

# BYSA

## Coaches Handbook



### Baldwinsville Youth Soccer Association

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Phone Number to Board Members: 315-447-BYSA(2972)

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A Note from the Board of Directors

Coaches,

First of all, thank you for volunteering your time. You are very important to BYSA. Without your efforts, BYSA would not be the thriving and robust community organization it is today.

This Coaches Handbook is intended to familiarize you with the current policies and procedures of BYSA.

Furthermore, we encourage you to participate in coaching clinics and explore the wealth of instructional information available on the internet.

In closing, we ask you to remember two simple facts about BYSA soccer:

***IT’S ABOUT THE KIDS ~ IT’S SUPPOSED TO BE FUN***

BYSA Philosophy

To provide a quality program to the youth of our community by:

- Teaching fundamental soccer skills
- Encouraging the ideals of good sportsmanship
- Extolling the virtues of teamwork and developing friendships
- Providing a fun, safe environment

# The Coaching Directive

- As coaches, we need to remember that the game is for the kids playing it. It is meant to be fun.
- As BYSA coaches, we have the responsibility to the players, parents, organization, and fellow coaches to serve as a role model, teacher, and enthusiast for the game of soccer.
- We need to demonstrate to our players that soccer can be fun and that its rules, other players, and coaches deserve respect.
- We will continue, to the best of our ability, to advance our personal knowledge of the game and impart this on our players and their parents.
- As coaches, we will remember to start building with the fundamentals. The basics will become the building blocks for the success of the player, the coach, and the program.
- As coaches, we need to realize we can't do it all ourselves. Don't be afraid to ask for help.
- We need to show respect to the referees. Most are young and continue to learn about the game from a different point of view than your own.
- Don't make this hard for you or your players. It's a game. It's supposed to be fun. Remember that at all times.

## BYSA Board of Directors

A Board of Directors governs the Association. The Board consists of people who are willing to volunteer for a two- year term of office. A list of the board members and their email address is displayed on the BYSA website at [www.bvillesoccer.com](http://www.bvillesoccer.com).

Board meetings are normally held the second Monday of each month. All parents/guardians should feel free to contact any board member with questions, concerns, suggestions, and ideas or to volunteer to help.

- To contact the president of the board, write to: [president@bvillesoccer.com](mailto:president@bvillesoccer.com)
- To contact the league registrar, write to: [registrar@bvillesoccer.com](mailto:registrar@bvillesoccer.com)
- To contact the league treasurer, write to: [treasurer@bvillesoccer.com](mailto:treasurer@bvillesoccer.com)
- To contact the league risk management director, write to: [risk@bvillesoccer.com](mailto:risk@bvillesoccer.com)

# Split Season Philosophy

BYSA starts in the fall around the time school starts, and concludes in the spring, around the time the school year ends.

Whether it is the fall or spring season, no scores are recorded by or for the league. The league keeps no standings. Try to de-emphasize keeping score by both your players and the parents.

With the involvement of our children in so many diverse activities today, there is always the possibility of teams losing or gaining players in the spring. This is the norm. The league will try its best to replace any losses with gains. Coaches are encouraged to recruit for the league in the winter and spring months. Spring Registration will open in late January and run through mid-April or until all vacancies are filled.

## Player Movements Outside of Divisions

It is the policy of BYSA that all players play within the age divisions established by New York State West Youth Soccer Association (NYSWYSA), a division of the United States Soccer Federation (USSF). Players are assigned to an age division based upon their calendar birth year and the year the season ends (Spring session year). (The easiest way to determine your player's division is to subtract season end year from the birth year i.e. 2018-2012 = 6 meaning BYSA U6 division.) The age division matrix can be found at U.S. Soccer's website:

<https://www.ussoccer.com/stories/2017/08/01/18/15/20170801-feat-coaching-ed-five-things-to-know-how-small-sided-standards-will-change-youth-soccer>

All player movement requests must be made prior to the registration deadline. This policy may only be waived at the request of a player's parent or guardian. Skilled players may play up into a higher division, but players are never allowed to play down into a division for which they are too old, regardless of the circumstances.

The parent may initiate a player movement request by contacting the Registrar. The request should outline the player's experience and also identify a previous coach for reference. Requests are approved by the Registrar and President.

