



Fall Soccer 2011

Inter-Village Coach Manual

3rd/4th, 5th/6th & 7th/8th Grade

Girls & Boys



August, 2011

Dear Coaches,

Welcome to Fall Soccer 2011 and the Intervillage League! We wish you the best of luck throughout your season and hope you have an enjoyable experience. We would like to encourage you to read the following Mission Statement and consider it as you coach, ensuring that you fully understand the purpose of this league and why we are here.

The Intervillage (IV) Soccer League is made up of 6 park districts; Carol Stream, Streamwood, Hanover Park, Bloomingdale, Medinah and Bartlett, and one Village; Elgin, each who enter varying numbers of teams in several age divisions.

“The purpose of the Intervillage Soccer program is to provide healthy recreation in an environment where a child can have fun while developing physical skills and emotional maturity. The goals are to provide opportunities for all Intervillage teams and participants by giving them a chance to participate in an organized league with quality instruction and coaching in the basic fundamentals, as well as creating a positive experience for each participant encouraging a lifetime involvement in sports. The Intervillage soccer league stresses equal playing time, sportsmanship and fun. To achieve these goals and objectives, the IV soccer league depends on the cooperation and assistance of the participants, parents and coaches. All decisions concerning participation in the IV Soccer League are made to benefit all involved.”

The Intervillage league runs for approximately 10-11 weeks per season (fall and spring), with 8 games guaranteed. Whenever possible, teams play 4 home and 4 away games. Typically, games are played on Saturdays but occasional week night games may be scheduled. Rescheduled games may also be scheduled on a week night in order to complete the season schedule.

The Recreation/Athletic Supervisors responsible for managing this program are always open and willing to hear feedback about the league so please feel free to contact us with your thoughts and suggestions for continuing future improvements. Please report any concerns to your park district representative first.

Bartlett Park District	Lynsey Heathcote	(630) 540-4843
Hanover Park Park District	Kyle Thomas	(630) 837-2468
Carol Stream Park District	Justin Narter	(630) 784-6184
Streamwood Park District	Jake Larson	(630) 483-3731
Bloomingdale Park District	Jammie Meyer	(630) 529-3650
Medinah Park District	Joe Donaldson	(630) 893-2560
City of Elgin Parks and Recreation	Delaney Lehman	(847) 531-7008

Thanks and have a great season!

INTERVILLAGE SOCCER PROGRAM RULES

TABLE OF CONTENTS

- 1. SECTION ONE: GENERAL RULES**
 - a. PLAYING RULES AND ELIGABILITY**
 - b. SPORTSMANSHIP, TOBACCO, ALCHOHOL, PROFANITY, JEWERLY**
 - c. COACHES**
 - d. PARENTAL RESPONSIBILITY**
 - e. TRAVEL PLAYERS**
 - f. CLEAN UP**
 - g. SCHEDULING**
 - i. SEASON SCHEDULE**
 - ii. SCHEDULE CHANGES**
 - iii. RESCHEDULING OF RAINOUTS AND SUSPENDED GAMES**
 - iv. GAMES PER WEEK**
 - v. FIELD SCHEDULING**
 - vi. PRACTICES**
- 2. PLAYERS, FIELD AND EQUIPMENT**
 - a. PLAYER ATTENDANCE**
 - b. PLAYER SHARING**
 - c. EQUIPMENT**
 - d. TEAM/GAMES SPECIFICS**
 - e. SUBSTITUTIONS**
 - f. PLAYING TIME**
 - g. SLAUGHTER/COURTESY RULE**
 - h. COACHING/SPECTATOR PRESENCE**
 - i. CASTS**
- 3. REFEREES**
- 4. GAME RULES**
 - a. STARTING A GAME**
 - b. PROTESTING AND/OR APPEALING A GAMES**
 - c. PLAYING CONDITIONS**
 - d. PLAYER INJURY**
 - e. BALL IN/OUT OF PLAY**

- f. OFFSIDE
 - g. THROW-INS
 - h. CORNER KICKS
 - i. GOAL KICKS
 - j. PENALTIES
 - k. FREE KICK
 - l. METHOD OF SCORING
 - m. DURATION OF GAME
 - n. MISCONDUCT
 - o. ENDING THE GAME
 - p. TIE-SCORE
 - q. FORFEITS
5. APPENDICES
- a. DISCIPLINARY ACTION FOR VOLUNTEERS
 - b. DISCIPLINARY ACTION FOR PARENTS
 - c. TIPS FOR GETTING STARTED WITH YOUR SOCCER TEAM
 - d. PROCEDURES AND GUIDELINES FOR CANCELLING ATHLETIC PROGRAMS
 - e. ASTHMA AND SPORTS

