

To All Coaches,

Welcome to Fall 2016 Season! Thank you for volunteering to coach for Soccer Club of Norfolk whether you are a returning coach or a new coach. Your support of the program is what makes it possible for players to enjoy the great game of soccer!

The historical focus of the organization for coaches has been on the managerial or “off-field” responsibilities that coaches are required to perform. Those items are covered below. Going forward, SCN will begin to focus on the “on-field” or soccer specific concepts that will assist coaches in training players. Go to last page.

MANDATORY – Off Field Responsibilities (*head coaches and assistant coaches*)

Many of you have heard from me in the recent past relating to the completion of mandatory items that we are all required to do. The most important of those is the *new* Adult Registration thru Mass Youth Soccer, including the CORI Certification Process.

Adult Registration Process - All Adult volunteers are required to create and maintain their *own* Adult Registration profile. The Adult Registration (access at the MYS website, thru Affinity Sports on the Shareview System) will require annual updates, prior to every Fall season, so please remember your username and password for the future. Also, your individual profile, including picture, will be used to create identification credentials starting in Fall 2016.

*Link – <http://mayouthsoccer.org>

The CORI Certification Process – CORI Certification is to be completed for every adult (age 18 and older) associated with our organization who may have the opportunity to have direct and unmonitored access to children, and is required by State Law (Massachusetts CORI Reform – Chapter 385 of the Acts of 2002). As the CORI process and the Adult Registration have shifted into a new format, I am currently monitoring both of these items very closely (thru the Shareview System) and will contact you directly if any further action is required.

Mandatory Concussion Awareness Training - BAYS requires that **all coaches** complete mandatory concussion training prior to coaching in BAYS. This training can be done in the home on any computer. It will take 20 to 30 minutes to complete and there is no charge to take the course. At the end of the training session there will be a list of questions you need to answer and when you are done a certificate will pop up. Type in your name and save the pdf file on your computer or you can print it. It is probably wise to do both. **Note: once you log out your information will NOT be saved.** Certificates will need to be turned in before a coach or assistant coach can work with their team, and a coach’s card or current season BAYS sticker will not be issued to any coach who has not submitted a copy of the certificate to the club Registrar. If you completed this training in the Fall, you do not need to repeat in the Spring. Coaches may submit certificates from either of the following sources:

- Centers for Disease Control & Prevention (CDC) – “Heads Up: Online Concussion Training for Coaches”
 - <http://www.cdc.gov/headsup/index.html>
- National Federation of State High School Associations (NFHS - requires registration) – Concussion in Sports - What You Need To Know
 - <http://nfhslearn.com/courses/61064/concussion-in-sports>

If these 3 items have not been completed, you will not be able to participate in practices or games.

Soccer Club of Norfolk participates in the BAYS (Boston Area Youth Soccer) League. The competitive playing groups are broken down into Divisions (1,2,3, & 4) and Sections (A,B,C, etc). SCN tries to place each team in the appropriately competitive level at the beginning of the season (1 being the highest division and A,B,C being highest sections with geographical separation) but placements sometimes need to be corrected, up or down. The League also has certain requirements of the member organizations as follows:

Identification Card or Coaches Credential - Required for any coach on the player side of the field during a game. Starting with the Fall 2016 season, all adults will be issued credentials. These credentials will need to be worn using a lanyard and clear plastic pouch while the adult is involved in official member organization soccer activities with or near children. Credentials can only be issued to adults who have completed the Adult Registration process and have a current CORI clearance. Any adult or coach unable to display a valid credential may not participate in the game as a coach and may not remain on the player's side of the field during the game. There is a maximum of 3 coaches allowed on the player side of the field during the game.

