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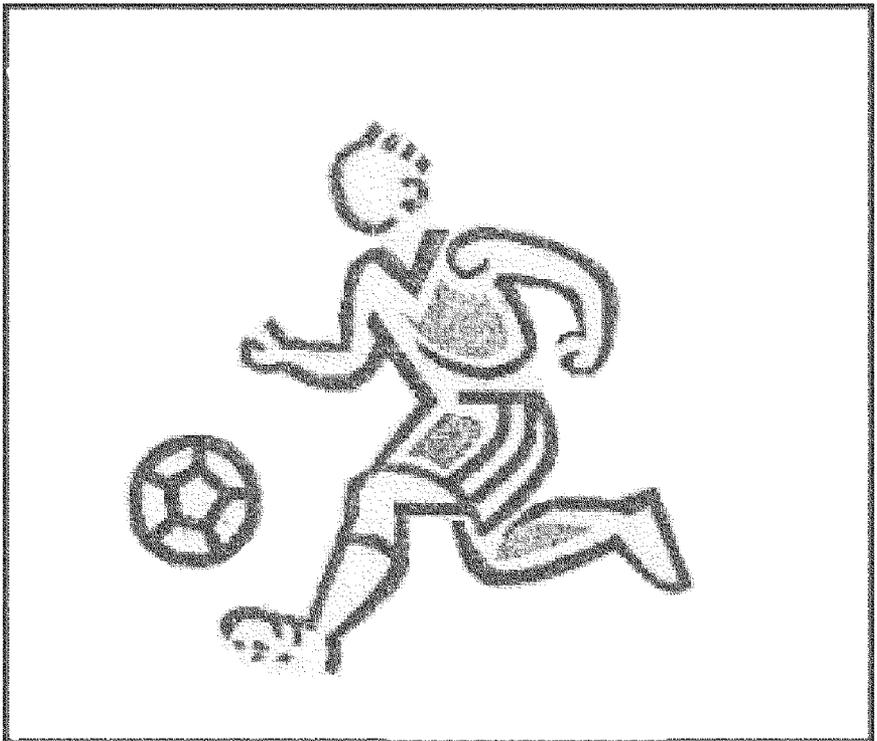
COACHES
HANDBOOK

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www.uvsoccer.com



HAWTHORN, PENNSYLVANIA

United Valley Soccer Association

Code of Conduct and Ethics for Coaches

The position of coach or leader of any youth group is an important and serious responsibility. All the children look up to the coach and respect his position. His behavior is constantly under observation by them and they will strive to imitate his actions. The coach's opinion and behavior during the game will carry more weight than anyone else, even parents.

The following **Code of Conduct and Ethics** is offered here to exemplify the ideal UVSA coach.

I WILL:

Know and abide by the laws and rules of the game and teach them to my players. Read the SAY rulebook, UVSA coaches' handbook, and attend a coaching and/or referee clinic to enhance knowledge of the game.

Ensure that each practice and game is safe, fair and fun.

Treat the referee with respect, no matter what the call. Referees attend an eight-hour course and pass a 100-question test before they can become a SAY referee. Allow for the fact that they are human and may make mistakes.

Coach and set an example of skillful, honest, and sportsmanlike soccer. Stress playing hard over winning itself. Require all players and parents to behave in the same manner. The coach is responsible for the conduct of the players and parents.

Maintain a climate of enjoyment and refrain from profanity or vulgar language. Discourage players and parents from making negative remarks and/or harassing players, referees and spectators.

Maximize praise and minimize criticisms. Make corrections slowly and calmly in a manner tailored to the individual. Start with a positive and end with a positive.

Coach talented and non-talented players with equal vigor. Allow players more than their required-minimum playing time.

Minimize coaching from the sidelines during games. Screaming during the game accomplishes nothing. Instead, call the player to you and give instruction or wait until the next substitution time and provide instruction off the field.

Refrain from using drug, alcohol and tobacco products at all UVSA sponsored events.

I hereby pledge to follow this Code of Conduct and Ethics and understand that I may be removed from my coaching position if I fail to do so.