INTERVILLAGE YOUTH SOCCER PROGRAM RULES

1. SECTION ONE: GENERAL RULES

- a. PLAYING RULES AND ELIGIBILITY – FIFA rules apply if not modified within. The rules of the Intervillage Youth Soccer Program are to be strictly adhered to and will be enforced by the all member park district staff.
 - i. All players for soccer will register and play at their current grade level, unless otherwise approved by park district personnel.
 - ii. Any youth meeting the Program requirements will be eligible to participate.
- b. SPORTSMANSHIP, TOBACCO, ALCOHOL, PROFANITY, JEWELRY - The actions of the players, managers, coaches, referees, and league officials must be above reproach. Managers and coaches must make sure their conduct is proper in every respect and must make sure that their players and spectators do the same. The use of tobacco is strictly prohibited on the playing field, on the players' bench and/or in the dugout, and by any player. Alcoholic beverages and any substance abuse in any form are strictly prohibited within the confines of the parks. The use of profanity and obscene gestures by any player, manager, coach, referee, spectator, family member or parent/guardian is prohibited. Players will be prohibited from wearing any form of jewelry. Players found to be wearing jewelry will be told to remove it by the referee. Medical alert bracelets, necklaces or religious items are not considered to be jewelry, but must be secured to the body.
- c. COACHES – All coaches are volunteers. The coaches primary goal is to prepare the player to successfully recognize and solve the challenges of the game on their own. It is vital that coaches approach soccer with this in mind. All coaches are responsible for setting a positive example for players by displaying good sportsmanship and respecting the rules of the game. Disciplinary action will be taken toward any coach who does not support the positive mission of the Intervillage League. The situation will be reported by the referee on his/her game card. The park district involved will complete an incident reporting form which will be forwarded to the park district representative at the coaches home park district. That park district will be responsible for investigating the incident and taking any necessary action.
- d. PARENTAL RESPONSIBILITY - All parents/guardians, referees, managers, and coaches will be required to sign a Code of Conduct
 - i. Parents must shoulder responsibility and take initiative to make the program successful. Each parent should join in the total effort. There is opportunity for all to participate. Parents, spectators and family members must make sure their conduct is proper in every respect, demonstrate GOOD SPORTSMANSHIP and make sure their children and players follow the same conduct.
 - ii. Each coach is ultimately responsible for the conduct of their team's spectators. If there is a problem with disruptive spectators, the referee is to warn the coach of the offending spectators. The coach shall then speak to the involved parties in effort to rectify the

situation. Should this fail, the spectators may be asked to leave the field and the coach may receive a yellow or red card. In extreme cases, the referee can suspend the game.

- e. TRAVEL PLAYERS – This is a recreational soccer league. As such, it is expected that each park district will form teams in such a manner as to equalize talents across teams. In support of this effort, under normal circumstances, the travel players will be evenly distributed among teams.
- f. CLEAN-UP - All coaches, players, and parents/guardians are responsible for making sure all garbage is properly disposed of at the end of all games and practices. This includes school and church fields as well as Park District fields. Please help keep our fields, stands, and parking lot areas clean.
- g. SCHEDULING
 - i. SEASON SCHEDULE – The league plays outdoor soccer. As such, play is separated into fall and spring seasons. The fall season runs from approximately the end of August until the end of October. The spring season runs from approximately the beginning of April until the beginning of June. Each season will have at least 8 scheduled games.
 - ii. SCHEDULE CHANGES - There will be no changes in a team's scheduled game date, time, or location unless authorized by the Intervillage Soccer Coordinators. All games scheduled at the start of the season should be played as scheduled except for the following circumstances:
 - 1. In the event of Park District cancellation due to inclement weather
 - 2. In the event of Park District needing to cancel for other reasons
 - 3. In the event of school or religious activities
 - 4. It is not acceptable or permitted to request a game reschedule for the following reasons:
 - a. Too few players – Games will be played short sided if necessary
 - b. Coach and/or assistant is unable to make the game – Parent should be recruited to coach
 - iii. RESCHEDULING OF RAIN OUTS AND SUSPENDED GAMES - The Park District Staff will attempt to reschedule all games, however, reschedules are not guaranteed. The rescheduled game will be played at the park district that the original game was scheduled at. The HOME coach must communicate with their park district representative to request a date. The home coach must communicate with the away coach to confirm that date and communicate that confirmation back to the park district representative. All rescheduled games must be played within a two week window (unless specifically approved by park district personnel), or forfeit will result.
 - iv. GAMES PER WEEK – Teams will play one game per week. Games will be played on Saturday mornings and afternoons. In cases of a make-up game, it shall be understood that a weeknight may be preferable to complete the schedule. Weeknights will only be used if necessary to complete the game schedule.

