



Youth Soccer Coaches' Manual



Spring 2016

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Dear Coaches,

Welcome to the Lombard Park District Youth Sports Program. It is the intention of the Athletics Staff that this manual serves as a guide to our youth soccer program. This manual will contain information regarding policies, rules of play, expectations, and code of conduct. The youth soccer program relies on volunteer coaches for its success. The Park District appreciates the work you are doing for the children in the community.

Please take the time to read through this information. In addition to this manual, we have a coach library with reference materials. Please contact me directly to check out any of these items. We try to provide as much guidance and information as possible to help make this an enjoyable experience for each of you.

We believe that the most important item to be stressed in this manual is that the goal of the Lombard Park District soccer program is not to win games, but to give a child a fun and positive experience with the game of soccer. Competition can be healthy, but a “win at all cost” attitude can prove detrimental to the development of the players, and is contrary to the values the Lombard Park District strives for in its youth programs. As a Lombard Park District coach, part of your job is to set a positive example for both participants and other parents. Please keep in mind the values of **sportsmanship, learning, and fun** that all Lombard Park District athletics programs try to instill.

On behalf of the Lombard Park District, thank you for taking the time to help make this season a success. We very much appreciate your contributions. As the season progresses, if at any time you have questions or concerns, please stop by or give me a call.

Best Regards,

Jim Huetson
Athletics Program Manager
Lombard Park District

Goals of the Youth Soccer League

1. Create a positive, fun, and safe environment for children to enjoy the game of soccer.
2. Give children a positive experience with soccer and sport so they will be encouraged to continue throughout their lifetime.
3. Provide children an enjoyable opportunity for regular physical activity, as well as social and psychological development.
4. Improve participant's soccer skills through practice, games, and positive reinforcement.
5. Develop and sense of community between players, parents, coaches, and the Park District.

Duties of Volunteer Coaches

1. Show genuine interest in the skill development of each participant.
2. Obtain knowledge of specific sport including rules and strategies.
3. Demonstrate the ability to organize and administer effective practices.
4. Demonstrate good sportsmanship at all times and instill good sportsmanship in players and parents toward all other players, coaches, parents, and referees
 - a. Examples (but not limited to):
 - i. No Fighting/arguing
 - ii. No Abusive Language
5. Communicate in a constructive way with Lombard Park District staff.
6. Adhere to sport specific rules and Lombard Park District guidelines.
7. Ensure sportsmanlike behavior at all times from players, coaches, and parents both by example and in teaching sportsmanship to one's players.
8. **Implement 50% participation** of each participant in an effective teaching/coaching manner.
9. Administer First Aid when necessary; complete and submit the proper form to Lombard Park District within 24 hours.
10. Exhibit proper behavior towards supervisors, officials, scorekeepers, and other Park District employees.
11. Communicate code of ethics to parents and spectators
12. Ensure parents/spectators exhibit good sportsmanlike behavior before, during, and after all practices and games.
13. Comply with a background check as stated in the LPD policy.

Role of the Coach

1. As a facilitator
 - a) Set up conditions and environment for learning
 - b) Players need to have fun and be given positive feedback
 - c) Coach must be enthusiastic
 - d) Practice should be conducted in the spirit of enjoyment and learning
 - e) Activities need to be geared toward achieving success
 - f) Keep practice simple. Do not make it complex
 - g) Must be fun or they will lose interest
 - h) Fitness should be with the ball. Running laps serves no purpose other than making the player aerobically fit
 - i) Do not over coach, players learn from playing
2. As a positive Role Model
 - a) Demonstrate respect for team members, opponents, referees, parents, spectators, and opposing coaches. To have responsibility to the game itself.
 - b) Understand who they are coaching
 - c) Children mature at different levels
 - d) Treat each person as an individual
 - e) Not all participate for the same reason
3. As a Teacher (“The game is the great teacher”)
 - a) How do players learn?
 - i) Receive information – process in order of importance
 - ii) Block out unnecessary cues. Attend to most important
 - iii) Concentration on execution of decision
 - iv) Repetition, practice makes “Permanent”

Youth Sport Volunteer Coach Requirements

1. Coach must attend all scheduled meetings (coaches meeting, coaches training, etc....) for his/her sport and division.*
2. Coach must exhibit good sportsmanship to participants, coaches, and spectators for both teams as well as all Park District Staff.
3. Coach must attend 90% of all scheduled practices and games.
4. Coach must complete ACEP certification (First year coaches only).
5. Coach must follow the Park District philosophy of “participation for all” and keep winning in perspective.
6. Return all equipment within one week of the completion of the season.