The parent must understand the fact that their player might be considerably smaller than the other players in the requested age division. A Player Risk Acknowledgement Form must be signed by a parent or guardian acknowledging that they accept responsibility for the additional risks this may entail. This form may be found within the BYSA website at [www.bvillesoccer.com](http://www.bvillesoccer.com).

# Guiding Rules for BYSA Coaches

- Foster the philosophy of BYSA – sportsmanship, teamwork, skills development and fun.
- Play all players, regardless of ability and practice attendance at least two quarters of every game.
- Avoid any form of foul language. Display zero tolerance for it from your players, parents, and coaches prior to, during, and after the game.
- Do not smoke at BYSA practices, games or fields during either.
- Hold a parents meeting at the first practice in order to familiarize them with you and your expectations. Identify practice times, team rules and your staff.
- Support the referees and their decisions. If you have a specific concern that cannot be addressed at the field, contact the Director of Referees or Coaches as soon as possible.
- Provide coverage through your assistant coaches and/or parents in your absence.
- Ensure that all your players leave the field after a game or practice with an adult or sibling that you know.
- Administer first aid to the best of your ability and complete an Incident Report in case of an injury.
- Explain to the players the proper way to conduct a post-game handshake with the other team. Encourage good sportsmanship.
- Ensure that all players are properly dressed prior to every game and practice. No jewelry, except for Med-Alert bracelets, is allowed. Shin guards, uniform, cleats, and a water bottle are a standard uniform.
- In case of lightning and thunder; take shelter with your team in buildings or in cars.

## Coach Conduct

Coaches must be careful not to raise their voices in anger and always conduct themselves with integrity. Coaches must seek to be peacemakers and avoid participation in arguments.

Coaches carry responsibility for the conduct of their team and must strive to maintain proper behavior of their players, assistants, and parents. Overly aggressive behavior within the team should be addressed by the coach so that it does not repeat or worsen.

Incidents involving threats, profanity, or violence should be reported to the Board of Directors. A Disciplinary Committee will be formed to review the incident.

# A Special Note: Risk Management for Coaches

BYSA players and parents expect that their experience with coaches, and the league's organization as a whole, to be positive, encouraging, and most importantly, safe. BYSA screens all volunteers for past sexual misconduct, particularly with minors. To protect our coaches from possibly misunderstood or uncomfortable situations with players, we insist on the following:

Avoid unnecessary physical or personal contact with the players. Never leave the field with a child unless they are your own or you have permission from a parent to carpool. Remember that an accusation of impropriety, with its associated press coverage, can be as bad as a conviction for you personally and professionally. It also tarnishes BYSA's reputation within the community.

## Risk Management

Risk management background checks will be completed online. E-mails are sent to potential coaches and volunteers from the Risk Management Director and/or NYSWYSA. Once your background check has been completed, you will receive a card that must be produced to referees prior to start of games. To complete the risk management profile, go to [www.bvillesoccer.com](http://www.bvillesoccer.com) and click on "Volunteers".

## Coach Clinics & Development

A Coach Clinic is hosted by BYSA in the fall of each year.

The BYSA Coach Clinic provides the attendee with ideas for structuring practices. Developmental skills, drills, and small sided games are taught to the coaches using a hands-on approach. The clinic points the coach in the right direction for preparation and conduct of practices.

NYSWYSA, in conjunction with U.S. Soccer, has developed a new Grassroots Licensing Course, consisting of four (4) in-person experiences and four (4) online experiences. These courses will be focused on empowering coaches through experiential learning and a player-centered approach. Prospective coaches will have the option to engage in any of these new courses - in any sequence - after completing a free introductory module provided by U.S. Soccer. More information can be found at the NYSWYSA website at [www.nyswysa.org](http://www.nyswysa.org).

A great resource for age-appropriate practice plans, videos and drills is Massachusetts Youth Soccer: [www.mayouthsoccer.org](http://www.mayouthsoccer.org)

# Uniforms

Uniform shirts, shorts, and socks become the property of the player and are intended to be worn for both the fall and spring seasons. There are usually no replacements available through BYSA for lost items. The player must replace any needed items at their own expense unless otherwise approved by the Board.