- v. FIELD SCHEDULING - The Intervillage Soccer Coordinators will schedule game field usage.
- vi. PRACTICES - No team is permitted to begin practicing before rosters have been officially distributed at the coaches meeting and before the parents have signed the medical release form. Practices may be restricted from game fields.

2. SECTION 2 - PLAYERS, FIELD AND EQUIPMENT

- a. PLAYER ATTENDANCE - In-house players are encouraged to attend all games and practices. If a player is unable to attend a practice or a game, a courtesy call should be made to the coach as soon as possible.
- b. PLAYER SHARING – Games will not be rescheduled for teams that will be short players, except in extreme situations, outlined in the rescheduling section (iii) of this manual. If a coach expects that he may be short players for a scheduled game, he may choose from the following options:
 - i. He can request that both teams play with fewer players on the field. Opposing coach is not required to comply, however, good sportsmanship guidelines dictate that they should.
 - ii. He can ask opposing team to “loan” players to make up the difference, so that both teams can field complete teams. Opposing coach, if they choose to help, would choose players to be shared. “Borrowing” coach can provide pinnies or jerseys for “loaned” players.
 - iii. Team that is short players may borrow from team of same age-level that has played within one hour of scheduled game.
- c. EQUIPMENT - All players must wear their issued team uniform during the game. Team colors will be listed on the game schedule. In the event of a color conflict (eg. Both teams wear red jerseys), the home team is responsible for wearing pinnies/vests or alternate colors.
 - i. In cold weather players will be able to wear sweatshirts, jackets and/or long pants under their uniforms. Gloves and hats may be allowed.
 - ii. Jerseys must be tucked in.
 - iii. Shin guards are MANDATORY.
 - iv. Footwear - Tennis shoes or soft-cleated soccer shoes are acceptable but soccer cleats are recommended. No metal spikes, football or baseball are allowed.

d. TEAM/GAME SPECIFICS

Age Division	# of Players on Field (including keeper)	Ball Size	Team Sideline Coaches	Game Duration
3 rd /4 th Grade Girls	7v7	#4	1 Head 1 Asst.	Two 30-minute halves
3 rd /4 th Grade Coed	7v7	#4	1 Head 1 Asst.	Two 30-minute halves
5 th /6 th Grade Girls	9v9	#4	1 Head 1 Asst.	Two 30-minute halves
5 th /6 th Grade Coed	9v9	#4	1 Head 1 Asst.	Two 30-minute halves
7 th /8 th Grade Girls	11v11	#5	1 Head 1 Asst.	Two 35-minute halves
7 th /8 th Grade Coed	11v11	#5	1 Head 1 Asst.	Two 35-minute halves

e. **SUBSTITUTIONS** - There are unlimited substitutions during the course of a game. Substitutions can occur only with the referee's consent.

i. Substitutions may occur during any of the following occasions: between halves, either team's throw-in, either team's goal kick, after a scored goal, after an injury and play is stopped.

f. **PLAYING TIME** - Each player shall play a minimum of 50% of the game, providing equal playing time for all players.

g. **COURTESY RULE / SLAUGHTER RULE** - The slaughter rule dictates that if a team is winning by three (3) goals, the coach in the lead should begin to pull back his/her players. When up by four (4) goals, the winning team must remove a player and when up by six (6) goals the winning team must remove a total of two players. Referees will be responsible for ensuring that the proper steps are taken in a slaughter situation. This is not optional for either the winning or losing coach.

h. **COACHING/SPECTATOR PRESENCE** - A total of one (1) head coach and one (1) assistant coach may occupy the team's side of the field. No one other than the coaches and players are allowed on the player side of the field. All parents/spectators must remain on the opposing side of the field behind the 8-foot courtesy line. No one is allowed behind either goal during the course of the game.

i. **CASTS** – A player with a cast must submit a medical release signed by his/her doctor to the park district. Players may play with a soft "cast" if, in the opinion of the referee, the cast is not a hazard to the individual or any other player on the field. Soft casts must include at least one inch of foam padding on either side of the cast.

