



DES PLAINES PARK DISTRICT

Pre-K - Middle School
Girls & Boys
Soccer
Coaches Manual



Dear Soccer Coaches,

Welcome to the Des Plaines Park Youth Soccer Program. We are happy to have you as a valued volunteer, of our youth recreational soccer league. We hope that you find your experience to be a very rewarding one. Volunteer parents and adults make up the core of our program, without them our soccer program would not exist. We greatly appreciate you giving of your time and enthusiasm to benefit the youngsters. Experience is not necessary, only a willingness to learn and a healthy attitude towards competition. Without you, many of the children who are participating in this successful program would not have been afforded with this opportunity.

Please review this coach's manual carefully. We have done our best to document important program guidelines, but realize that in no way is this manual comprehensive to deal with every situation. Cooperation and adhering to the guidelines will ensure the safety and positive experience of all participating in the soccer program. Together we are collectively the Park District Youth Soccer Program and this program will only be as good as we make it. Please use each other as resources to help develop each child and teach age appropriate drills.

If we can be of assistance in any way, please do not hesitate to contact us at 847-391-5711

With Gratitude,

Joshua Cantres
Athletic Supervisor

Mary Dankowski
Soccer Coordinator

Jerry Stonequist
Soccer Coordinator

Program Philosophy

The purpose of the Des Plaines Park District Youth Soccer Program is to provide the youth of our community with the opportunity to participate in a safe recreational environment. The program serves to offer a structured format that will help develop skills and teach the participant to utilize his/her time effectively. The emphasis of this program is participation, fundamental skill development, sportsmanship and fun!

Des Plaines Park District Mission Statement

Enriching Lives Everyday!

Coach/Supervisor General Responsibilities to the participants

Make sure that every child is registered. No one will be allowed to play unless they are on your roster or you have received a call from the Soccer Coordinator or the Athletic Supervisor.

To provide a recreational experience designed to satisfy the child's need for exercise, excitement, and fun. These activities should provide the children with a feeling of accomplishment and work towards developing a better positive self image.

To satisfy the need for recognition and approval by being accepted by ones peers as a member of a team.

Encourage socialization skills with fellow peers and adult leaders so that the participant may learn to cooperate and get along with others.

To meet the need for achievement, the need to be successful and to have others believe that the participant is important and counts for something. Players achieve satisfaction when they learn to master skills.

Respect the integrity and personality of each participant.

To provide a fun experience in a safe, structured, pressure free, and supervised program.

Set a good example for players and spectators to follow.

Display modesty in victory and graciousness in defeat.

Be no part of the use of profanity, obscene language or improper actions.

Communicate to participants and spectators that sportsmanship is the #1 priority.

Youth Soccer Coordinator Responsibilities

Reports directly to the Athletic Supervisor, Joshua Cantres.

Coordination of the Youth Soccer Program at Prairie Lakes.

Direct supervisor of all program staff, program coaches, assistant coaches, team parents, and participants.

Update soccer hotline on weekdays and weekends.

Responsible for the completion of all general preseason preparation and paperwork as required.

Organizing the preseason in-service meeting agendas and hosting a coaches meeting and seminar.

Make budget recommendations for program purchases of equipment and supplies.

Secure coaches and assistant coaches for all teams.

Assure that all participants are registered through the Park District.

Organize and maintain a master file of all program paperwork for the Park District files.

Revise the staff program manual as required.

Hire, train, and coordinate all High School game officials.

Oversee the placement of players onto teams by the coaches.

Assigning players and coaches to teams in a fair manner.

Ensuring fairness of talent distribution as much as is possible.

Conduct the in-service training of soccer referees.

Maintain a listing of all coaches, assistant coaches, team parents, and complete team rosters.

Keep inventory records of all equipment and supplies and allocate supplies to teams as required.

Inventory equipment and supplies at seasons end.

Return telephone calls and answer parent questions and concerns.

Promptly submit written reports to the Athletic Supervisor; incident reports, supply requests, staff and program evaluations, and other paperwork as required.

Attendance at practice sites, Saturday games, and other soccer program functions.

Submit staff time cards completed with correct hours.

Promote the soccer program and developing positive public relations.

Enforce Park District policies and procedures as they pertain to the Youth Soccer Program.

Promote and develop the soccer program/parent relationship.

Approve program activities and notes to be sent home.

Assign staff to required duties and make certain that all events are properly staffed and supervised.

Meet on a regular basis with the Athletic Supervisor and coaches to keep the lines of communication open.

Troubleshoot to prevent potential problems from developing.