*If the coach was unable to attend a meeting or training due to work or other commitments, staff may work with these situations on an individual basis.

Behavior Management Policy

1. All coaches, players, and spectators are expected and required to conduct themselves in an appropriate manner. Any behaviors or actions deemed inappropriate by Lombard Park District Staff may result in the offending party being ejected from the game, or asked to leave the playing area and/or sideline. Anyone removed from a match/game must leave the field immediately. The referees, site supervisors or Program Manager on duty at that time, will handle all problems and have final say. Each head coach is responsible for the behavior of themselves, all assistant coaches, players, and parents, and should assist staff by discouraging inappropriate behavior by any member or spectator of the team.
2. All participants, coaches, and spectators are expected to adhere to the Lombard Park District rules and philosophies as well as local, state and federal statutes at all times. Any individual who violates these rules will be subject to disciplinary action up to and including removal from the program.
3. Behavior contrary to the Park District policy will not be tolerated. The Park District does reserve the right to limit coach/parent/participant participation in the youth athletic programs. Violation of the above rules will result in the following:
4. Any player/coach/or spectator who is ejected from a match or removed from the sideline is subject to:
 - i. 1st Offense: Minimum 1 game suspension
 - ii. 2nd Offense: Minimum 3 game suspension
 - iii. The Program Manager has final say on all disciplinary decisions, and will notify the offending party (or if applicable, a parent/guardian) in writing (electronic or mail) OR telephone
5. Any coach, player, or parent removed from a game for disciplinary reasons will be required to meet with the Program Manager prior to re-instatement.

Any individual who has been administered a disciplinary action has the right to an appeal. This appeal must be in writing and received within 24 hours of the disciplinary action. The Park District will review this appeal in a timely fashion and all disciplinary action will stay in effect while the appeal is reviewed.

Appeals should be directed to:

**Lombard Park District
Attn: Joe McCann, Director of Recreation
820 S. Finley Rd
Lombard, IL 60148
jmccann@lombardparks.com**

Lombard Park District



Youth Soccer Game Rules

Equipment:

1. Shin guards are mandatory for all practices and games. Shin guards must be worn UNDER the socks.
2. Reversible Navy Blue/Gray Lombard Park District soccer jersey is mandatory for games. They are available at Sunset Knoll Recreation Center for \$18.
3. No jewelry is to be worn during matches or practices, including watches, rings, necklaces, bracelets and earrings. No hard hair clasps or barrettes.
4. No casts of any kind can be allowed. Splints must be of a padded nature and wrapped.
5. No brimmed hats allowed.
6. For grades 3 and up: All players with glasses MUST wear contacts, safety goggles, or sports goggles for games. Eye glasses worn during games are dangerous to the player wearing them. For grades 2 and under, not wear glasses is strongly recommended but not required. If a player is wearing glasses, a safety strap must be attached across the back of the head.
7. Soccer cleats are recommended, but not required. No metal cleats are allowed.
8. During cold weather, sweatshirts or jackets may be worn UNDER jerseys. Please try to avoid hooded sweatshirts.
9. Make sure all personal items are marked clearly with the player's name.

Playing Rules - All Levels:

Note: Any rules not specified in the playing rules section will follow normal FIFA Laws of the Game

1. Good Samaritan Rule: If one team is short players, the other team should either share players or play with the same number of players.
2. 50% Playing Time: All players attending the game will play at least 50% of the time unless there is an injury, illness, or an unwillingness to play
3. Three Goal Advantage: If one team gets ahead by three goals, the opposing team can add one player until the deficit is fewer than three goals. If the deficit reaches five goals, the team ahead should remove a player or a second player can be added to the field for the team that is behind. Coaches must take any measure possible to keep from running up the score and keep the game fun for both teams.
4. Tie-games remain as ties. There are no "shootouts" or overtime periods played.
5. Goalies: Upon making a save, goalies shall release the ball in no fewer than 8 seconds. They must stay inside the goalie box if touching the ball
6. A Goal kick must leave the goal area to become live. If a player enters the goalie box and makes contact with the ball too soon, the ball will be re-kicked by the goalie.
7. Only 1 attempt will be allowed on a corner kick