3. **REFEREES** – All games will be officiated by a referee who is IHSA or USSF certified. All referees will be required to familiarize themselves with Intervillage Soccer League rules. League rules shall supercede all

others where they apply – otherwise, FIFA rules apply. Each referee has authority to rule on any point not specifically covered in the Intervillage or FIFA rules.

- a. There will be at least one referee at all games. There will be at least two referees at U-14 games.
- b. If, by ten minutes after the scheduled game time, the referee has not arrived, coaches can agree that they will officiate the game. If they do so, they will take the field and each coach should officiate one half of the game. The coaches will then be responsible for officiating the game to the best of their ability.
- c. All decisions of the referees are considered final and not subject to dispute by coaches, players or spectators.
- d. Linesmen will be used at the discretion of the referee. Linesmen must be at least 12 years old and capable of responsibly and fairly supporting the referee.
- e. A coach can respectfully request an explanation of a call at half-time or following the game. Referees may respond at their discretion, however, a referee is not required to explain any call.
- f. No one is allowed to argue judgment calls with the referee. Doing so is grounds for ejection via red card. This includes inter-village coaches. Should an infraction take place that demand the showing of a red card to a coach, said coach must leave the park promptly upon designating a responsible adult from their team to finish the game.
- g. Physical contact with a referee is not permitted and will not be tolerated. Anyone making contact with a referee will be immediately ejected and suspended from further participation in all Intervillage or Park District programs pending review of the incident by the park district staff. It shall also be noted that physical contact with a referee can result in being reported to the police department.
- h. Questions and/or comments regarding referees are to be directed to park district staff. Should any issues arise concerning the performance of a referee, the following steps should be taken:
 - i. The coach of the team that has the concern address that concern to their home park district rep.
 - ii. That home park district rep communicates that concern in writing using an incident reporting form, which is forwarded to the park district who hosted the game during which the incident occurred.
 - iii. The host park district will take proper steps to investigate the situation and communicate any resulting action to the home park district.
- i. Referees will note any incidents that occur during a game on their game card. Incidents will then be followed up by park districts involved using an Incident Report Form to be filled out by the home park district.

4. GAME RULES

- a. STARTING A GAME
 - i. Home team

1. The home team shall provide the game ball.
 2. Each game will begin with a kick-off in the center circle of the field.
- b. PROTESTED and/or APPEALED GAMES - There will be no protested games. There will be no appeals. The referee's decision/ruling is absolute and final.
- c. PLAYING CONDITIONS
- i. Darkness
 1. A game stopped due to darkness is at the referee's discretion.
 2. The score at the end of the last completed quarter will determine the outcome.
 - ii. Rain
 1. A game stopped due to rain is at the referee's discretion.
 2. Any game stopped due to rain or storms during the first half of the game and is not an official game. The game will restart with the score being zero – zero (0-0).
 3. Any game stopped during the second half of the game will be over and the team leading at that point is considered the winner.
 - iii. Poor Playing Conditions
 1. In the event of poor playing conditions and/or bad weather, the home Park District will make the decision if the game(s) should be played. Once the game has started, only the referee can stop the game.
 - iv. Electrical and Thunderstorms/Emergency Sirens/Thorguard - If lightning is seen, if thunder is heard, or if the park district severe weather warning signals/sirens/Thorguard go off (15 second blast), the following must be strictly adhered to.
 1. All games and practices must be stopped and the players cleared from the field/park. Any coach refusing to comply will be immediately suspended until the home Park District athletic staff reviews the incident.
 - a. At locations that have the park district severe weather warning system, wait for the all clear (3 short horn blasts). If the all clear has not sounded after 30 minutes, the game or practice must be canceled.
 - b. At locations that do not have the park district severe weather warning system, there will be a mandatory twenty (20) minute wait, from the last lightning seen or thunder heard, to see if the storm passes before any play can be resumed. However, the game or practice must be canceled if the severe weather has continued for thirty (30) minutes.
 2. At the referee's discretion, coaches and players will take shelter inside a vehicle or building. At the referee's discretion, if the storm passes the game can restart from the point where it left off provided the field is playable and weather conditions are safe.

