

Columbus Youth Soccer Association

Coaches Manual



Contents

Current CYSA Board Members.....	3
CYSA PROGRAM OBJECTIVES	3
CYSA Divisions Offered.....	4
CYSA Program Rules.....	4
Youth Sports Code of Conduct.....	4
Players	5
Coaches.....	5
Parents	6
Program Recommendations.....	6
Coaches.....	6
Parents	6
Important Coaching Notes.....	6
Soccer Law Summary by Division	7
Getting Started (Coaches Information).....	8
Sample Parents Letter	8
Weather Policy	9
No Header Policy.....	9

Current CYSA Board Members

POSITION	NAME	PHONE	EMAIL
Parks Sports Program Manager	Brady Buckley	(812) 376-2695	bbuckley@columbus.in.gov
Parks Sports Coordinator	Vacant	(812) 376-2658	@columbus.in.gov
Referee Directors	Rob Heathcote	(812) 344-8437	rob.a.heathcote@cummins.com
CO-ED DIVISIONS			
U5 Division Mgr.	Bill Storkman	(812) 343-3597	bill.r.storkman@cummins.com
U6 Division Mgr.	Dave VanValkenburg	(812) 343-2642	david.j.vanvalkenburg@cummins.com
U18 Division Mgr.	Bill Storkman	(812) 343-3597	bill.r.storkman@cummins.com
BOYS DIVISIONS			
U8	Steve Krebs	(812) 447-1086	krebsfun@comcast.net
U10	Evan Adams	(812) 603-2691	evan.adams@gmail.com
U12/U14	Joe Sawin	(812) 374-2148	Foursix4v@yahoo.com
GIRLS DIVISIONS			
U8	Tim Larken	(812) 371-7796	tplarken@circlek.com
U10	Aaron Bunch	(812) 447-8980	bunch.aaron11@gmail.com
U14	Joe Sawin	(812) 374-2148	Foursix4v@yahoo.com

The CYSA Board meets the first Tuesday of each month while in season at Donner Center at 6:30 p.m. The meetings are open to anyone interested and your participation is welcome and encouraged. Please contact any board member if you are interested in the agenda for the next meeting, have a topic you would like discussed, or if you are interested in becoming a board member. Please call (812) 376-2680 to verify meeting dates and times.

CYSA PROGRAM OBJECTIVES

- 1) Provide an opportunity for area youth of varying soccer abilities to engage in fun and recreational soccer matches under the supervision of coaches and trained officials.
- 2) Provide area youth an opportunity to learn and improve soccer skills in a fun, minimally competitive environment.
- 3) Provide the necessary environment for the advancement of soccer in the community.

CYSA Divisions Offered

Division	Co-Ed	Boys	Girls
U5	X		
U6	X		
U8		X	X
U10		X	X
U12/U14		X	X
U18	X		

Note: While every effort is made to offer all the above divisions, a given division may not be offered or may be combined with another division if there is not sufficient enrollment numbers. This is done at the discretion of the Parks and Recreation staff and/or CYSA Board and may happen after registration has been completed while teams are being formed.

CYSA Program Rules

Youth Sports Code of Conduct

Youth sports programs play an important role in promoting the physical, social, and emotional development of children. Therefore, it is essential for parents, coaches, spectators, and officials to encourage youth athletes to embrace the values of good sportsmanship. Furthermore, parents, coaches, spectators, and officials involved in youth sports events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect, and self-control.

The Columbus Parks and Recreation, Foundation For Youth (FFY), and the Police Athletic Activities League (PAAL) have worked in partnership to develop a Youth Sports Code of Conduct. We ask that you pledge to be responsible for your words and actions while attending, coaching, officiating, or participating in all youth sports events and shall conform your behavior to the following code of conduct:

