may be proposed by any Head Coach. All coaches in that league will be informed of the proposed change and will have the chance to comment on the change. The Park District will carefully consider the feelings of the coaches before making any changes during the season. The following rules are listed for general information about the league:

- Three (3) coaches maximum on the team sideline.
- At no time is any player, spectator or coach allowed to interfere with any linesman. All participants and fans must be at least 10 feet from the sidelines.
- Rainouts will be rescheduled if possible during weekday practice time.
- Spectators are not allowed behind goal areas.
- Substitutes will be allowed on possession throw-ins, free kicks, injuries, and during breaks (not on corner kicks).
- The referee has complete control of the scrimmage. His/her decisions are final.
- Every team player should play no less than one half of every game. Exceptions: late arriving players, players serving disciplinary action, or players who are at a health risk.
- Players should notify coaches as early as possible if they cannot make a practice or game.
- If time is stopped for an injury that player in question must leave the game until the next sub situation.
- After an injury situation, play will be resumed with a drop ball from the point where play stopped.
- Teams will be stationed behind the sidelines opposite the fans. Team supporters are asked to cheer from the sideline opposite the team benches.

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- Coaches will be responsible for the equipment assigned to their team.
- Slaughter Rule: If a side is losing by three (3) goals they may add a player to the field, if available. If that side gets within 2 goals the player must be removed.
- If a side is playing with less than the maximum number of players, the other side may play with no more than one extra player to minimize one-sided play.
- Headers will not be allowed. If a header occurs in a game, then the opposing side will be awarded an indirect free kick at the spot of the foul.

### **SPECIFIC LEAGUE RULES**

Please note – any changes or adaptations after coaches training will be submitted to head coaches.

#### **K -1<sup>st</sup> Grade Division**

- Slide tackles are not permitted. If a slide tackle is observed a “dangerous play” foul will be called and an indirect kick is taken.
- Penalty kicks are not allowed. Direct kicks will be taken if a penalty occurs.
- Offsides will not be called.
- Hand balls will only be called when blatant and on purpose.
- Teams will be kick the ball in rather than throw the ball in.
- Every team member should be allowed the opportunity to play at every position during the season.
- A team member may play in goal for only half the scrimmage.
- A ball going across the end line will be a goal kick by the defending team if the attacking team kicks it out. If a ball going across the end line is last touched by a defender, the attacking side will take an indirect kick from the spot about 5 yards out from the sideline and the endline.
- Coaches can be on the field. There can be a forward coach, a midfield coach and a defense/goalie coach.
- No red or yellow cards will be assessed.
- No headers will be allowed in practice or games.
- Goal Size is 4.5’ x 9’

#### **2<sup>nd</sup>-3<sup>rd</sup> Grade Division**

- Slide tackles are not permitted. If a slide tackle is observed by the referee, a “dangerous play” foul will be called and an indirect kick shall be taken.
- Penalty kicks will not be allowed. A direct kick will be taken from the perimeter of the penalty area.
- Offsides will not be called unless it is obvious and flagrant. Safety is always a consideration.
- Hand balls will only be called when blatant or on purpose.
- Players may cross arms over chest for protection without being called for a hand ball.
- Every team member should be afforded the opportunity to play in every position during the season at least once.
- A team member may be in the goal keeper position for only one half of a game.
- On corner kicks, the defensive players must be ten (10) yards away from the ball.

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- Red Cards - If a player is assessed a red card, the team will be required to play short for the remainder of the match. Also, the player will not be able to play in the next game. This rule also applies to coaches.
- Yellow Cards - If a player is assessed a yellow card, they must be substituted and cannot return until the next eligible substitution period.
- Vulgar and offensive language will be carded.
- Goalies will be limited to four (4) steps before kicking or throwing the ball.
- No headers will be allowed in practice or games.
- Goal Size is 6' x 12'

### 4<sup>th</sup>-6<sup>th</sup> Grade Division

- Slide tackles are not permitted. If a slide tackle is observed by the referee, a “dangerous play” foul will be called and an indirect kick shall be taken.
- Penalty kicks are allowed. (Penalty mark is 9 yards and players other than the kicks and defending goalie at at least ten yards from the penalty mark).
- Hand ball violations will be called.
- Offsides will be called.
- An indirect free kick is awarded to the opposing at the center spot on the halfway line if a goalkeeper punts/drop-kicks the ball or if they throw the ball in the air past the halfway line.
- Females may cross their arms over their chest for protection without being called for a hand ball.
- Each player will play in at least half of the game. Exceptions: players arriving later, players serving disciplinary ruling, or players who are at a health risk.
- Every team member will be afforded the opportunity to play every position during the season at least once.
- All players have a reversible jersey so teams can be rotated weekly or even during games to ensure games are fair and competitive.
- Coaches will be allowed along the sidelines only and will remain in the coaching boxes.
- A team member may be in goal keeper position only half a game.
- Vulgar and offensive language will be carded.
- No second attempts will be permitted on throw-ins.
- No headers will be allowed in practice or games.
- Red Cards - If a player is assessed a Red Card, the team will be required to play short for the remainder of the match. Also, the player will not be able to play in the next game. This rule also applies to coaches.
- Yellow Cards - If a player is assessed a yellow card, they must be substituted and cannot return until the next eligible substitution.
- Goal Size is 7' X 21'

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**Practice Locations**

**Woodland School**

**4S208 Curtis Avenue**

Field #1: Grades K-1 (north side of school, in front of t-ball field)

Field #2: Grades 2-3 (south side of school)

Field #3: Grades 4-6 (straight behind school)

**Bower Elementary School**

**4S241 River Road**

Grades K-1

**Harding Field**

**Warrenville Road. & Mignin Drive**

Grades 2-3

**Hubble Middle School**

3S600 Herrick Road

Grades 4-6

**Game Locations**

**Grace Church**

**27W344 Galusha Ave.**

Field #1 Grades K-1

Field #2 Grades 2-3

**Hubble Middle School**

**3S600 Herrick Road**

Grades 4-6

**Warrenville Park District Contact Information**

**Administration Offices &  
Recreation Programming**

Recreation Center

3S260 Warren Avenue

Warrenville, IL 60555

(630) 393-7279

Fax: 393-7282

**Dave Weiner-Athletic and Facility Supervisor**

**Office Number:** (630) 393-7279 ext. 327

**Email Address:** [davew@warrenvilleparks.org](mailto:davew@warrenvilleparks.org)

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**Registration Office Hours**

Monday – Friday	9:00am -5:00pm
Saturday & Sunday	8:00am – 2:00pm (FitnessNow Desk Only)
<b>Sports Hotline:</b>	(630) 454-6033
<b>Website:</b>	<a href="http://www.warrenvilleparks.org">www.warrenvilleparks.org</a>