Grade Pre-K

1. Game Length: (4) 8 minute quarters (4 mins between quarters) Halftime: 5 mins
2. Number of players: 5 players per side (There is no goalkeeper at this age)
3. Ball Size: #3 (As per IYSA rules)
4. Up to 2 coaches per team are allowed on the field during play to help guide the players. (Coaches will try not to interfere with the flow of play).
5. Defensive players are not allowed inside the Goal Area
6. There are no off-sides called for this age division.
7. Games are "officialied" by the coaches or by another person designated by the coaches

Grade Kindergarten

1. Game Length: (4) 10 minute quarters (2 mins between quarters) Halftime: 5 mins
2. Number of players: 6 players per side
3. Ball Size: #3 (As per IYSA rules)
4. Up to 2 coaches per team are allowed on the field during play to help guide the players. (Coaches will try not to interfere with the flow of play).
5. Substitutions are allowed on the fly
6. There are no off-sides called for this age division.
7. Throw-ins: The same player will redo the throw-in until it is done legally.
8. Games are “officialied” by the coaches or by another person designated by the coaches

Grades 1-2

1. Game Length: (4) 10 minute quarters (2 mins between quarters) Halftime: 5 mins
2. Number of players: 7 players per side
3. Ball Size: #3 (As per IYSA rules)
4. Only one coach is allowed on the field. Please do not interfere with the flow of play. A second coach may be stationed off of the field behind your goalie. No coach is allowed behind the opposing team’s goal.
5. Substitutions will be allowed at quarter breaks, halftime, after a goal is scored, goal kicks and on your own throw-ins. You cannot change on the fly during a live ball situation.
6. There are no off-sides called for this age division.
7. Throw-ins: The same player will redo the throw-in until it is done legally.

Grades 3-4 & 5-6

1. Game Length: (4) 12 minute quarters (2 mins between quarters) Halftime: 5 mins
2. Number of players: 9 players per side
3. Ball Size: #4 (as per IYSA rules)
4. No coaching from the field is allowed for these age levels
5. Substitutions will be allowed at quarter breaks, halftime, after a goal is scored, goal kicks and on your own throw-ins. You cannot change on the fly during a live ball situation.
6. Offsides will be called and enforced. Players have no restrictions in regards to the midfield line and remaining back on defense.
7. Throw-ins:
Grades 3-4: One “re-throw” will be allowed each time. If a violation occurs the second time, then the opposing team will receive the throw-in.
Grades 5-6: The first throw-in attempt must be legal, or a violation will occur.

Grades 7-9

1. Length of match: (2) 30 minute halves Halftime: 5 mins
2. Number of players: 11 players per side
3. Ball Size: #5 (as per IYSA rules)
4. No coaching on the field is allowed in grades 7-8
5. Substitutions will be allowed at halftime, after a goal is scored, goal kicks and on your own throw-ins. You cannot change on the fly during a live ball situation.
6. Offsides will be called and enforced. Players have no restrictions in regards to the midfield line and remaining back on defense.
7. Throw-ins: The first throw-in attempt must be legal, or a violation will occur.

Youth Sports Practice Information/Guidelines

1. Prior to the beginning of the sport season, each individual coach should ensure he/she is available for one (1) consistent day each week for a scheduled practice. Length of practice time varies with specific sport; however, most are one (1) hour. Pre-K and K are often 30-45 minutes. (Teams should practice no more than 2x per week)
2. The Athletics Staff will issue practice times. Field/gym space and times will be given to coaches to select a time/day that works best with his/her schedule. Soccer fields are not reserved.
3. All practices are to take place within the Lombard Park District boundaries unless otherwise approved by the Athletic Staff.
4. If the head coach is unable to attend a practice the assistant coach should lead the practice on that given day. Each team should practice once per week, unless the Athletics Staff has informed the coach that the facility is unavailable.
5. Practices are designed to focus on specific skill development. Scrimmages are good tools to utilize as a portion of practice; however, should never be used as a substitute for practice.