The uniforms will be distributed to the coaches at the Coach Meeting.

At the beginning of the fall season, coaches should have 1 or 2 extra uniforms. Please keep these uniforms in a safe location, these will be used in the instance that a new player is added to your team in the spring.

Players registering for only the spring season will also receive a full uniform.

# Equipment

Coaches are assigned an equipment bag for the season. They should bring this equipment bag to every practice and game. After the fall season, coaches will keep the equipment bag for use during the spring season. If any items need to be replenished, please contact the Equipment Director.

Contents of the equipment bag (items marked with an \* are returned at the end of the season):

Mesh Ball Bag	Cones*
3 Soccer Balls*	Pinnies* Goalie
Jersey (U6 does not get these)*	First Aid Kit
Goalie Gloves (U6 does not get these)*	Whistle

In addition to the equipment bag above, the coach will also receive a duffle bag containing team uniforms. Players keep their uniforms. Even if you plan on coaching next season, return above items.

After the last game day in June, all equipment bags must be returned. Even if you are planning on coaching again, you must return your equipment.

All players receive trophies at the end of the season, even if they played just one session.



# Fields

All practices and games shall be conducted on BYSA designated fields due to insurance and permit requirements.

The Field Coordinator shall assign practice locations and times. The Practice schedule for the present season can be found at [www.bvillesoccer.com](http://www.bvillesoccer.com) under the Practices menu. Practice and game field sizes vary according to age division needs and have no set measurements.

Current practice field locations are:

- McNamara, Palmer, and VanBuren Elementary Schools
- Baker High School
- Drakes Landing and Carpenter Rd Parks at Radisson

Practice cancellation is the responsibility of the coach. Game cancellation due to weather conditions is the responsibility of the Referee and the BYSA Board and will occur at the field.

At the game, parents and spectators should remain on the opposite side of the field from the players whenever possible. The coach should strive to keep only their staff on their side of the field.

If one or both coaches don't have the requisite number of players to field a full team for a scheduled game, the coaches, in conjunction with the referee, can loan extra players from one team to the other. They may also agree to field a lower number of players on the field during the game so teams have an even number of players. This can also be a temporary solution if the coach is expecting players to arrive and may be running late.

# Insurance

BYSA carries secondary medical and general liability insurance for players, coaches, referees, directors, and spectators through New York State West Youth Soccer Association (NYSWYSA). A parent may have to pay a \$100 deductible.

Contact the registrar at [registrar@bvillesoccer.com](mailto:registrar@bvillesoccer.com) for questions, or instructions on filing a claim.

## First Aid

A stocked First Aid kit is provided to each team. Coaches should bring this to every practice and game. Materials that are used in support of the players can be replaced by contacting the Equipment Director. Coaches should identify the parents who have first aid knowledge/experience.

Remember to use the universal precautions pertaining to contact of body fluids. Always strive to wear gloves when treating a player that is bleeding.

Coaches must always have completed medical release forms at all practices and games. These forms provide emergency phone numbers as well as permission for the coach to seek emergency medical aid in the event a parent/guardian cannot be reached.

In an emergency situation, use a cell phone to call 911. If the player has been injured seriously, do not remove him/her from the field. Wait for the ambulance crew or fire department response team. Coaches must fill out an Incident Report Form within 24 hours of the occurrence. A blank form is provided at the Coaches Meeting. Additional forms can be found online under the Coaches Corner. If the form cannot be filled out immediately, get the following information:

## Parent Volunteers

Coaching requires substantial effort. Coaches are encouraged to seek parental assistance to distribute some of the work. Look for volunteers for assistant coach and team manager.

Coaches must report the addition of Assistant Coach and Team Manager volunteers to their team to the Registrar in a timely manner. ALL team personnel must complete the Risk Management online forms PRIOR to being added to a team.

# General Playing Rules for BYSA – All Divisions

Some rules and policies vary across age divisions. The following quick reference chart outlines these differences. See the modified rules sections for more details.

