

WEST CLERMONT SOCCER CLUB
COACHES' TOOLKIT



July 1, 2016
Version: 2.0

Purpose: The purpose of this document is to aid our volunteer Coaches with their overall knowledge of rules and procedures involved with the West Clermont Soccer Club (WCSC) and Clermont Central Soccer Association (CCSA). It is not meant to be a substitution for reading the CCSA Handbook and Rulebook. Each coach is expected to be aware of the information contained in the CCSA Handbook and Rulebook. The CCSA Handbook and Rulebook are primary in the event any conflicts are identified with this toolkit.

I. Basic Background Information

- a. WCSC email = westclermontsoccerclub@gmail.com
- b. WCSC web page = www.westclermontsoccerclub.com
- c. WCSC Board Members
 - i. President – Jamin McDowell
 - ii. Vice President – Charles Buhler
 - iii. Treasurer – Che Page
 - iv. Secretary – Amanda Page
 - v. Referee Coordinator – Angel Scott
 - vi. District Representative – Robert Hall
 - vii. Member at Large – Nick Kemmeter
 - viii. Member at Large – Sean Whitford
 - ix. Member at Large – Sarah Holland
- d. Our governing body is the Clermont Central Soccer Association (CCSA)
- e. CCSA web page = <https://sites.google.com/site/ccsasoc/>
- f. Other cities who are members of CCSA are Batavia, Bethel, CNE, Felicity, Goshen, Hamersville, New Richmond, and Western Brown.

II. District Representative

- a. The District Representative is your point of contact for almost everything involving CCSA. The District Representative represents WCSC for all CCSA matters. Please contact our District Representative if you have any questions concerning:
 - i. Registration process for players or the forming of teams
 - ii. Field Conditions (e.g. weather, cancelled games, etc)
 - iii. Issues at other soccer fields. If you have an issue with another coach, referee, etc
- b. In the event a game is cancelled or may need to be rescheduled, you must contact our District Representative to get the process started. You should not contact the opposing coach.

III. Coaching Responsibilities

- a. **Official Rosters:** Only players and coaches listed on the official roster are permitted to be on the field and participate in a game. All coaches should have a copy of the official roster in case the head coach cannot make the start of a game. **It is very important to note that only coaches listed on the official roster may be on the sideline or participate during a game. Parents are not allowed to help out when shorthanded.**
- b. **Emergency Medical Forms:** This information must be kept with the coaches in the event there is an injury during practice or a game. Much like the official rosters, this

information should be maintained by every coach in the event a head coach is not present.

- c. **Concussion Training:** This is a requirement from the State of Ohio and must be completed once every three years. The training is free and a link to the training can be found on CCSA's website. Once completed, please print (or scan) a copy of your training certification. The certificate should be forwarded to our District Representative for record keeping.
- d. **Kid's Safe:** This is a background check and is required three year by every coach. Please visit the CCSA's website for information about the program and to register. Please use your legal name and make sure you identify CCSA so they receive the results. There is no charge to the coach to complete the kid's safe training.
- e. **Coaching Clinic/Coaches' Meeting:** First year coaches must attend a coaches' clinic in order to be eligible as a coach. All other coaches must attend a clinic once every two years. If you are selected to coach after the last coaches' clinic for that season, then they must attend a coaches' clinic the next season in order to be eligible as a coach. The coaches' meeting is around one hour in duration and is helpful in reviewing key rules and procedures. Typically, coaches' clinic follows immediately after the coaches' meeting. CCSA invites professional organizations to hold a 45 minute clinic on drills, how to organize practices, ect. This is good, useful information.

IV. Conduct

- a. The Coaches' Handbook outlines acceptable and unacceptable behavior for players, coaches, and parents as well as the penalties associated with the actions.
- b. Please read this carefully!! The information is common sense and should not be a problem as long as you keep in mind this is a game and that players/referees are kids who only want to have fun.
- c. Any inappropriate behavior by the parents is the responsibility of the coaches. Any penalties issued to a parent can be levied against the coach as well.

*Yellow and Red cards carry over for a year. The accumulation of yellow cards will carry over from Fall to Spring and any suspension will be carried over until served.

V. Games

- a. **Soccer Field Rules:** No tobacco products (to include e-cigarettes), weapons, pets, or swearing are permitted at the soccer fields. Visitors may go to the parking lot to consume tobacco products.
- b. **Team Treats:** Team Treats are mandatory for every game and should be purchased prior to the start of the game. The cost for team treats is \$8 per team and the selection of team treats varies by location. WCSC will pay for all team treats during the regular season for all soccer parks. Coaches must make arrangements to purchase team treats during the tournaments. Team treats are also mandatory during tournaments. This is typically a cost the parents will share.
- c. **Halftime snacks:** It is optional, but the players like halftime snacks, particularly the young kids on hot days. This is a good job to assign a parent.
- d. **Score reporting:** Scores shall be reported to CCSA in the designated manner on the same day that the game is played. Winning coaches are responsible for ensuring that

their score is reported. In the event of a tie game, the HOME team must report the score. Failure to report scores will result in a loss of points for that team.