Roster - Two (2) printed and signed copies of the roster are required for every game, one for the referee and one for other coach. The referee will use the roster to check in all players. You should also receive a copy of the other team's roster from the referee. The roster for your team will be provided electronically to the head coach for each SCN team. All BAYS teams must use an official BAYS game roster. Computer-generated forms which deviate slightly in format are permissible as long as all of the required information is included. Information on the rosters must be typewritten or computer generated. The handwritten addition of player names is not permitted. However, handwritten notations are acceptable to (a) correct uniform numbers and (b) indicate players who are absent from a particular game. If you are unable to attend a game, please ensure your assistant coach(s) have copies of the roster. If you know player numbers, please provide to the Registrar so they can be input on the original roster.

Zero Tolerancy Policy (Support of the Referee) - It is expected that every person responsible for a team, and each and every spectator and player will support the referee. This support is essential to the proper play of the game and to the development of our players. Failure to support the referees, especially by the person(s) responsible for the team, undermines the authority of the referee, sets a bad example for everyone else, especially the players, and can rapidly lead into a hostile, negative game environment which is entirely inconsistent with the sportsmanship goals BAYS is trying to promote. Therefore, the basic rule is that persons responsible for a team and spectators will not address the referee at all during the play of the game. This prohibition, its exceptions, and the penalties for violating it, are described below.

Persons Responsible for a Team - With the exceptions of responding to a communication initiated by the referee, making a substitution, or pointing out an emergency safety issue, during the play of the game the persons responsible for the team should not say anything to the referee, nor should they do anything which in any way conveys any criticism of the referee. Coaches may ask questions before the start of the game. Coaches may not approach the referee at half time or at the end of the game. Coaches who have concerns about a referee's officiating may express those concerns orally or in writing to the referee assignor and/or the BAYS Referees Representative. They may not express those concerns directly to the referee.

BAYS recommends that the referee deal with infractions of this rule in the following manner:

As to the first infraction, the referee should determine if the conduct involves serious misconduct under the ordinary FIFA rules. If it does, a caution (optionally showing a yellow card) or a dismissal (optionally showing a red card) should be awarded, depending on the nature of the conduct. (For example, a threat of bodily harm or an obscenity directed at the referee should result in a dismissal. A prolonged, significant outburst of dissent should result in a caution.) On the other hand, the first instance of a short, reasonably low-keyed referee criticism by a person responsible for the team should be ignored. The second instance should result in a warning, the third in a caution, and the fourth in an ejection. In giving the warning, the referee should make clear the next instance of dissent of any sort will result in a caution. Similarly, after a caution, the referee should make clear that the next instance of dissent of any kind will result in an ejection.

Zero Tolerance Policy (continued)

If coaches or spectators have questions regarding particular calls, rules, or a referee, or wish to give feedback regarding a referee, please contact the town soccer club referee's coordinator for the game in question, or contact the BAYS Referees Representative at <https://www.bays.org>

Ensuring *player safety* is the responsibility of all adults involved with a BAYS soccer game. As a last resort only, there are two mechanisms for the termination or abandonment of a match either during or immediately prior to the start of play: termination or abandonment by the referee, and abandonment by a coach.

Abandonment by a Coach - Coaches may abandon their team's participation in a match if they become concerned that by continuing with the game their players would be exposed to a risk of serious injury due to player infringement of the Laws, outside interference or weather or field conditions. To abandon a game, coaches shall call their players to the sideline in front of their bench and request that the captain or another player inform the referee that the team is abandoning the game. Coaches are required to follow Zero Tolerance Policy when communicating to the referee that they are abandoning the game. The game shall be abandoned when the referee signals that the match has ended.

All of the above is included covering ZTP as there has been some confusion in the past. Obviously it is not our intent to abandon a game if avoidable, and should be used as a last resort only, if *player safety* is at issue.

New Heading Policy –

For all Mass Youth Soccer and all Member Organizations the following will be adhered to

Heading Not Permissible in Games for U-12 and Below

a) Players by Age

(1) All players age 10 years old and younger, regardless of what age group program they are playing in, shall not engage in heading either in practice or in games.

b) Programs by Age Group

(1) All players in single year age groups of U11 programs and younger shall not engage in heading either in practice or in games.

(2) All players in dual year age groups which incorporate a U11 program (e.g. U11/12) shall not engage in heading in games. Training is permissible for player age 11 and 12 per limitations

The following modified law 12 will apply.