Arrange for the fair use of gym space and supplies

Maintain fully equipped first aid kits and supplies at all sites and apply basic first aid skills.

Coaches Responsibilities

Responsible for the safety, supervision, and soccer skill instruction of the team participants assigned to you.

Communicate weekly at the Saturday games with the Program Coordinators, any concerns, problems, or suggestions.

Each player should receive a schedule of games as soon as possible.

Make sure that your players know exactly when and where their games are scheduled, and when their practices are. Create a phone tree in case a practice must be canceled.

Show respect for Park District policies, program policies and procedures, and to other coaches and their teams.

Assure that all players receive the same amount of practice instruction and play time and that all players play for a minimum 20 minutes in the Saturday games.

Maintaining and returning team equipment and supplies.

Holding twice a week, 1 hour long instructional, hands on, developmental practice session for their assigned team.

Practice sessions should be used to teach basic skills, concepts of team play, and strategy. NOT JUST FREE PLAY!

Try to use a schedule for your practice session. Example: 10 minute drbbling, 10 minute passing, 10 minute defensive drills, etc.

Teach the rules of the game and emphasize fair play.

Teach one or two basic offensive and defensive set ups, keep it simple. (4th- Middle School)

Please contact the Athletic Supervisor if you or your assistant coach will not be able to attend a practice. We will try to send a substitute.

Do not change any practice times. If you have a conflict please contact Program Coordinators or the Athletic Supervisor.

Each team may have one coach, one assistant coach, and one team parent. Co-Coaching positions must be approved in writing by the Program Coordinators.

Coaches should check in with the Program Coordinator upon arrival to Prairie Lakes each Saturday prior to game play.

Enforce participant discipline policy for your team participants.

Communicate all problems and concerns with the Program Coordinator.

Be visible and accessible to all parents.

All coaches and players should call the Sports hotline (847) 391-5705 regularly for updated information and encourage parents to also do so.

Maintaining an adequate first aid kit which must be brought to all practices and games.

Reporting participant injuries and accidents to parents and turning in an incident report form to your Program Coordinator or Athletic Supervisor at Prairie Lakes **WITHIN 24 HOURS** or the Athletic Supervisor at Prairie Lakes.

Player Responsibilities

Players must talk in a pleasant manner- NO FOUL LANGUAGE or put downs will be tolerated.

Players are to show RESPECT towards all other players, coaches, parents and officials.

Players are to treat all equipment and supplies with proper care and respect.

Players are to remain with their team at all times during games/practices unless told otherwise by a responsible adult.

Be safe- Players must follow all program and gym safety rules.

Players must come prepared with their Park District team shirt and gym shoes on Saturdays.

No unsupervised friends or brothers or sisters who are not registered should be brought to practice sessions or Saturday game days. (Team Sideline)

FIRST AID FACT SHEET

For any emergencies, dial 911 (EMS)

Injury/Illness	Signs and Symptoms	Treatment
Heat Cramps	muscle cramps in leg and abdomen, dizziness, nausea/vomiting, and fatigue <u>skin hot and sweaty</u>	move to cool area, water ½ glass every 15 min. diluted juice drink
Heat Exhaustion	severe headache, nausea/ vomiting, profuse sweating, fatigue, extreme thirst, diarrhea <u>skin cool and sweaty</u>	move to cool area, remove clothing, elevate legs 8-12 inches, administer water slowly, monitor airway
Heat Stroke (life-threatening)	rapid pulse, tremors, mental confusion, nausea/vomiting, seizures, snore-like breathing, <u>red hot dry shiny skin</u>	Move to cool area and open airway, assist breathing as necessary, remove clothes, ice packs in groin and arm pit, wet T-shirts and sheets, fan vigorously
Hypothermia	shivering, numbness, blue lips, inability to concentrate, speech difficulty, weakness, drowsiness	Monitor ABC's, warm shower, warm dry clothes, if conscious warm beverage
Sprains	local pain, increased pain with movement, massive swelling	ice pack, immobilize
Strains	instant burning pain, very little swelling, very little discoloration	ice pack, immobilize
Dislocations	deformity, local pain, loss of movement	ice pack, immobilize
Impaled Objects	object protruding from body	Stabilize object by using hands or wrap towel around object
Amputations	Loss of appendage, major bleeding, treat for shock	Direct pressure to stump, wrap severed part in clean moist cloth(gauze), plastic bag and seal, lay on separate bag of ice
Nose bleeds	blood from nose	pinch nostrils together, no stop 15 min., ice pack on bridge of nose
Fainting	nausea, weakness, chills, abdominal pain, pounding headache	monitor ABC's, elevate legs 8-12 inches, loosen restrictive clothing, wipe face with cool, wet cloth
Knocked Out Tooth	Loss of blood, extreme pain	put in milk, take to dentist
Chipped or Broken Tooth	chipped or broken tooth	rinse mouth with warm water, use cold pack on outside of mouth
Seizures	erratic behavior, muscle rigidity	Protect head, maintain airway, reassure guest quietly when consciousness returns, monitor airway, treat for shock,
Hypovolemic Shock (trauma)	breathing difficulties, confusion, weak/rapid pulse, nausea/vomiting, extreme thirst, cold moist skin, weakness	ABC's, raise legs 8-12 inches, if unconscious place in recovery position
Anaphylactic Shock (reaction)	wheezing, swelling in airway, weak/rapid pulse, massive swelling,	ABC's, maintain airway, assist with breathing as needed