**QUICK REFERENCE CHART**

	<b>U6</b>	<b>U8</b>	<b>U11</b>	<b>U14</b>
Players on Field	4	4	9	11
Players on Roster	7 - 8	11-13	13-15	16-18
Ball Size	3	4	4	5
Time of Quarters (minutes)	10:00	12:00	15:00	15:00
Throw-in Attempts	3	3	1	1
Indirect Kicks	Yes	Yes	Yes	Yes
Direct Kicks	No	No	No	Yes
Offsides	No	No	Yes	Yes
Goalkeepers	No	No	Yes	Yes
Penalty Kicks	No	No	No	No
Coach Allowed on Field	Yes	Yes	No	No

## GENERAL

- End of the fields will be changed at halftime for U8 division and higher.
- Games affected by inclement weather will be postponed or canceled by the referee at the field. Field conditions, players' ages, and the forecast all contribute to the decision.
- In the case of lightning, all persons should retreat to cover within a building or car immediately.

## **General Information, cont.**

- Only approved molded plastic cleats will be allowed. No metal or metal tipped are allowed.
- Uniforms must be BYSA approved. Sweatpants, sweatshirts, raingear may be worn under the uniform so that the jersey is visible. All zippers must be covered. "Med Alert" bracelets or necklaces are allowed. Earrings and watches are prohibited. Covering the earrings with bandages is not acceptable.
- Padded plaster casts may not be worn unless approved by the president and the referee. The cast must have a minimum of 1/2 inch foam padding surrounding all sides. The parent must have a release signed by the player's physician stating that play is allowable. The first instance that the cast is used in an offensive manor, the player will be asked to go to the bench for further instruction from their coach.
- Every player, regardless of skill, shall play at least half of the game.
- The coach shall not allow the score to be lopsided ("run up") in his/her favor.
- Players and coaches shall exhibit the ideals of sportsmanship by shaking hands after the match.
- Fighting is not permitted. Players will be removed from the game immediately for fighting. The referee will report them to the Director of Referees who in turn will report to the board. Coaches' fighting is intolerable. Both coaches will be asked to leave the field and let the assistants complete the game. Coaches will be reported to the Board of Directors for disciplinary action. Spectators fighting will be asked to leave the field. It is incumbent upon the coaches to control their players' parents.
- Coaches should make every effort to have their entire team show up for all assigned matches. Coaches must encourage their players and parents to notify them in advance of absences from games. Accordingly, coaches should notify opposing coaches in advance if they will have an insufficient number of players for an upcoming game.
- In case of injury, fill out the Incident Report that can be found on the BYSA website: [www.bvillesoccer.com](http://www.bvillesoccer.com) . Defer any recommendations for treatment to the parent.

# KICKS

- For all corner and indirect free kicks, the opposing team must be 10 yards from the placement of the ball. For the U6 division, the referee will determine a safe distance as 10 yards is not practical.

## Kick-offs

- A kick-off is used to start play at the beginning of each quarter, and at the restart of play following a goal.
- Teams will alternate taking the kick-off at the quarters.
- A goal may be scored from a kick-off.

## Corner Kicks

- The corner kick is taken from a stationary ball on the ground within the corner arc.
- A goal may be scored directly from a corner kick.

## Goal Kicks

- The goal kick is taken from stationary ball on the ground within the penalty box.
- The ball must leave the penalty area from a single kick by the defensive team before it is in play. If the defensive team accidentally kicks the ball into their own goal, the kick is retaken and the goal is disallowed. If the ball does not leave the penalty area or is touched by another player prior to leaving the penalty area, the kick is retaken.
- All offensive players must remain outside the penalty area until the ball leaves the penalty area.
- A goal may be scored from a goal kick.

## Free Kicks

- All fouls will be enforced by indirect or direct free kicks. There are no penalty kicks in BYSA. There are no direct free kicks in the U6, U8, and U10 divisions.
- An indirect free kick must touch a player from either team, other than the kicker, prior to a goal being scored.

At the U14 level, if an infraction by the defensive team occurs within the penalty area, the referee shall place the ball outside the penalty area nearest to the site of the foul and award a direct free kick.

# SUBSTITUTIONS

- Substitutions may be made after the referee has been made aware of the coach's desire to substitute.
- In the U6 division, substitutions should be made between quarters and in case of injury.
- Free substitutions are allowed following goals and between quarters. Substitutions are also permitted at throw-ins, goal kicks, and in case of injury.
- Substitutions may only occur with permission from the referee.
- Coaches should have their substitutes near the center line so they may be easily identified by the referee.