3. For practices, the coaches are responsible for making these decisions.

d. PLAYER INJURY

- i. In case of an injury, play will stop when the referee blows the whistle. The whistle will be blown when the team with the injured player has possession of the ball. In serious instances, play will immediately stop.
- ii. All players shall take a knee while the injured player is being attended to.

e. BALL IN AND OUT OF PLAY

i. Out of play

1. The ball is out of play when it has wholly crossed the line on the ground or in the air.
2. The referee has stopped play.

ii. In Play

1. The ball rebounds from a goalpost, crossbar, or corner flag and remains in the field of play.
2. The ball rebounds from the referee when they are on the field of play.

f. OFFSIDE

- i. A player is in an offside position if he is nearer to his opponent's goal than both the ball and the second last opponent except when in his own half of the field of play.
- ii. A player is offside if at the time the ball is played by one of his teammates, he is in an offside position and interfering with play, interfering with an opponent, or gaining an advantage by being in that position.
- iii. There is no offside offense when receiving the ball directly from a throw-in or corner kick.
- iv. For any offside offense, the referee awards an indirect free kick to the opposing team to be taken from the point of incursion.

g. THROW-INS

i. Throw-ins are handled in the following manner:

1. When the whole of the ball passes over the touchline, either on the ground or in the air.
2. Throw-in is taken from the point where it crossed the touchline.
3. It is awarded to the opponents of the last team that touched the ball.

h. CORNER KICKS - Corner kicks are to be performed when the ball crosses the back line out-of-bounds on the field and is sent there by the defending team. The attacking team takes the corner kick from the corner circle.

i. GOAL KICKS - Goal kick is awarded when the ball crosses the back line and is sent there by the attacking team. The defending team takes the goal kick from the edge of the goal box.

j. PENALTIES

- i. A penalty kick is awarded against a team that commits an offense for which a direct free kick is awarded, inside its own penalty area and while the ball is in play.
- ii. A goal may be scored directly from a penalty kick.
- iii. No players except the kicker and the goal keeper are permitted in the penalty area until after the ball is kicked.

k. FREE KICK

- i. For both direct and indirect free kicks, the ball must be stationary when the kick is taken.
 1. A goal is awarded if a direct free kick is kicked directly into the opponent's goal.
 2. A goal can only be scored on an indirect free kick after another player touches it.
 3. The kicker does not touch the ball a second time until it has touched another player.
- ii. Slide tackling is not permitted. Any offense will result in a direct free kick being awarded to the opposing team.

l. METHOD OF SCORING - A goal is scored when the ball completely crosses the goal line, between posts and beneath crossbar.

m. TIE GAMES - Games ending in a tie shall remain a tie. There are no shoot-outs or overtimes.

n. DURATION OF A GAME

- i. The game shall be divided into two equal halves
- ii. There shall be a half-time break of five (5) minutes.
- iii. See level specific rules for complete duration of halves.

o. MISCONDUCT - the method that a referee uses to indicate misconduct on behalf of a player or coach is by showing a Yellow Card or a Red Card

i. Yellow Card

1. In the event that a player/coach receives a yellow card, it shall be warranted as a warning.

ii. Red Card

1. If a player/coach receives a red-card, the player/coach shall immediately be removed from the game. Suspension shall follow for the next scheduled game.
 - a. Suspension - The player/coach shall not be permitted to attend the next game as a player/coach or spectator.
 - b. An Incident Reporting Form will be filled out by the home park district and sent to the park district with which the offending player/coach is affiliated.

- c. Enforcement of the suspension is the responsibility of the park district with which that player/coach is affiliated.
- p. ENDING THE GAME - Upon completion of the game, both opposing teams and coaches shall meet on the field and shake hands.
- q. FORFEITS – Ten (10) minutes after scheduled game time is forfeit time.