Accident/Incident Report

Attorney/Client Privileged Document

**Form
01**

1	Agency name DES PLAINES PARK DISTRICT	Today's date
2	Date of Incident (mm/dd/yyyy)	Time of Incident (hh/mm a.m./p.m.)
3	Name of person completing report	Title of person completing report
4	Business phone number	Business email
5	How did the incident occur? (Provide a brief, factual description; do not speculate on fault, etc.)	
6	Name of the location (park, pool, community center; Ex. <i>Smith Pool, Johnson Community Center</i>) or nearest intersection where the incident occurred.	
7	Is there an address for this location? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
	If yes, please provide the following:	
	Street address _____	
	City _____	State _____ Zip code _____
8	Location (Specify the exact type of location/facility where injury occurred. Ex. <i>maintenance garage, sports field, aquatic outdoor, golf course, etc.</i>)	
9	Primary location (Specify exact location. Ex. <i>lap pool, cart storage, classroom, pavilion</i>)	
BODILY INJURY		
If an employee was injured, please submit the form for an Employee Injury (Form 04) type of incident.		
10	Was a person injured? (Ex. <i>patron, citizen, participant, volunteer</i>) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
11	If yes, please provide the following information:	
	Last name _____ First name _____	
	Address _____	
	City _____ State _____ Zip code _____	
	Home phone # _____ Work phone # _____ Cell phone # _____	
	Age _____ Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
12	Is injured person an agency volunteer? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
13	Describe the injury (affected body part and type of injury; Ex. <i>contusion, bruise, laceration, sprain, break, etc.</i>)	
14	Did injured person make any statements? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
	If yes, what did injured person say? _____	



Accident/Incident Report

Attorney/Client Privileged Document

Form
01
(pg. 2)

15	Was first aid administered? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Name and position of person who administered first aid _____	
What first aid was given? _____	
Did first aid involve AED and/or CPR? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
If yes, please submit a PDRMA post-AED form.	
Were paramedic services offered?	
Called and refused (at scene by patron) <input type="checkbox"/> Yes	Offered and called <input type="checkbox"/> Yes
Offered and refused <input type="checkbox"/> Yes	Offered, refused, called by agency anyway <input type="checkbox"/> Yes
Unable to respond and called <input type="checkbox"/> Yes	
Were police called? <input type="checkbox"/> Yes	If yes, please provide the following information.
Name of police department _____	
Name of officer _____	
Do you expect this person to submit a claim? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
PROPERTY DAMAGE	
16	Was property damaged as a result of this accident/incident? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
17	If yes, how was the person involved in the accident/incident?
	Owner of property adjacent to park district <input type="checkbox"/>
	Patron <input type="checkbox"/>
	Vehicle owner <input type="checkbox"/>
	Other <input type="checkbox"/>
18	Last name (or business name) _____ First name (not necessary if business name) _____
Address _____	
City _____ State _____ Zip code _____ Phone number _____	
Describe the property damage _____	

WITNESS INFORMATION	
19	If there was a witness(es) to the accident/incident, please provide the following information:
	Last name _____ First name _____
Address _____	
City _____ State _____ Zip code _____ Phone number _____	
20	Did witness make any statements? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
If yes, what did witness say? _____	

21	Where was witness when the accident/incident occurred? _____

COACHES RECOGNITION AND APPRECIATION

The Des Plaines Park District Youth Recreational Soccer Program would not exist if it weren't for the many adults who volunteer their time and services to serve as coaches. The following are the benefits for volunteer head coaches who have coached for the complete season:

1. Individual Pool Pass
 - A part-time/volunteer employee may receive a pool pass for themselves or purchase a season swim pass for their family at a discount by paying 50% of the normal family rate.
2. Prairie Lakes Fitness Center
 - 25% discount (individual only) NOTE: For both Prairie Lakes, Fitness Center and the ALC Health Club... If the volunteer wants to upgrade his/her membership to a couple or family, the amount discounted will be equal to 25% off the current individual annual fee if paying on an annual basis, or equal to 25% off the current individual monthly fee if paying on a monthly basis.
3. ALC Health Club
 - 25% discount (individual only) NOTE: See above
4. Lake Park Golf Course
 - \$3.00 off resident daily fee at time of play (individual only)
5. Mountain View Mine Adventure Golf
 - \$3.00 off resident daily fee at time of play (individual only)
6. Refund - (for their child) - Head Coach Only!