SIGNATURE

DATE

WELCOME

Welcome to the United Valley Soccer Association (UVSA). UVSA is a proud league with a rich tradition. The league was started in 1987 (Redbank Valley Youth Soccer Association) with a handful of players from New Bethlehem, and has steadily grown into a league of 300 with teams from Dayton, Knox, and the Redbank Valley. Our league has habitually produced solid soccer players which have been the catalyst for high school soccer programs. Several of our players have gone on to play at the collegiate level.

Our league is a recreational league with an emphasis on fun and fundamentals. We are dedicated to teaching teamwork and fair play. We are not about winning and losing.

The two people you will need to know are your Age Group Coordinator and the Field Scheduler. Their responsibilities will be explained below.

AFFILIATION

UVSA is a member of Soccer Association for Youth (SAY) and is subject to the authority of the United States Soccer Federation and the Federation Internationale de Football Association (FIFA). We belong to SAY's North Star district, based in St. Mary's.

AN OVERVIEW OF THE BOARD OF DIRECTORS

The Board of Directors is made up of women and men who want to see the sport of soccer continue to grow in our area. They are responsible for the day-to-day operation of the league, and for guiding the league through its long term plan. The Board sets and enforces league policy.

The Board meets on the second Sunday of each month at 6:00pm at the Leach Agency in New Bethlehem. The meetings are open to all who care to attend. An annual meeting is held in November to elect new Board members and officers. The elected officers make up the Executive Board. The Executive Board is responsible for preparing the operating budget of the league and addressing any disciplinary issues that may arise.

VISION STATEMENT

It is the vision of United Valley Soccer Association to provide an atmosphere that fosters constructive education in soccer skills and rules of the game, a safe and secure environment in which to practice and play the game, and an activity where courtesy, common sense, and good sportsmanship prevail for all participants, coaches, parents and fans.

THE AGE GROUP COORDINATOR

There is an Age Group Coordinator for each age group. The Coordinator acts as a liaison between the Board of Directors and coaches. The Coordinator is responsible for distributing information and materials to the coaches. The Coordinator is available to answer questions and to resolve minor issues quickly, or to take matters directly to the Board.

The Coordinator is your number one contact.

The Coordinator is the person the Coach will need to contact in order to reschedule a game. Fields may not be available for make-up games. Your Coordinator will contact the Field Scheduler and the Referee Coordinator in order to reschedule games.

THE FIELD SCHEDULER

Prior to the start of the season, the Field Scheduler will contact the Coach in order to schedule practice fields.

Practice fields are available. These fields may or may not have goals. The Scheduler will have the list of available fields and will develop a practice schedule with all teams.

If you have a field that is not on the approved practice field list, make contact with the Scheduler, so it can be added to the list. The field must be added to the list to be covered under UVSA's insurance policy. Please do not practice on an unapproved field.

Please be aware that practicing at Pottery Field is strictly prohibited. The field requires hours of work and effort to provide a quality playing surface for games. The added wear and tear of daily practice for all of the teams would severely damage this surface. It is the goal of the organization to provide the highest quality surface available, and this policy will help ensure that you have the best possible field on game day.

A GUIDE TO SPORTSMANSHIP

Sportsmanship is possibly the most important quality you should instill in your players. Remember, you set the example for everyone.

1. Develop the child's appreciation of the game.
2. Keep winning and losing in proper perspective.
3. Be sensitive to each child's developmental needs.
4. Educate players on the technical, tactical, physical and psychological demands of the game.
5. Allow players to experience all positions.
6. Practice should be conducted in the spirit of enjoyment and learning.
7. Let kids be kids.
8. Be a positive role model.
9. Lead by example. If you scream and yell at the referee, what are you teaching your players?
10. Do not make offensive remarks.
11. Be a role model for fair play.
12. Do not talk to the referee during the game. If you have questions or concerns, they should be addressed after the game.
13. Do not use foul or abusive language.
14. Stand a minimum of 3 yards behind the side line.
15. Use positive reinforcement.
16. If you have a 5 goal lead, SAY requires that you make a visible attempt to keep the score down.