An indirect free kick is awarded to the opposing team if a player, in the opinion of the referee:

- Deliberately heads or attempts to head the ball.

If, in the opinion of the referee, a deliberate header or attempt to head occurs within the goal area, the indirect free kick will be taken on the goal area line parallel to the goal line at the point nearest to where the infringement occurred.

If, in the opinion of the referee, a player does not deliberately head or attempt to head the ball, then play should continue.

Reporting results to Section Captain – The head coach will take responsibility for this unless otherwise agreed to. The Section Captains will reach out to the head coaches before the start of the season. You may even see an email from the Division Director asking for volunteers to be Section Captain. This is up to you as an individual. The reporting of game scores is usually via email to the Section Captain. If you want, feel free to ask assistant coaches or parents to keep track of goals for purpose of accurate reporting. If there is a discrepancy between your final score and the opposing coach, the league will usually defer to the referee's score report. Please double check the BAYS schedule/scores to verify correct recording of final scores.

Field conditions – Most fields (for away games) are usually in good condition. You may encounter a field not in good condition. Such as: unable to see lines, tall grass, large dirt patch or depression (in front of goal), sprinkler heads, rocks, broken glass, etc. The referee has the final decision at game time to determine if a field is playable. Soccer is played in the rain, except if there is lightning or if there are puddles on the field. The safety of the players is most important. Please make good sense decisions in favor of player safety if there is ever an issue. Once the Norfolk Recreation Dept opens the fields for the season, it is then up to SC Norfolk (Field Manager and Coaches at game time) to determine if fields need to be closed. We do need to respect the field and playing in the rain tears up the grass. If we are home team and our fields are closed, we must notify the other teams' coach immediately.

Rescheduling games - Sometimes it is necessary to postpone a game when you know there is a conflict, (i.e. religious holiday, holiday weekend, school vacation, etc). Also, weather may cause a game to be rescheduled. If both coaches mutually agree to reschedule a game, the Referee Coordinator, Field Manager, Section Captain, and Division Director must be notified immediately. When a new day/time is chosen, it must be cleared with the home team's Field Manager first to avoid conflicts with already scheduled games. Then the home team's Referee Coordinator must be notified to reschedule referees as well as update the BAYS game schedule. The Section Captain and Division Director should be notified as a courtesy, of new day and time. If you know of an upcoming holiday weekend and/or school vacation, please reach out to the team parents and request a head count. If you do not have enough players to field a team, notify the other team and work on a reschedule. Coaches must make every effort to play all scheduled/rescheduled games so as to avoid any forfeits.

Mid-Season Swaps - BAYS Division Directors monitor the competitive results in their assigned sections. After the third week of competition they begin to review the results to determine if there are any teams that may have been seriously misplaced. If any teams are identified, the Division Director then examines the sections above and below that team's section to determine if there are any obvious swap partners. In most cases, swaps are initiated by BAYS. However, a town organization's President or Travel Director may also contact the Division Director or appropriate BAYS Vice President to request that a team be moved. If you feel your team has been misplaced, too high or too low, please contact the boys/girls coordinator to discuss. Also, the boys/girls coordinator may reach out to coaches to check in.

Links: *BAYS Rule Book – <http://www.bays.org/node/20>

*BAYS Advisory Info for Coaches – <http://www.bays.org/node/714>

SC Norfolk – ITEMS

Review SCN website – <http://scnorfolk.com/> - Please review the mission statement and philosophy of the organization if you have not already done so. Go to "About SC Norfolk" at the top of home page. There is also a coaches' code of conduct, as well as player & parent code of conduct. Go to 'coaches' at top of home page. Also, the FAQ's section (on left side of home page) covers some topics that are helpful when discussing soccer with parents. Some of the above topics about BAYS are also covered on the SCN website.