COACHES EVALUATION

We greatly appreciate all of the adults who offer to serve as coaches with our program teams. All that we ask in return is your enthusiasm, time and a willingness to learn soccer coaching techniques for the appropriate age division for which you are coaching. We also expect your flexibility in regards to working with the parents, other coaches, and the program administrators, as well as adherence to Park District policies and procedures as established within this manual.

Deliberate failure to comply with any program policy or procedure may result in any of the below mentioned consequences depending upon the severity, nature, or number of times of the offense.

1. Verbal warning
2. Verbal reprimand
3. Written reprimand
4. Suspension and loss of benefits
5. Termination of services

These consequences may be issued only by the Program Coordinators with the consent of the Athletic Supervisor.

Note that coaches are invited back by the program coordinators prior to the start of each season. Coaches who have shown themselves to have been uncooperative or whose general conduct on an ongoing basis is not reflective of our programs philosophy may not be invited back to coach during the next season at the Program Coordinators discretion.

Player Disciplinary Actions

As determined by Program Coordinators and the Athletic Supervisor:

1st Offense: Verbal Warning

2nd Offense: Loss of practice and game time, Parents will be addressed

3rd Offense: Game Suspension(s)/Expulsion of league

Depending on the severity, actions can be skipped.

DES PLAINES PARK DISTRICT
RECREATIONAL YOUTH SOCCER PROGRAM
GENERAL PROGRAM INFORMATION

Registration is open to all boys and girls in grades K-8th. Pre-registration and waiver completion is required during the registration period through the Park District offices.

Program division breakdowns: Players are required to play on a team at the appropriate grade level unless they have written permission of the program coordinators for extenuating circumstances. Divisions are the following:

Pre- K/Kindergarten

1st Grade Boys & Girls

2nd/3rd Grade Boys & Girls

4th/5th Grade Boys & Girls

Middle School Boys & Girls

Practice times are from 5:30pm- 6:30pm at Prairie Lakes Field. Please contact our soccer hotline at **847-391-5705** for updated information on practices or games.

Staff Organizational Chart

Athletic Supervisor

Program Coordinator

Volunteer Coaches (Head)

Assistant Coaches

Team Parents

TEAM FORMATION

Teams will be formed by Program Coordinator. Switching of players after team selections is not allowed.

Teams should consist of no less than eight players and no more than eighteen players.

All players are required to receive the same amount of practice time and all players must play for a minimum of 20 minutes of active playing time in every Saturday game.

TEAM ROSTER

An official team roster will be given to all coaches at the In-Service Meeting. No one can practice with your team under any circumstances if they are not on your roster or you have been contacted by the Park District regarding a new player.

EQUIPMENT

Each coach is entitled to the following equipment. Coaches will be responsible to return all equipment given at completion of the program, in order to obtain their coaches Volunteer ID card.

- Two soccer balls (size appropriate with age level)
- One ball bag
- Twelve cones
- One basic first aid kit.
- One goalie jersey.

PLAYER PARTICIPATION

As the emphasis of our program is skill development and recreation, we must insist that all team coaches place participation, individual skill development, and fun before winning. As such, ALL players are entitled to receive the same amount of practice time and ALL players must receive 20 minutes of playing time in every Saturday game of attendance. No program requirement or stipulation exists enforcing required attendance at weekly practice sessions in order to be eligible to play in games.

In order to be eligible to play in our league, all players are required to do is to be formally registered on a team through the Park District offices. Players with physical, emotional, or medical limitations may be referred to the Maine-Niles Special Recreation Program if we can not best meet their needs within the context of our program.

WHAT THE PLAYERS NEED

Soccer players must always wear the appropriate shoes wear - either molded soccer shoes or gym shoes - and they must tie the laces securely. Players must also provide their own protective shin guards and wear them to practice and Saturday games. Coaches must not permit a player onto a playing field unless they are properly attired.

Soccer shirts are optional at practice sessions, but **MUST** be worn on the **OUTSIDE** during game play. Players should wear comfortable and durable shorts or sweats appropriate for the weather conditions.