THE PHONE CHAIN

At the beginning of the soccer season, you will be given a phone chain. This is a very important link in our lines of communication. For the most part, your communication will come through the Age Group Coordinator. However, there will be times when information will need to get out quickly. Thus, the reason for the phone chain. Someone will call you with the information. You will then need to call the next person below you on the list. If you get no answer, a busy signal, an answering machine, or someone other than the person on the list, then you need to call the person below the person that you just called. Keep doing this until you have talked to someone on the list. This ensures the integrity of the chain.

CONCESSION STAND

- The concession stand will be used as a hub for information. Current news and information will be located at the Information Center.
- A list of current members of the Board of Directors, their elected positions, and contact information will be posted at the Information Center.
- The concession stand will have a first aid kit and ice packs available.
- The concession stand will have a portable defibrillator available.
- The concession stand will house "Lost and Found" items. If you find items left on the field, please take them to the concession stand.
- The referee schedule will be available in the concession stand.
- A list of the assigned concession stand workers will be on file in the concession stand. If someone is not sure when they are to work, they can check the list at the concession stand.

GENERAL DUTIES AND RESPONSIBILITIES OF THE COACH

1. First scheduled game: The home team is responsible for setting up the fields. This will include setting corner flags, placing garbage cans near the field, and setting goals on the field. Garbage cans are found outside the concession stand, and corner flags are stored inside the concession stand.
2. Last scheduled game: The home team is responsible for putting the corner flags and garbage cans away. They will also need to take the goal posts off of the playing field.
3. Make sure there are no more than 3 adults (including coaches) on the player sideline.
4. Pick up all items (especially trash) from the sidelines after each game.
5. Act as the liaison between parents and the Board of Directors.
6. Never leave players unattended. Always wait for a parent to pick the player up from the game or practice.
7. The coach will assign a worker for the concession stand when they are the home team. This applies to all U-8, U-10, and U-13 age groups. Keep in mind that this person does not have to be a parent. It can be a grandparent, uncle or neighbor, as long as he/she is an adult.
 - A. No workers under the age of 18 will be permitted to work in the concession stand.
 - B. The coach will supply the concession stand manager with a list of scheduled workers one week before the beginning of the season.
 - C. Workers must report to the food booth 15-minutes before the start of their scheduled game. Workers must stay until 15-minutes after the conclusion of their game.
 - D. The home coach is responsible for ensuring the concession stand is manned. The coach must check the concession stand for coverage 15-minutes before the start of the game. The coach is responsible for finding alternate coverage if needed. The team will not have field privileges until the stand is covered.
 - E. If a team does not cover the stand, they will forfeit their game.
8. All injuries must be reported by completing an "Injury Report Form." Copies can be found on the UVSA website: www.uvsoccer.com.
9. The coach is expected to display the highest level of sportsmanship.
10. The coach is responsible for the conduct of the team, parents and visitors supporting your team. A coach can be red carded and removed from the field for their behavior or the behavior of players, parents and visitors.

COMMON PROBLEMS

U-8:

1. Out-of-bounds. The ball is not considered out-of-bounds until the entire ball crosses the line. If any part of the ball is still on the line, then the ball is still in play.
2. Timekeeping. The only times the clock is stopped in soccer are after a goal has been scored, in the case of an injury, or at the discretion of the referee. The clock is not stopped when the ball goes out-of-bounds.
3. Corner Kicks. A corner kick is only taken after the ball has crossed the end line after last being touched by a defensive player. Under no circumstance would a corner kick be taken by a team on their defensive end of the field.
4. Starting on time. When your game is started late, it has a rippling effect on the other games being played after your game. Begin on time.
5. Use of hands. Never should a player in U-8 be taught to use their hands. One coach was overheard telling players they should use their hands to stop the ball from going into the goal. He told his players it is better to stop a goal giving the other team a free kick, than to give up a goal. If a player intentionally touches a ball in order to stop a goal, that player will be red-carded.
6. Toe Kicks. Do not kick with your toe. Teach players to use the inside, outside, or top of their foot.