Field Playability Guidelines

We are all committed to providing high quality, safe playing surfaces in our parks and district facilities. We need the consideration and enforcement of all users groups in protecting our athletic turf from excessive damage due to game and practice activities. If any of the following conditions occur, scheduled games and practices must be canceled or postponed:

1. Standing water on the playing field (ie puddles)
2. Excessive Soil Saturation
 - walking on turf causes water to rise to the surface around the foot
 - walking on the turf causes footprint indentations in the field
 - one inch or more of precipitation has fallen 48 hours prior to scheduled game or practice accompanied by steady rain on practice or game day
 - steady downpour of rain on practice or game day, which could cause damage to turf or injury to participants
3. Extreme drought conditions where 50% of playing surface has turned dormant.
4. Audible thunder or visible lightning (play can potentially resume per the decision of the field supervisor no earlier than 30 minutes after the last thunder or lightning has occurred)
5. Visibility (darkness)
6. Play on frozen turf is prohibited due to grass dormancy. Exposure to activity while frozen will cause a delay in growth once the turf thaws.

All Park District staff, coaches, referees and umpires are responsible for ensuring safe conditions of field playability at all times during scheduled play. If there are any concerns about playability or cancellations, please call the Sports Hotline at 630-415-3479 or the SKRC Recreation Office at 630-620-7322. Safety and protection of our participants and fields are top priorities of the Lombard Park District. The Lombard Park District will make all final decisions regarding field playability for games and will communicate such decisions on the Sports Hotline.

Soccer (Game) Field Locations

Four Seasons (Entrance at corner of 16th St & Main St)

FS1: 1st/2nd grade Girls/Boys
FS2: 1st/2nd grade Girls/Boys
FS3: 3rd/4th grade Girls/Boys
FS4: 3rd/4th grade Girls/Boys

Sunset Knoll (820 S. Finley Rd – Fields behind rear entrance of building)

SK1: 7th-9th grade Coed
SK2: 5th/6th grade Girls/Boys

Madison Meadows (Near Parking Lot on the corner of Madison St. and Chase Ave.)

MM1: Pre-K
MM2: Pre-K
MM3: Kindergarten
MM4: Kindergarten

Notes: We prefer that if there is an open practice field, that Game fields not be used for practices. If using game fields for practices, please stay out of the goal areas unless doing a specific activity that involves shooting at the goals. Game fields shouldn't be used for practices when muddy. There will be occasional weekday games scheduled on the game fields.

Soccer Practice field Locations

Four Seasons (multiple fields)
Westmore Woods (Maple St & Ahrens Ct)

Other Park Locations (Require bringing pop-up goals)

Old Grove (Corner of Michelle/Lewis Ln)
Schafer School (700 E. Pleasant Ln)
Madison Meadows (Along Madison St. and Wilson St.)

Accident Reporting and First Aid

1. The coach must fill out an accident Report for every accident they observe or that is reported to them. These forms are located inside the First Aid kit inside of each coach equipment bag. A seemingly minor injury could escalate into a more serious complication and all documentation is very important. If a field supervisor is on duty, they can assist you with injuries and documentation. If the accident is serious or requires ambulance service, coaches are required to complete a separate write-up in detail in pen or email to submit to the Athletics Staff within 24 hours of the accident. Phone the Athletics Staff as soon as possible to explain the situation.
2. Do not give the report to the injured participant to complete. The coach must complete the form, and submit the report to the Program Manager within 24 hours of the incident.
3. The coach should inform the injured party and/or parent or legal guardian, that all injuries should be referred to a qualified physician.
4. When attending to an injured person you should:
 - a. Treat for life and death situation
 - 1) Check for breathing
 - 2) Check for bleeding
 - b. Treat for shock
 - 1) maintain present body temperature
 - 2) keep calm
 - 3) keep talking to the injured person (not about injury)
 - c. Do not move the injured person
 - d. Try to make him/her as comfortable as possible
 - e. Call paramedics (dial 911)
5. If the parent does not wish the paramedics to be called they must sign the waiver
6. **Attention:** When a child has injured himself/herself and there is blood present, use extreme caution. Always wear gloves provided in the first aid kits when there is the potential to have contact with the blood.