Notifying parents – email is generally the accepted form of communication as you can send the same message to everyone at the same time. If you have not already done so, please reach out and let parents know their child has been assigned to your team, even if you have to say more info to follow. As a coach, you may need to communicate weekly with parents. Include information on practice schedule, games times and locations (how to use BAYS website), arriving at games before kickoff time (30 minutes is customary), as well as confirming there are enough players on vacation weeks and holiday weekends to field a team. See below about a parent letter.

Contacting other coach – The BAYS website has a mechanism that allows you to contact the other team coach, and then to communicate with you, while protecting us from unwanted emails. Once you retrieve your schedule, click on the other team name and their info will appear. Scroll down to coaching staff and click on the email button. Follow the directions and send the email. We should all do this as a courtesy to other team for home games. We should all do this for away games to confirm field location and time, as well as any local peculiarities such as field location within a complex, parking restrictions, etc.

Monitoring BAYS website – Please check regularly for schedule changes (although this should be covered in your communication with other coaches) and to confirm score reporting for each game is accurate. This is also where you can find info to share with parents about upcoming away games, address of field location for GPS, etc. After you enter your team info to retrieve schedule, click once on your team and you will see just your info, instead of the whole section. If you click on the field location, an address is provided for away games.

Equipment - Coordinate with Equipment Manager, Kevin Ricci. Items such as: player bench for games, first aid kits, game balls and practice balls, pinnies, cones, etc. can be requested from Kevin. Please take care of all SCN equipment and return all equipment at end of season.

Parent letter – Setting expectations at the beginning of the season will hopefully reduce miscommunication during the season. Please consider distributing a letter to parents. Sample letters are available (that you can modify to your needs). Let me know and I will share with you.

Player evaluations – to be completed by all coaches (head coach and assistant coaches) at end of season. The form is self-explanatory and will be distributed by the boys/girls coordinator at end of each season. It is important that each player is properly evaluated each season, as players can improve from prior seasons. All coaches should complete evaluations honestly and fairly. More information to follow on how to evaluate players and why this is important.

Coaching courses – All coaches are encouraged to complete MA Youth Soccer Coaches License courses. The program starts at Level 'F' (Introduction to Coaching) and goes backward to 'A' (National Course). Another option is NSCAA (National Soccer Coaches Association of America). These courses start at Level 1 thru Level 6, then National Diplomas. The national level courses are not expected of SCN coaches, but the entry level courses are highly encouraged. SCN will reimburse (the cost of course) any coach who completes a coaching course and will refund to cost of program fee for one child. These courses are a great way to learn about the game of soccer and to meet other individuals and share ideas about coaching.

SOCCER SPECIFIC KNOWLEDGE

For all age groups the focus should be on *Technique* – How a player gets possession of the ball and how they keep it...*Skill Development* – applying these techniques successfully in game situations, under pressure.

- Tackling – recognition, position, tracking, approach, timing, & execution
- Dribbling – position, foot surfaces, ball manipulation, with & without pressure or speed
- Passing – non-kicking foot placement, foot surface, still vs moving ball, ground ball vs air ball
- Receiving – recognition, anticipation, surface, touch (cushion or propel), direct away from pressure
- Shooting - non-kicking foot placement, inside vs instep foot surface, low vs flighted balls,

Grades 3 & 4, the *Introduction* of Principles of Play.

Grades 5 & 6, to *Emphasize* the Principle of Play

Principles of Defending

- Pressure – Redirect the opponents ball carrier (*First Defender*)
- Cover – Eliminate passing options for the opponents ball carrier (*Second Defender*)
- Balance – Prevent remaining opponents from penetrating toward the own goal (*Third Defender*)
- Compactness – Maintain our defensive shape

Principles of Attacking

- Penetrate – Advancing the ball and players toward the opponents goal (*First Attacker*)
- Support – the movement of teammates in order to provide a variety of passing options (*Second Attacker*)
- Mobility – the repositioning of teammates to influence or counter positioning of opponents (*Third Attacker*)
- Width – movement of the ball and players to expand or unbalance the opponents defending shape

Goalkeeper training - to be covered later.

Link: - http://www.mayouthsoccer.org/coaches/session_plans/