U-10 and U-13:

1. Coaches walking onto the field. A coach is not permitted onto the field until the referee has stopped play and has called time. Then, the only scenario that will bring the coach onto the field is to attend to an injured player.
2. Coaches calling a game due to weather conditions. Only the referee can call a game due to the weather and/or field conditions. Games are not called due to rain, snow, sleet, or hail. Stoppage occurs if lightning is observed, or if the field becomes a safety concern. This call is made by the referee or the Field Manager.
3. Coaches addressing referees. Do not call out to the referee during the game. Do not make calls for the referee. If you need to discuss a call, ask to speak with the referee after the game and away from players and parents. The referees' authority should never be challenged or undermined.
4. Substitutions. Players are to enter and exit the field at the mid-line. The referee must grant permission for a player to enter the game. You cannot substitute on a corner kick.
5. Coaches arguing after the game. At the end of each game, the teams should line up and shake hands. This includes the coaches. Shake hands and leave the field. Any discussions about the game are to be held away from the field and in private.

THE COACHES WISH LIST

In an effort to help guide coaches of a particular age group, we have asked the coaches in the next older age group the skills they would like to see in a player when that player arrives in the next higher group.

The Jr/Sr High Coach to the U-13 Coach:

1. Communication skills. The player must be able to talk on the field. They must be able to communicate with other players.
2. Refined skills. Kicking the ball is not enough. A player must know all of the basic kicks, and must have some knowledge of more advanced kicks.
3. Positioning. A player must not only understand how to maintain their position, but they need to understand where every other player should be on the field.

The U-13 Coach to the U-10 Coach:

1. Throw-ins. Players should know how to throw the ball in properly.
2. Positions and Lanes. Players should know and understand why they need to keep their lanes and honor their positions.
3. Indirect vs. Direct kicks. What foul constitutes the type of kick awarded? Players need to be taught the rules of the game.
4. Substitutions. When, where and how to substitute.
5. Players addressing referees. Only the captains can address referees.
6. Knowledge of throw-in and kick-off plays. Players need to know that they are not just running around. Structure.
7. Skills. Player need to be aware that there are offensive skills and defensive skills.
8. Basic ball handling skills. Players need to know how to dribble, pass, and how to use different areas of their feet to kick the ball.
9. Communication. Talk to each other on the field. Help each other with positioning and play.

The U-10 Coach to the U-8 Coach:

1. Grouping or "Magnet ball" Do not let players group around the ball. Teach the importance of maintaining lanes and positions.
2. Throw-ins. Teach players proper throw-in technique.
3. Basic Terms. Players should have an understanding of basic soccer terminology. Examples: Kick-offs, throw-ins, corner kicks, sideline, end line, goal, etc.
4. Basic kicks. The player should know 3 basic kicks: inside of the foot, outside of the foot, and instep (top of foot).

SAFETY

1. Providing a safe atmosphere in which to play and practice is your first priority. Inspect player's equipment and field conditions before every practice.
2. Remember, earrings and other jewelry are not permitted to be worn. This goes for practice as well as games.
3. All players must wear shin guards to practices and games.
4. Do not allow anyone to hang on the nets or goal posts. This not only damages the property, but is a severe safety risk.
5. Teach proper techniques, especially when heading the ball. If you are in doubt about how to teach a technique, please ask you Coordinator, or another coach.
6. A warm-up period should be used before the beginning of every practice and game.
7. A cool-down period should be used after every practice and game.