- I will not engage in unsportsmanlike conduct with any coach, parent, player, participant, official, or any other attendee.
- I will not encourage my child, or any other person, to engage in unsportsmanlike conduct with any coach, parent, player, participant, official, or any other attendee.
- I will not engage in any behavior which would endanger the health, safety, or well-being of any coach, parent, player, participant, official, or any other attendee.
- I will not encourage my child, or any other person, to engage in any behavior which would endanger the health, safety, or well-being of any coach, parent, player, participant, official, or any other attendee.
- I will not use drugs, alcohol, or tobacco products while at a youth sports event and will not attend, coach, officiate, or participate in a youth sports event while under the influence of drugs or alcohol.
- I will not permit my child, or encourage any other person, to use drugs, alcohol or tobacco products at a youth sports event and will not permit my child, or encourage any other person, to attend, coach, officiate, or participate in a youth sports event while under the influence of drugs or alcohol.
- I will not engage in the use of profanity or any other offensive language.
- I will not encourage my child, or any other person, to engage in the use of profanity or any other offensive language.
- I will, and will encourage my child, to treat any coach, parent, player, participant, official, or any other attendee with respect.
- I will not engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official, or any other attendee.

- I will not encourage my child, or any other person, to engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, official, or any other attendee.
- I will not initiate a fight or scuffle, or retaliate, with any coach, parent, player, participant, official, or any other attendee.
- I will not encourage my child, or any other person, to initiate a fight or scuffle, or retaliate, with any coach, parent, player, participant, official, or any other attendee.

Anyone who fails to conform their conduct to the preceding code of conduct while attending, coaching, officiating, or participating in a youth sports event will be subject to disciplinary action, including but not limited to the following in any order or combination:

1. Verbal warning issued by the league or organization.
2. Written warning issued by the league or organization.
3. Suspension or immediate ejection from a youth sports event issued by the league or organization or by someone who is authorized to issue such suspension or ejection by the league or organization.
4. Suspension from multiple youth sports events by the league or organization or by the appropriate official authorized to issue such suspension by the league or organization.
5. Season suspension or multiple season suspension issued by the league or organization.

Note: A suspension by one organization may be carried over to another organization. The most severe consequence may occur after the 1st infraction and shall be in the unrestricted discretion of the responsible officials.

Example: If the Columbus Parks and Recreation suspends someone for the remainder of a season, it may also carry on to a Foundation for Youth (FFY), Police Athletic Activities League (PAAL), or another Parks and Recreation activity.

Players

- Must wear shin guards.
- Must not wear any sharp objects (e.g., barrettes) or jewelry (including ear rings and wristwatches) during games or practices. Taping ear rings is generally not sufficient protection and therefore generally not allowed. (Note: The referee's decision is final regarding player equipment and is typically made to ensure safe playing conditions for all players.)
- Must not be negative toward coaches, referees, or other players.
- Must not use foul language at any time.
- Must not climb on soccer goals or nets.
- Mouth guards are recommended.
- Soccer cleats are recommended. (Note that there are differences between soccer cleats and football or baseball cleats. Metal cleats of any kind are not allowed.)

Coaches

- Must be positive with all players.
- Must not be negative toward (e.g., yell at) other teams/coaches, your own players, or the referees. (Keep in mind that first and foremost you are a role model for the kids).
- Must ensure that all players play at least two quarters of each game, and that all players get equal playing time over the course of the season.
- Must ensure that the Goalkeeper wears a shirt of a contrasting color from his team's and the opposing team's shirt colors (white is recommended).
- Must coach only from the sideline (not from the goal line or behind the goal) and only between the midfield line and goal line (where your team is situated).
- Must avoid running up the score against a weaker team.

- Must remain off the playing field (and away from the end line/goal area) during the game, unless a player is injured. (This includes kindergarten coaches.)
- Must not leave the field until all your players have been picked up (practices & games).
- Must not trade players or tell a player he/she can be on your team without prior permission from the division manager.
- Must not have a game or practice without an adult present if you are unable to be there.
- Must not cancel a game without prior permission from the division manager.
- Must not allow players to climb on the goals or nets.
- Must help ensure that players comply with the player rules noted above.

Parents

- Must sit on the side of the field opposite the players.
- Must not be negative toward (e.g., yell at) other teams/coaches, the players, or the referees.
- Must pick up players on time after practice.
- Must help ensure that players comply with the player rules noted above.

Program Recommendations

Coaches

- Play the same number of players as your opponent in the event they are unable to field a “full” squad.
- Give players an opportunity to play a variety of (offensive and defensive) positions over the course of the season.
- Coaches should carry basic first aid supplies including instant ice packs, band-aids, insect bite relief, etc. at games and practices. (Note: **There is a first aid kit and a phone available on game days in the storage room between the restrooms.**)
- Encourage the game referees to make calls and support them.
Note: Please complete and turn-in referee evaluation forms after each game.