Note that coaches and the Park District are not held responsible for clothing and items brought to soccer practice or games. Stress to your players that clothing will get dirty as they actively participate in practice and in game play.

Coaches may encourage their players to bring a soccer ball labeled with their name to practice, but this is not to be a requirement for participation.

Players should take scheduled water breaks at least once during each practice session or are encouraged to bring water bottles to practice and game play, especially on hot days. Remind players of the necessity of using washroom facilities at home prior to practice to refrain from possibly disturbing practice objectives.

SATURDAY GAME PLAY PROCEDURES FOR PRAIRIE LAKES

At practice tell your players:

- To arrive at Prairie Lakes fifteen minutes prior to scheduled game play.
- Tell them where your team meeting place will be.
- Appropriate equipment must be worn; Shin guards are **Mandatory**.
- Park District shirts must be worn on Saturday game days.
- Suggest that they bring a water bottle.

At Prairie Lakes :

- The home team coach is to give the officials the game ball and cones ten minutes prior to the scheduled game time.
- Coaches are to have their first aid kit and incident report forms handy.
- All parents are to assemble on the outside sideline, while the coach, assistant coach, and team parent assemble on the bench with the team.
- The referee will communicate with teams two minutes prior to the start of game play. Promptly assemble your players on the field, as all games will start as scheduled.
- Game play for all teams will conclude with the referee's whistle.

- At the start of each game we ask that both coaches meet at on the field with the officials and shake hands with one another.
- At the games end, all players, coaches, and officials are to line up at mid-field and exchange handshakes with one another.
- Note that the high school officials have control of the flow of the game. They have been told to assist in explaining the rules and procedures of the game to the younger players as they deem prudent. They are also told to watch for unnecessary roughness. We ask coaches to concentrate upon coordinating their team and not to second guess or do the job of the official. If you have a concern about an official, please **DISCUSS** it with him or her **AFTER THE GAME OR AT THE HALF TIME BREAK**.

OFFICIAL RED CARDS

The referees of our games will be carrying "red cards". These cards will be issued at their discretion to any spectator who exhibits unsportsmanlike conduct or who interferes with the players' game by coaching or disrupting the referees' concentration from the game. This card is to serve as a warning that if the action is not stopped, you will be requested to leave or the game may be suspended until the conflict is resolved. The purpose of these cards is to keep fun, recreation, and skill development as the main focus of our program and to keep the competition low-key. Your cooperation is expected and appreciated.

HEALTH AND SAFETY

Your player's health and safety are to be your number one concern throughout ALL soccer activities. A strong emphasis is to be placed upon prevention. Following of established guidelines and informing your players and enforcing these guidelines as found within this program manual is a strong starting point. Although no manual could possibly cover every possible situation, common sense on your part is required. In the event of an injury, render basic first aid and ask your assistant coach for assistance. An incident report form MUST be completed and the parents notified by the coach. The local paramedics are always to be called in the event of a more serious injury or accident.

DES PLAINES PARK DISTRICT **EMERGENCY PROCEDURE**

In case of an emergency, call the weekend supervisor on duty and follow the emergency procedure as detailed in your Safety Manual.

FIRE, AMBULANCE AND POLICE
911

PROGRAM COMMUNICATION

Make an effort to communicate with the Program Coordinator. If you feel that the Program Coordinator has not handled the matter in a prompt or fair manner, then you should address your issue with the Athletic Supervisor.

Just as you have busy days with coaching responsibilities and your personal schedule, please realize that so does the program coordinator. There may be times when the Program Coordinator is not available when you want to talk with them or they may be handling an important matter for another coach. If you need something from the Program Coordinator, the best method would be to talk to them before or after a practice session or to put it in writing. Remember that the success of our programs depends upon the flexibility of all involved.

Except for emergency, urgent, or unusual circumstances, coaches, assistant coaches, team parents, and parents are asked not to call Program Coordinator at home respecting their personal evening and weekend family time. Phone numbers of staff members are not to be given out to parents as a courtesy to program staff. Program requirements or stipulations exist enforcing required attendance at weekly practice sessions in order to be eligible to play in games.

**DES PLAINES PARK DISTRICT
EMPLOYEE ACKNOWLEDGMENT**

PLEASE PRINT:

NAME PHONE

ADDRESS JOB POSITION

I hereby acknowledge that I have received a copy of the Des Plaines Park District **VOLUNTEER SOCCER COACH MANUAL** and that I am fully aware of all its content and that I will adhere to all Park District policies, safety standards and procedures.

Signature

Date