# THROW-INS

- A throw-in shall be used to return the ball back into play after it has gone completely off the field by going over a sideline.
- The throw-in is taken by the team that did not touch the ball last while in play.
- The player making the throw-in must have both feet on the ground and behind or on the touchline. The ball must be raised over the thrower's head with both hands and be thrown forward into play. The ball is in play as soon as it enters the field of play.
- If the ball fails to enter the field of play (never crosses the touchline) after the throw-in, the throw-in is retaken.
- If the throw-in has been executed incorrectly, the control of the throw-in reverts to the opposing team in the U12/14 and U10 divisions. U6 and U8 divisions get up to 3 tries (at referee's discretion) to make a correct throw.
- The thrower may not touch the ball again until another player has touched it.

# GOALKEEPING

- A player may not challenge the goalkeeper for possession of the ball. goalkeeper has possession of the ball.
- The goalkeeper must return the ball to play quickly after controlling it with their hands. The goalkeeper may play it from anywhere within the penalty area. The goalkeeper may return the ball to play by punting, drop kicking, throwing, rolling, or kicking it.

## OFFSIDES

- An offside position is defined as a player is nearer to the opponent's goal than both the ball and the second last opponent.
- There is no offside infraction if a player receives a ball directly from a goal kick, a throw-in or a corner kick.
- An offside call results in an indirect free kick from the point of the foul for the opposing team.

## Severe Weather Policy

- Thunder and lightning necessitates that play be suspended. The occurrence of thunder and/or lightning is not subject to interpretation or discussion, thunder is thunder, lightning is lightning.
- The contest will be suspended until 30 minutes after the last boom of thunder. This time will not be made up at the resumption of play. Matches may be abandoned or game times shortened to maintain the overall schedule for the day.
- Poor field conditions necessitates that play be modified or cancelled. The referee, in consultation with the BYSA designate or in their absence, the coaches involved shall assess the field conditions and determine if play should be modified or cancelled.

## Concussion Policy

At BYSA, safety of the players is of utmost importance. As an organization, we need to be diligent in making sure all our coaches are educated on player safety regulations. We want our coaches to be prepared in the event of an emergency.

During practices and games, we expect coaches to take all the necessary precautions to avoid an injury, however accidents do happen and we need to be prepared for them.

Coaches are required to share the Concussion Procedure and Protocol with parents and all team personnel at the first practice.

This policy is to be used in conjunction with the Medical Release Form Policy and does not replace that policy.

# INFRACTIONS/FOULS

- All penalties shall result in an indirect or direct free kick awarded to the opposing team.

***Fouls - The following is a list of fouls that will be enforced by BYSA referees:***

- **Hand Ball/Heading** – the intentional playing/touching the ball with the hand or arm of any player other than the keeper, or by the keeper if he/she is outside of their penalty area. Players protecting their face or a female player protecting her chest area may do so by keeping the elbows together and arms against their body.
- **Kicking** – kicks another player or attempts to do so.
- **Striking** - strikes another player with the hand or attempts to do so.
- **Tripping** - trips or attempts to trip an opponent. Slide tackling is not permitted at any level.
- **Pushing** - intentionally causing another player to lose control of the ball or prevent them from gaining control by pushing with the hand or arm.
- **Holding** - hindering the motion of a player by holding with the hands arms or pinning them to the ground.
- **Charging** - intentionally doing so from behind or in a violent or dangerous manner, or when the ball is not within playing distance.
- **Jumping** - jumping at a player and making contact.
- **Dangerous Play** - any of the following constitutes a foul: slide tackling, playing the ball while on the ground, heading for players in U10 and below, raising the feet above the waist trying to kick the ball when another player is near or attempting to dislodge the ball from the goalkeeper.
- **Spitting** - spitting at another player, coach or referee.
- **Goalkeeper Specific** - The goalkeeper may not take more than six seconds to release the ball when playing it with his/her hands. For U11 and U14 divisions, the goalkeeper may not play the ball with their hands if their own team player's feet played it back to them. Opposing players may not hinder the goalkeeper from putting the ball back into play.