Parents

- Learn about the game and about the rules by reading the information on soccer available from the Park & Recreation Department.
- Provide feedback about the program by completing the end of season evaluation, by talking with your child’s coach, or by contacting any CYSA board member.

Important Coaching Notes

1. All games will be played at Blackwell Park according to the game schedule.
2. Parents and fans need to be located on the sideline opposite of players (**please mention this in your parent’s letter**).
3. Referees control the game, please support them:
 - a. Referees decisions are final (particularly regarding player equipment)
 - b. Referees may stop clock for injuries/delays
 - c. Referees may eject players or coaches for foul language or repeated unsportsmanlike conduct. An ejected player is not allowed to play in next regularly scheduled game
 - d. Teams may be asked to provide one (parent) line judge to assist the referee
4. We recommend that each child bring their own water or preferred drink. We also recommend the coaches encourage parents not to bring high sugar drinks or snacks for the kids. *** Note: Each team is responsible for cleaning sideline after game***

5. Player equipment:
 - a. Shin guards are mandatory for each player (games and practices)
 - b. Soccer shoes are recommended
 - c. Shorts and long socks are appropriate for each player. If extremely cold, jackets or sweatshirts should be worn under team jersey so colors and numbers are visible.
6. All games will be played unless there is thunder, lightning or severe rain. If games are to be canceled, it will be available on the Parks and Recreation activity line (812) 376-2682 and will be listed on our social media sites. Any games that have not started will be played on the following day (Sunday). Please call the Parks and Recreation activity line (812) 376-2682 for game times.

Soccer Law Summary by Division

	U5 / U6	U8	U10 / U12	U14 & UP
Off-Side?	No	No ¹	Yes	Yes
Direct Kicks on Fouls?	No	No	Yes	Yes
Penalty Kicks?	No	No	Yes	Yes
6 Second Rule? (Goal Keeper)	N/A	No ²	Yes	Yes
Pass Back to Keeper Allowed to be picked up?	N/A	Yes	No	No
Referee Carding?	No	No	Yes	Yes
Repeat Throw-ins?	Twice, then play on.	Twice, then play on.	No (Possession to other team.)	No (Possession to other team.)
No. of Players	4	7	8 - 11	9 - 11
Length of Quarters	10 min.	10 min.	25 min. (Halves)	25 min. (Halves)
No. of Refs	0 (Coaches Ref)	1 - 3	2 - 3	2 - 3
Ball Size	3	3	4	5 ³
Headers Allowed?	No ⁴	No ⁴	No ⁴	No ⁴

1 Referee will call "Cherry Picking".

2 Referee should instruct Keeper to release ball if held longer than 6 seconds at U8 level.

3 U12/14 combined divisions will use a size 4 ball.

4 Referee will award an indirect free kick to the opposing team when the header is deemed INTENTIONAL

Notes:

- a. All players shall play a minimum of half of the game. (Two quarters for U6-U8; halves for U10 and above.) All players shall play equal playing time over the course of the season.
- b. For U6-U8, substitutions are allowed only on quarter breaks. For U10 and above, substitutions are allowed on any ball out of play stoppage. For U10 and above, a player receiving a yellow card must be substituted.
- c. Time to wait for forfeiture is 15 minutes after scheduled start for all divisions.
- d. Spectators on opposite side of the field from the team.

Getting Started (Coaches Information)