DISCIPLINARY ACTION GUIDELINES FOR VOLUNTEERS

Bartlett Park District strives to instill sportsmanship in all of its players; it also expects good sportsmanship and appropriate conduct from its volunteers. Unfortunately, there are times when inappropriate behavior occurs. With this in mind, we have established the following guidelines for volunteers. For these guidelines, inappropriate behavior is defined as conduct that is contrary to the philosophy and goals of the program and the Bartlett Park District. If inappropriate behavior occurs, the following guidelines will be followed:

Reporting of Inappropriate Behavior:

The Park District may receive reports of inappropriate behavior in many ways. A few examples are as follows:

- 1) A full-time or designated part-time employee of the Bartlett Park District may personally observe actions taken by a volunteer.
- 2) The Park District may receive written correspondence describing actions taken by a volunteer.
- 3) A complaint may be received from an official about a volunteer's conduct during a game.
- 4) A parent whose child is involved in a program may file a written or verbal complaint about a volunteer's actions.
- 5) A complaint may be received from a member of a Park District Youth Sports Board.

Informing the Volunteer of the Situation:

The following steps will be taken to inform the volunteer of any reports of inappropriate behavior:

- 1) The volunteer in question will be notified by phone about the situation and informed about the steps that will be taken.
- 2) If deemed appropriate, the volunteer will also receive a written notice from the Bartlett Park District. This notice will include the alleged actions that occurred, the date and time of the actions and why the actions will not be tolerated.
- 3) The volunteer will further be informed that he/she will be given one week to respond to the complaint. If he/she chooses not to respond, he/she will receive the appropriate disciplinary action.
- 4) If the volunteer chooses to respond to the complaint, the volunteer will meet with the Recreation Supervisor responsible for the program and the Superintendent of Recreation.
- 5) Following this meeting it will be determined whether the volunteer should receive disciplinary action as well as determine which level of disciplinary action will be imposed.
- 6) The volunteer will then be notified in writing of the decision.

Levels of Discipline:

The Park District will follow a progressive form of discipline as outlined below, if deemed appropriate. However, the Park District is not required to do so and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with the volunteer's dismissal.

Probation: The grounds for the disciplinary action, "Probation", may include, but shall not be limited to the following:

- 1) Not following mandated playing time rules for all players.
- 2) The use of profanity or vulgar language while conducting or attending practices or games.
- 3) Failing to conduct at least one team practice every two weeks.
- 4) Conducting more practices than the allotted amount as designated in the rules.
- 5) Being ejected from a game while coaching.
- 6) Failure to develop knowledge of, or follow the rules.
- 7) Failure to treat coaches, players, fans and officials with respect.
- 8) Leaving a field or facility before a parent has picked up all players.
- 9) Failure to coach in accordance with Coaches Code of Conduct.
- 10) Causing a game to be forfeited by an official due to conduct.
- 11) Any other actions, which, in the professional opinion of the Bartlett Park District, should result in probation.

Suspension: The grounds for the disciplinary action, "Suspension", may include, but shall not be limited to the following:

(The length of the suspension will be determined by the severity of the action)

- 1) Continuing actions that originally led to the probation of a volunteer.
- 2) Intentionally threatening a fan, player, coach or official.
- 3) Being ejected from two games while coaching any park district related team within a one-year time period.
- 4) Attending a practice or game under the influence of alcohol or drugs.
- 5) Any other actions, which, in the professional opinion of the Bartlett Park District, should result in suspension.

Dismissal: The grounds for the disciplinary action, "Dismissal", may include, but shall not be limited to the following:

- 1) If, while suspended, a volunteer performs any actions which can result in either probation or suspension.
- 2) Intentionally striking, pushing or laying hands on a fan, player, coach or official in a harmful manner.
- 3) Any other actions, which, in the professional opinion of the Bartlett Park District, should result in dismissal.

DISCIPLINARY ACTION GUIDELINES FOR PARENTS/SPECTATORS

Bartlett Park District strives to instill sportsmanship in all of its players: it also expects good sportsmanship and appropriate conduct from the parents/spectators. Unfortunately, there are times when inappropriate behavior occurs. With this in mind, we have established the following guidelines for parents/spectators. For these guidelines, inappropriate behavior is defined as conduct that is contrary to the philosophy and goals of the program and the Bartlett Park District. If inappropriate behavior occurs, the following guidelines will be followed:

Reporting of Inappropriate Behavior:

The Park District may receive reports of inappropriate behavior in many ways. A few examples are as follows:

- 1) A full-time or designated part-time employee of the Bartlett Park District may personally observe actions taken by a parent and file a written complaint.
- 2) The Park District may receive a signed, written complaint from a parent describing inappropriate behavior by another parent.
- 3) A written complaint may be received from an official about a parents conduct during a game.
- 4) A coach involved in a program may file a written complaint about a parent's action.
- 5) A written complaint may be received from a member of a Park District Youth Sports Board regarding a parent's actions.