EDUCATIONAL RESOURCES FOR COACHES

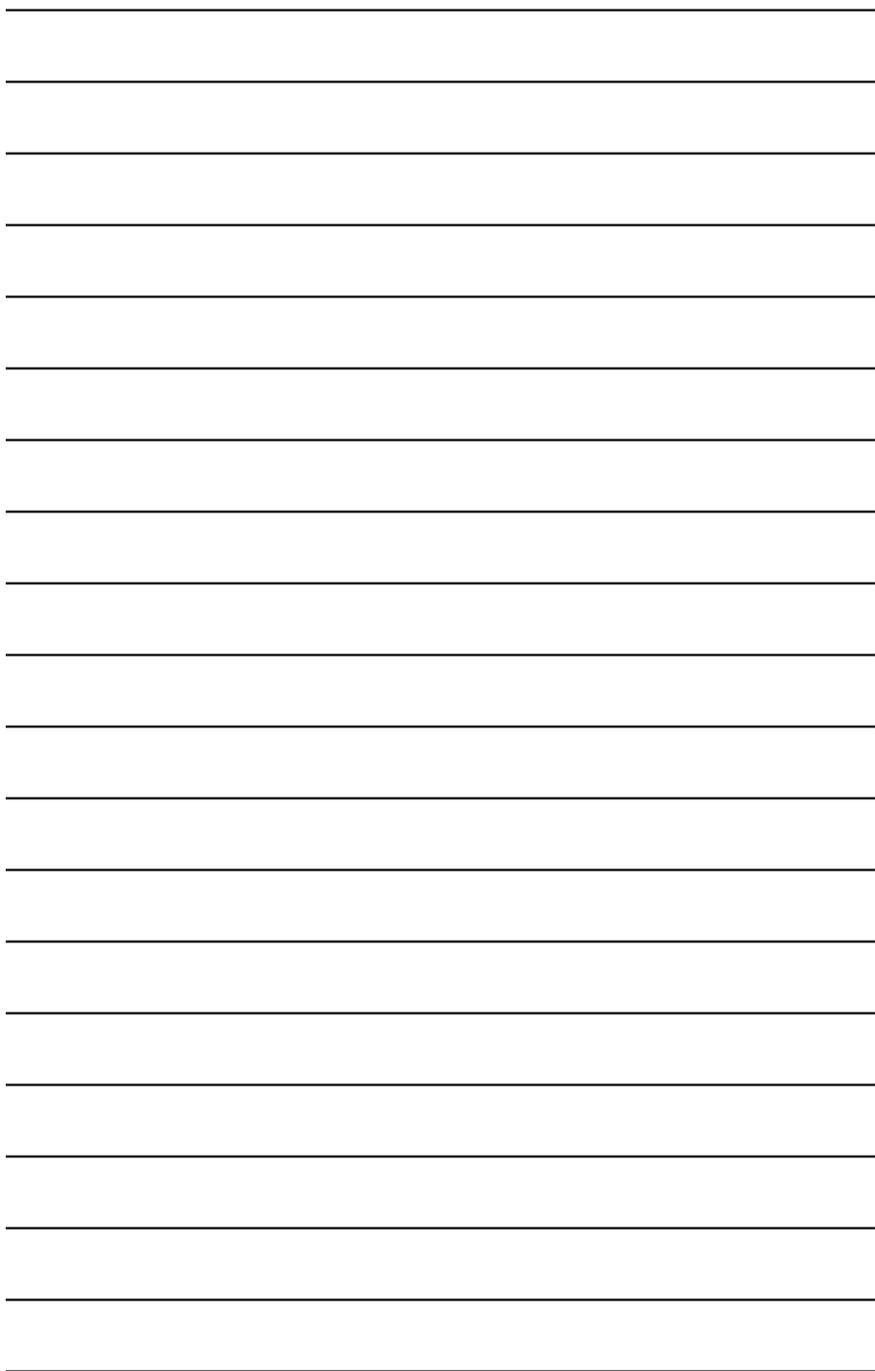
United Valley Soccer Association has generously donated materials to the New Bethlehem Area Free Public Library to help educate the community. These materials include: books, movies and tapes covering all aspects of soccer as well as proper coaching methods. Other libraries in the area also have an abundance of resources available. The Clarion Library materials can be reviewed on their website, www.clarionfreelibrary.org. Most of the area libraries share materials, simply ask your local librarian about requesting materials from other libraries.

Websites are another good resource for coaches. Simply use your favorite search engine and do a search for "coaching youth soccer." You will get sites that offer an array of free information, printed materials and more. Our website, www.uvsoccer.com, has important information about our league as well as links to other soccer sites.

Finally, the most valuable resource available to a coach is the group of people who have gone before. Don't be afraid to ask other coaches for assistance. Most were once in your position, knowing little about the game or how to coach. They are glad to share the wisdom gained through their years of coaching experience.

THANK YOU

Thank you for your commitment to making a difference in a young person's life. From the experienced veteran to the new, start-from-scratch coach, there will be a lot of time and effort put into coaching a team. Your efforts will be appreciated by the parents, players, and the organization. The reward of coaching is seeing young players mature, develop, and achieve success. Thank you for influencing the life of a child.



Affiliations