Other Important Safety Tips

1. Do not under any circumstances leave a child or group of children alone before, during, or after a practice or game. Make sure that a parent or other responsible adult has arrived before leaving.
2. Never drive one of your players to/from an activity without written permission from their parent. Doing so exposes you to potential liability.
3. As a general rule, try to ensure that at all times, another adult is present during activities, such as practice or games. Do not engage in one-on-one tutoring sessions with individual players alone.
4. Be very cautious when dealing with head injuries of any kind. If any head injury occurs, even if minor, have the player sit out and evaluate them further. If they are showing any symptoms of a concussion, (dizziness, disorientation, head pain, etc.) have them seek medical attention, and submit an accident report.

Lombard Park District Background Check Policy

All full-time and part-time employees as well as volunteer coaches and assistant coaches, 18 years of age and older, shall be required to submit to periodic criminal background checks. The frequency of the background checks shall depend upon the employment/volunteer position. Employees may be required to submit fingerprints and/or other identification in order to facilitate such an investigation. Any employees or volunteer coach or assistant coach who refuses to submit to a criminal background check under this policy, or refuses to sign a consent form shall be subject to discharge. Convictions will not absolutely bar employment with the district, but will only be considered in relation to specific job requirements.

Chain of Command

- 1. Players/Spectators:** Coaches are responsible for the conduct of the players and spectators of their team
- 2. Coaches:** You are responsible for the conduct of your players, spectators, and assistant coaches, or anybody else on your team's sideline. You are expected to assist the referee in enforcing rules, and to back them up if there is an unruly spectator or if one of your players is playing in a dangerous manner or showing poor sportsmanship
- 3. Referees:** As soon as the referee steps onto the game field/court, he/she is the authority figure for that game, and their decisions are final. Referees have the right to remove unruly coaches, spectators, or players if they deem it necessary
- 4. Site Supervisor:** The Lombard Park District typically has a site supervisor on-site at weekend games, and they have the authority over referees, coaches, and spectators
- 5. Program Manager (Jim Huetson):** When not on-site at the games, the Program Manager delegates decision-making authority to the Site Supervisors. The Program Manager oversees every aspect of the Youth Soccer program, including day-to-day operations, scheduling, and player/spectator/coach discipline. Any questions or concerns (whether they are just general, or specifically regarding the conduct of a Referee or Site Supervisor) should be directed to him, and he has final authority to dole out any disciplinary measures as outlined by the Behavior Management Policy
- 6. Director of Recreation (Joe McCann):** Anybody who wishes to file an appeal regarding a disciplinary decision made by the Program Manager must do so in writing within 24 hours to: jmccann@lombardparks.com)

Miscellaneous Policies and Guidelines:

- 1. Eat Healthy!** Through the years, it has become common for parents to bring after-game snacks for the team. In keeping with promoting health and fitness, we ask that you choose healthy items when doing so.
- 2. No alcohol, drugs, or smoking is allowed at any time during games and practices by coaches.**
- 3. Referees and site supervisors have the right to shorten the length of quarters (with notification of both coaches) due to injuries, weather, darkness or any unforeseen problems to keep the program on schedule as a whole. Any match that is into the 2nd half of play shall be considered final if stopped due to weather conditions.**
- 4. Lost and found items will be taken to Sunset Knoll Recreation Center at 820 S. Finley Rd if they are not still in the equipment box at the field. Please check the box first. Lost and found items are donated to charity on a quarterly basis, so please act quickly if something turns up missing.**

5. Parents are expected to pick up their children on a timely basis from all practices and games. Please show respect for your coaches by being prompt. Make every effort to let your coach know if your child will be absent from a match for planning purposes.
6. This program, as are all Lombard Park District youth sports programs are designed for the enjoyment of the participants themselves. We strive to make the programs safe, enjoyable and a positive experience for your child so that they will want to continue participating as they grow older. Your help in achieving this as parents and coaches is greatly appreciated.
7. No Guns or Knives allowed on Park District property! Even with a concealed carry permit, guns and knives are not allowed on Park District property under any circumstances. If you see a weapon at a park, do not confront the person and call 911 immediately.
8. Please call with any questions or suggestions, 620-7322.