Informing the Parent of the Situation:

The following steps will be taken to inform the parent of any reports of inappropriate behavior:

- 1) The parent in question will be notified by phone and in writing about the situation and informed about the nature of the complaint regarding their behavior. This notice will include the alleged actions that occurred, the date and time of the actions and why the actions will not be tolerated.
- 2) The parent will further be informed that he/she will be given one week to respond to the complaint. If he/she chooses not to respond, he/she will receive the appropriate disciplinary action.
- 3) If the parent chooses to respond to the complaint, the parent will meet with the Recreation Supervisor responsible for the program and the Superintendent of Recreation.
- 4) Following the meeting it will be determined whether the parent should receive disciplinary action as well as determine which level of disciplinary action will be imposed.
- 5) The parent will then be notified in writing of the decision.

Levels of Discipline:

The Park District will follow a progressive form of discipline as outlined below, if deemed appropriate. However, the Park District is not required to do and may, in its sole discretion, forego lesser forms of discipline at any time and proceed immediately with the parent's removal.

Probation: The term "Probation" refers to a notice being given to the Parent that their behavior was inappropriate and that future breaches of the Parent's Code of Conduct might result in suspension or dismissal. The grounds for the disciplinary action, "Probation", may include, but shall not be limited to the following:

- 1) The use of profanity or vulgar language while attending practices or games.
- 2) Failure to treat coaches, players, fans and officials with respect.
- 3) Failure to adhere to the Parent Code of Conduct.
- 4) Causing a game to be forfeited by an official due to conduct.
- 5) Any other actions, which, in the professional opinion of the Bartlett Park District, should result in probation.

Suspension: The term "Suspension" refers to the temporary banning of a parent from a specific number of games or practices. The grounds for the disciplinary action, "Suspension", may include, but shall not be limited to the following:

(The length of the suspension will be determined by the severity of the action.)

- 1) Continuing actions that originally led to the probation of parent.
- 2) Intentionally threatening a fan, player, coach or official.
- 3) Attending a practice or game under the influence of alcohol or drugs.
- 4) Any other actions, which, in the professional opinion of the Bartlett Park District, should result in suspension.

Dismissal: The term "Dismissal" refers to the banning of a parent from practices and games for the remainder of the season. The grounds for the disciplinary action, "Dismissal", may include, but shall not be limited to the following:

- 1) Intentionally striking, pushing or laying hands on a fan, player, coach or official in a harmful manner.
- 2) Any other actions, which, in the professional opinion of the Bartlett Park District, should result in dismissal.

TIPS FOR GETTING STARTED WITH YOUR SOCCER TEAM

While there is no one magic formula for being successful with your new soccer team, these tips should make the process a little smoother for the players, their families and you, as a coach. The most important thing for you to remember is to make soccer **FUN** for your players. This will guarantee that your players will come away with a good experience after the season is over.

In general, there are five keys to being an effective coach:

1. Always be prepared – know what you want to accomplish and how you will do it in all practice and game situations.
2. However, be flexible – if what you are doing is not working, do something else.
3. Good words go a long way – be positive!
4. Keep the energy level high – it's contagious.
5. Keep your eyes open and get to know your team. They are a group of individuals with specific learning and communication styles.

Pre-season steps:

1. Choose a practice time and location. It need not be a lined field – any open space will work. One of the benefits of coaching is that you have the ability to choose a location and time that is convenient for you. The Bartlett parks system has a number of open area parks that are not routinely utilized for soccer practices – be creative and find one – don't squeeze in with five other teams to use one tired goal mouth!
2. Schedule a pre-season parents meeting – players not invited. Call all parents to say "hello" and inform them of the date of the meeting. Things to cover at this meeting are:
 - a. Intro to coach & assistant coach – tell them a few things about yourselves, your athletic history and your family.
 - b. If you don't have one already, solicit a team coordinator.
 - c. Discuss uniforms and equipment that players must have.
 - d. Present schedules for practices and games.
 - e. Discuss practice policies – why attendance and timeliness are important.
 - f. Set up phone tree and e-mail list.
 - g. Have the parents complete the necessary paperwork.
 - h. Review the Parent's Code of Conduct – have parents sign it!
 - i. Discuss your expectations for the season, i.e., practices and games are fun, everyone plays, what age-appropriate skills can be taught at specific age levels...