1. **Call your players immediately** to introduce yourself and inform them of your first practice. Pick a specific landmark where you can meet parents and players for your first practice, such as the shelter house at Blackwell Park. You are encouraged to practice at the Blackwell Park fields. You may practice elsewhere, if none of the parents object, but please be considerate of players on your team who may be coming from different geographical areas.
2. **Meet the parents at the first practice** - introduce yourself and outline your philosophy on youth soccer. Hopefully, this will not be to trample every local team into the ground, but will include having fun, making friends, playing good team soccer and generally creating situations in which kids can realize their full potential. Since all parents may not be present at this first meeting, **prepare a letter of information for all parents which you can send home with the players** (see the sample letter in this document). The letter should also include information about equipment requirements, and "rain-outs" (games and practices).
3. Provide a link to the game schedule online and/or email a copy of the schedule to the coaches in your division.
4. Provide a copy of the map of soccer fields at Blackwell Park to those who are unfamiliar with the layout.
5. Enlist the help of parents for your practices. Most of your headaches at practice, especially with the younger players, will be getting small groups of kids going on drills. Many kids will watch and understand a drill very well, but when it comes to transporting it in their minds to a place thirty yards away, they can be a little slow to get started. This is where a few attentive and helpful parents can be invaluable, assisting small groups of players to get organized. Before you know it, they will be reminding the kids of the major teaching points that you emphasized in the initial demonstration.
6. Read and adhere to the CYSA Program Rules included in this manual.
7. Check our online Coaches Corner for resources to compliment your coaching experience.
8. HAVE FUN!!!! - If you have any questions or problems contact your division manager.

Sample Parents Letter

Dear Soccer Parents,

My name is **[Insert your name here]** and I will be your child's soccer coach this season! I have listed some key information below. If you have any questions or suggestions, please don't hesitate to call me at **[provide phone number and/or email]**, or see me at one of the practices or games.

Practices will be held each **[Insert day of week and time]** at Blackwell Park (next to Parkside Elementary School), on Field #**[Insert field number]**. Please make every effort to be on time to pick up your children. Our first game is **[Insert game date and time]**. All games will be played on Saturday mornings. Please see the attached schedule for game times and field number. Please enjoy the games from the side of the field **opposite** of the players. Each child must wear shin guards with long socks OVER them. Your child will not play or practice if he or she does not wear shin guards. Soccer shoes are optional, but very helpful when the grass is slippery. Soccer balls are optional, but highly recommended. We will be using a **#[Insert correct size ball]** soccer ball in the games. If your child has a soccer ball please have them bring it to practice. Be sure to have them mark their name on the ball with a permanent marker. Team and individual pictures will be taken **[Insert date and time]**. Individual pictures are optional; however, we would like all children to be present for the team photo. Most games will be played regardless of rain; however they will be postponed in cases of lightning. Games that are postponed will be played the next day (Sunday). Please call the Parks and Recreation activity line (812) 376-2682 and/or look on the website (www.columbusparksandrec.com) for game times. I will make every attempt to call each player as soon as I know if a game is postponed. Parking is at a premium around Parkside on Saturday mornings, and we are asking **[Insert your division]** parents to park in the parking lot **[location of parking lot]**, since our fields are closest to that lot.

This is a learning league so most importantly, let's have some fun!

Sincerely,
[Insert your name]
Coach

Weather Policy

Games will be played as scheduled unless there is thunder/lightning or extreme cold. You can check the status of the games by calling the activity line at (812) 376-2682, checking the website www.columbusparksandrec.com, or our social media sites ([Facebook Columbus Indiana Parks and Recreation Department](#)).

Practice cancellations are the coaches' decision. However, we will follow the IHSAA policy for thunder/lightning. That is, everyone should exit the fields and seek shelter if thunder is heard or lightning is seen. Everyone should stay off the fields and under shelter for no less than 30 minutes after the last thunder is heard or last lightning is seen. The Parks Department may also close the fields, if there has been a significant amount of rain, in efforts to protect the turf from unreparable damage.

No Header Policy

The US Soccer Association announced a player safety campaign that eliminates heading for children 10 and under, and limits the amount of heading in practice for children ages 11 to 13. This initiative has the intent to improve concussion awareness and education among youth coaches, referees, parents and players. As a recreational youth soccer program, the Parks and Recreation staff along with the CYSA Board feels a hefty responsibility to provide the safest environment possible for development of our youth soccer players and have been watching the development of this initiative closely. The CYSA program has a limited amount of practice time and we believe this is inadequate for learning a safe and proper technique for performing a header; therefore, we feel it is in the best interest of our youth players to ban heading in both practices and games alike. To enforce this rule, the following regulation has been put in place: Intentional headers are banned in all Parks and Recreation Soccer activities (practice and games) in all divisions. During games, intentional headers will result in a change of possession rewarded through an indirect kick. To be penalized, headers require INTENTIONAL contact with the head. This no header policy will be taught in referee training and during the coaches meeting prior to each season.