VI. Field Evaluations

- a. Field evaluations are scrimmages that are designed to provide the teams with a game day situation to prepare for the regular season games.
- b. These games are also used to help our referees to prepare for the regular season games as well.
- c. These games are very important for our young referees who need the practice.
- d. Your involvement is essential for this to be a success.
- e. Please contact our District Representative if you cannot participate in field evaluations

VII. Referees

- a. **Respectful treatment:** Please remember that our referees are typically young kids who are human, they make mistakes. Control your emotions and treat them with respect. If you see that the other coach is not acting in an appropriate manner, it is the expectation of the board that you take whatever action is appropriate. If necessary, notify a board member of the field you are located.
- b. **Addressing the Referees:** Do not talk to a referee during play. You may address the referee in a respectful manner during stoppage, between quarters or at the half, or after a game.

VIII. Rainouts – Cancelled Games

- a. Our District Representative will notify you if games at our fields or other fields are cancelled because of weather. This information will be passed along as soon as possible.

IX. Uniforms

- a. WCSC has a standard uniform for all new teams. There will be a transition period as teams grow out of their existing uniforms that were purchased prior to the switch. We ask that all coaches ordering new uniforms convert to the WCSC standard uniform.
- b. All uniforms must be purchased on the registration web page.
- c. WCSC will purchase t-shirts and socks for all U6 teams. We do ask that parents purchase the shorts through the registration web page so everything is uniform. The shorts will have the WCSC logo.
- d. CCSA's coaches' handbook has the following guidelines concerning uniforms:
 - i. The home team is responsible to change to a different color if the two teams normally wear the same color. Pennies are acceptable over shirts to resolve a color conflict.
 - ii. Numbers on shirts are required and must be different for each player. When a team must wear alternate shirts because of a color conflict, then they do not need to be numbered for non-tournament games.
 - iii. In the event of an unresolved color conflict, the referees may permit a game to proceed. That game must be reported to the home team's District Representative.

- iv. Each goalkeeper is to wear a jersey that is different in color from that of both teams on the field and the referees.
- v. There are to be NO solid black team jerseys
- vi. NO NAMES on jerseys.**
- vii. Law IV of the rulebook states that jerseys, shorts, and socks must match for all team members.**

X. Supplies

- a. Typical supplies:
 - i. Bag
 - ii. Cones
 - iii. Pennies
 - iv. Soccer ball – air pump
 - v. Medical supplies – Ice packs
- b. In the event you need supplies, please contact a board member to see if WCSC can purchase supplies for you.
- c. WCSC has tents available for use during the season. The tents come in handy for rain or hot days (provides shade).

XI. Team Photos

- a. Team photos are optional.
- b. You have the ability to use the professional company hired by WCSC or make arrangements on your own.
- c. Whichever path you take, please include your parents in the decision process.
- d. Dates for the photos sponsored by WCSC will be communicated via our web site.

XII. Fund Raisers / Team Sponsors

- a. Teams are permitted to solicit team sponsorship or conduct fund raisers but this must be approved by the WCSC board. The request shall be made in writing and outline the accounting method to ensure all funds are properly accounted for auditing purposes.
- b. A supplemental report must be submitted in writing outlining how much money was raised and how it was used. The report shall contain the proper documentation to ensure the money was used in a proper manner.
- c. These rules are in place to protect the coaches and WCSC. An allegation of inappropriate behavior can damage the reputation of the individuals involved (and WCSC) and could result in a criminal investigation.

XIII. Tournaments

- a. Tournaments are held at the end of the season. The current format is two and out.
- b. If your team is not participating in the tournaments, you must notify our District Representative by the 4th week.
- c. Each city will host a tournament (or two) each season.
- d. Tournament schedules are typically released a day or two after the regular season concludes.

XIV. Tips

- a. **Team Mom(s):** Identify a parent to act as a Team Mom. This will make your life easier. They can act as a liaison between the coaches and parents to take care of logistical tasks (e.g. coordinating halftime snacks).
- b. **Field Maintenance:** Each coach will be assigned a Friday evening to spray the lines of the field to prepare them for the weekend's game. The weekly slots will be assigned prior to the start of the season. It is strongly recommended that you make arrangements with your parents to do this work. Find those parents who are good candidates. You have enough on your plate.
- c. **WCSC Board meetings:** Typically occur on the 2nd Tuesday of every month at 7pm at Donatos or the Batavia Township Park (weather permitting). This is a great venue to ask questions or make suggestions to improve the league.