During the season:

1. Plan your practices – in addition to books available at the library, there are a number of excellent websites where you can find games and tips to incorporate into your practices. Don't try and "wing" it – do your homework and practices will be much more fun and useful. These sources will also provide you with information to form REALISTIC expectations of what children can learn at different ages. Some sources are:
 - a. Handouts from BPD
 - b. Websites
 - i. www.thechallengerway.com
 - ii. www.footy4kids.co.uk
 - iii. www.soccerhelp.com
 - iv. www.soccerpracticebooks.com
 - v. www.soccerclub.com
 - vi. www.expertfootball.com
 - vii. www.decatursports.com
 - viii. www.soccer_drill.com
2. Practices should follow a logical, consistent pattern. A suggested sequence of activities would be:
 - a. Warm up activity
 - b. Skill Introduction – demonstrate – try – demonstrate – try
 - c. Game/activity to reinforce skill
 - d. Scrimmage – "let the game teach the game"
 - e. Wrap Up
3. Plan more activities than you think you will need. If an activity does not seem to be working, move to the next activity.
4. Try to keep your instruction to a minimum. Learning will be reinforced naturally as the player masters a skill. A few comments between activities are all that most children will absorb. Again, remember to keep your directions age-appropriate.
5. Remember to keep it positive!
6. Plan your game day:
 - a. Make sure that parents know to arrive to a game early. 20-30 minutes ahead of the scheduled game time.
 - b. Provide directions to the field ahead of game day.
 - c. Determine which responsibilities will be taken by coaches and asst. coaches.
 - d. Plan your line-up, but be flexible. Be sure to incorporate substitutions.
 - e. Keep sideline direction to a minimum. Coaching is done 95% during practice sessions. Let the players play.
 - f. Focus on small victories – "nice pass", "great run"
 - g. After game, conclude with a few positive feedback points from the game.

PROCEDURES & GUIDELINES FOR CANCELING ATHLETIC PROGRAMS

The Bartlett Park District is committed to providing high quality safe playing surfaces for its athletic programs. With this in mind the District is establishing the following guidelines for when games and/or practices should be canceled due to unsafe conditions and the procedures that should be followed when making the decision and notifying participants about the cancellations.

Guidelines

If any of the following conditions exist on the field, a decision will be made regarding games or practices:

1. When a footstep leaves an impression in the turf or if the grass is removed easily with a cleat
2. Standing puddles of water on the field
3. Footing is unsure and slippery
4. Ground is waterlogged and squishy
5. Grass can be dislodged from the ground easily
6. Unsafe facility conditions: glass, exposed stones and rocks, etc.
7. The use proves to be destructive or detrimental to quality of turf
8. Frozen field
9. Lightning ThorGuard System on alert
10. Periods of forecasted severe weather warning

Procedures

The following procedures will be used to determine if fields are playable:

Weekday Practices and Games: The Recreation Supervisor and Parks & Grounds Supervisor for the Park District, or their designate, will check each field to determine if the fields are playable. The Recreation Supervisor will then contact the appropriate staff and officials. Telephone hotlines and web-site will be updated at this time. Staff aims to make field determinations by approximately 2-3pm.

Weekend Games: In the event of excessive rain during the week that could affect the games for the weekend the Recreation Supervisor and Parks Grounds Supervisor, or their designate, will check each field to determine if fields are playable. The Superintendent of Recreation and the Superintendent of Parks, or their designate, will be informed of the field status and will assist in making the final decision. Final decisions regarding games will be made on Saturday or Sunday morning. In the event of extreme rain leading up to the weekend and a bad forecast for the weekend occasionally games may be called off on Friday evening.

Weekend Rain: If it is raining on Saturday or Sunday morning the Recreation Supervisor and/or appropriate staff or volunteers will meet prior to the first game to determine if games can be played that day.

Hotline Updates: If fields are closed and games and practices are canceled the Recreation Supervisor will update the appropriate hotlines and web-site with a clear message before game time informing people about the cancellations.

For soccer fields only: Park District staff will place "field closed" signs, as necessary, on fields that are unplayable.