Parent's Code of Ethics

I hereby pledge to provide positive support, care, and encouragement for my child participating in youth sports activities by following this Parent's Code of Ethics:

- I will encourage sportsmanship and character development by showing support for all players, coaches, and officials involved at every game and practice session.
- In conjunction with the Lombard Park District, I will place the emotional and physical well-being of my child ahead of a personal desire to win.
- I will insist and help to insure that my child and his or her team play under safe conditions at all times.
- I will expect that my child's coach and team adhere to all rules of participation and competition at all times.
- In accordance with the Lombard Park District and Lombard Character Counts! Coalition, we will uphold the principals of the six pillars of trustworthiness, respect, responsibility, fairness, citizenship, and caring.
- I will not condone the use of drugs, alcohol, and tobacco at any Lombard Park District event and will refrain from their use at all games and practice sessions.
- In an effort to aid their development, I will make every attempt to make sure that my child attends all practices/games on a timely basis.
- As a family and team, we will respect all of our teammates, opponents, referees, coaches, and league officials.
- I will do my best to actively take on any role necessary to improve the quality of my child's sports experiences.
- I will remember that youth sports programs are intended for the youth of our community and I will do my best to make these experiences fun and rewarding.
- I will pick up my child on a timely basis from all practices and games. I will be respectful of volunteer coaches by being prompt. I will make every effort to let my coach know if my child will be absent from a practice or game for planning purposes.

Team Formation Guidelines

The following youth sports guidelines have been developed in an effort to create a fair and equitable way to form Lombard Park District youth sports teams.

- Grades 1-2
 - All teams will be formed in an effort to distribute players based on age and skill level.
 - All first graders will be allowed one friendship request. For any friendship request to be honored the friend must also request the participant.
 - All second graders will receive the choice of **either** a friendship request **or** returning to their previous team, at the discretion of the program manager.
- Grades 3-4
 - All teams will be formed in an effort to distribute players based on age and skill level.
 - All third graders will be allowed one friendship request. For any friendship request to be honored the friend must also request the participant.
 - All fourth graders will receive the choice of **either** a friendship request **or** returning to their previous team, at the discretion of the program manager.
- Grades 5-6
 - All teams will be formed in an effort to distribute players based on age and skill level.
 - All fifth graders will be allowed one friendship request. For any friendship request to be honored the friend must also request the participant.
 - All sixth graders will receive the choice of **either** a friendship request **or** returning to their previous team, at the discretion of the program manager.
- Grades 7-9
 - All teams will be formed in an effort to distribute players based on age and skill level.
 - All seventh & 8th graders will be allowed one friendship request. For any friendship request to be honored the friend must also request the participant.
 - All ninth graders will receive the choice of **either** a friendship request **or** returning to their previous team, at the discretion of the program manager.

After friendship requests are paired up, participants will be assigned to teams taking into account a variety of predetermined factors. Each team will automatically have the coach's and assistant coach's children placed on their team. Each head coach is only assigned one assistant coach. In the event a coach requests an assistant, this will also count as their friendship request. All siblings falling within the same age group will be placed on the same team. Participants who are on the waitlist will not be guaranteed a team or a friendship request. **THERE ARE NO GUARANTEES OF RECEIVING YOUR REQUESTED COACH!!!**

Important Contact Information

Lombard Park District Sports Hotline

(630) 415-3479

On game days, check daily for weather and game schedule updates! Hotline is initially updated no later than 7:45am on Saturdays & 4pm weekdays, and then further updated as conditions change.

Lombard Park District Main Office

(630) 620-7322

Program Manager: Jim Huetson

(630) 953-2371

jhuetson@lombardparks.com

Main Website: www.lombardparks.com/

Sports Information: www.lombardparks.org/programs-3/athletics

Visit www.lombardparks.com/ and click on Programs and select Athletics. The Athletics page will contain several subpages. Game schedules are located in the Leagues tab. In the event of weather-related game cancellations, the posted game schedules are subject to change and parents should defer to the coaches for game re-scheduling information. The “Sports Forms” section includes items such as manuals, program evaluations, the Sports Info form, and team formation guidelines.

Important Dates

March 30th	Contact all players on your roster by this date. Report incorrect contact information to Program Manager by this date.
April 4th	First official week of practice. You may hold your first practice the previous week if you wish, but permanent goals may not be set up yet
April 9th	First games of season
April 30th	Picture day at Pleasant Lane School (Pictures will be in the morning or early afternoon. Complete details will be sent to coaches and posted at www.lombardparks.com at least 1 week before picture day.
May 21st	Last scheduled day of games
May 28th/June 4 th	Designated make-up days in case of rain-outs