



CC United

Coach's Manual

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Introduction

This Manual is provided to all coaches of CC United to acquaint them with the CC United organization, practices and procedures. It also includes methods for organizing practices and suggestions for interacting with players, parents and referees. A separate manual will be provided to each coach describing the laws of the game for the appropriate age division. At the orientation meeting for new coaches and at the coaching clinics provided by CC United, coaches receive additional information dealing with the specifics of how to coach

CC United Organization

The CC United Soccer Club is a non-profit organization dedicated to providing recreational and competitive soccer for the youth in the Cedar Park / Leander area. CC United has one of the lowest registration fees per child in the Austin area and yet continues to supply each child with a shirt, shorts, socks, individual and team picture and award each season. CC United exists and functions for the benefit of the children, providing structured activities to create a positive, nurturing environment for learning and participation.

CC United is governed by a Board of Directors, which meets monthly, usually on the third Tuesday of each month. Anyone may attend these meetings. Names and phone numbers of the current Board members are distributed to the coaches each season. You are welcome to contact the Secretary about meeting times and locations.

CC United is one of the member associations under the jurisdiction of the Capitol Area Youth Soccer Association (CAYSA). CAYSA's territory includes the counties of Travis, Williamson, Lampasas, Burnet, Bastrop, Hays, Bell and Milam in the Central Texas area. CAYSA sponsors several tournaments in the Capitol area each year. Its primary responsibilities are to coordinate the inter-association activities of its member associations, to disseminate information to its members, and to ensure adherence to the CAYSA constitution, by-laws, and rules by the member organizations. The CAYSA office phone number is 302-4580.

CAYSA, in turn, is under the authority of the South Texas Youth Soccer Association (STYSA). STYSA's territory is the southern half of the state of Texas. The STYSA offices are located in Georgetown. STYSA publishes the "STYSA SHOOTOUT" six times per year. Each coach receives a subscription. The STYSA Director of Coaching schedules, supervises (and frequently teaches) the advanced coaching clinics in the STYSA area, including the licensing clinics held at CC United. The STYSA office number in Georgetown is 512-863-4969.

STYSA, in turn is in Region III of United States Youth Soccer (USYS), which itself is a segment of the United States Soccer Federation (USSF). All national soccer federations fall under the control of FIFA, the international federation.

Responsibilities of Coaches

Who Can Coach?: No experience is necessary to coach a youth soccer team. However, the more you know about the game, the more comfortable you will feel about coaching. Around registration time each season, CC United provides coaching clinics for different levels of experience. The clinics usually consist of from two to five sessions, depending on the level, and will teach you some very good coaching techniques. There are also knowledgeable people at CC United who will be more than happy to give you pointers and tips about drills, technique, and rules. Check the schedule for CC United coaches clinics or call a member of the board and they will get you in touch with someone that can help you. Don't be shy.

Coaches become role models for their team members. Coaches should set good examples for sportsmanship, patience, and understanding. Remember that you will be working with children of different ages, experience, maturity levels and ability. Keep in mind that we are primarily a recreational soccer league. We want to stress sportsmanship, learning and enjoying the game. There should not be pressure to win, but just to play as well as possible and have fun.

Coach's Responsibility: While the coach is responsible for his/her team's participation in field preparation and fund raising, that does not mean that the coach should even attempt to do all of this alone. One of the most important things a coach should do at the beginning of each season is to find a good assistant coach and team manager. The team manager is usually responsible for getting volunteers and assigning duties for the team's participation in league activities. At times, you may have difficulty getting someone willing to take the responsibility for all these chores. In that case, you may need to break the chores down into a few areas and appoint a snack/drink manager, a field maintenance manager, fund raiser manager, etc. When the chores are split up, no one person really has much work to do, and the coach is able to concentrate on his/her main duty, coaching.

The best thing to do at the beginning of each season is to ask all parents to come to the first practice and hold an information meeting to get your volunteers for help and then to pass on any and all league information and explain the basics of the game. There is no way that the board can get all of the rules and needs of the league passed on to every parent without the help of the coaches, at least not until we can afford to make enough copies of this book for everyone. So the board asks for your best effort in helping us pass information on to all of the parents. Who knows, you may have a parent on your team that has a talent or contact that the league is in need of, but he or she may have no idea of our need.

Each coach needs to furnish to the appropriate Boys/Girls/Under-6 Commissioner with the name and phone number of his/her assistant coach and team manager by the first game date of the season.

Coaching Policies

Responsibility for Spectators: Under the Laws of the Game the Coach is responsible for the behavior of coaches, parents, players and other spectators along his team's side of the field.

Sportsmanship: Adults present on the CC United fields are expected to set good examples for the children. The Board of Directors will not tolerate harassment of any player, coach, or referee in any way.

Field Maintenance: On those weeks when your team is assigned hang nets and otherwise prepare its playing field for that week's game, it is the coach's responsibility to ensure that the field is ready before the first game to be played on it that game day.

Medical Releases: Be sure to keep your team's medical release forms with you at every practice and every game in case a player is injured. At the beginning of the season, make sure they are completely filled in and properly signed.

Safety: Everyone should be discouraged from climbing trees or from climbing or hanging on the goals or nets.

Health: Smoking and consumption of alcoholic beverages during CC United activities set bad examples for the kids and is not allowed on the field complex. Pets should be left at home.

Security: Every coach should make sure all members of his/her team have been picked up before the coach leaves the area. The last coach to leave the fields after games or practices is responsible for locking the gate. If you open the equipment shed, please make sure it gets closed and locked.

Licensing: At least a "G" (or "F") coaching license is required by the end of your first year of coaching, if you wish to continue. "G" or "F" clinics will be conducted at CC United on a regular basis.

Player Assignments: Every player must play half of each game and in each half, except for reasons of illness, injury or discipline. Players should be rotated among the various positions, not confined to playing a single position. Every player should be given reasonable opportunities to score a goal during the season.

Criticizing Players: The coach should expect mistakes by the players. Criticism, threats, blame, yelling, humiliating, ridiculing and showing biases should be avoided. Don't expect players to do things during a game that you haven't successfully taught them during practice.

Cheering: Cheering from the sidelines should be positive. Yelling instructions to the players, such as Run!, Kick the ball!, Get up!, Shoot!, Johnny, what are you doing?!, during a game is not good practice and is to be discouraged. Effective cheering tells the kids when they've done something good after they've done it. For example, Wow, what a kick!, Way to be there! Nice move! Good job!. Make sure every player on your team gets plenty of this. Parents should be encouraged to cheer for all the players, not just their own.

Winning: CC United tries to balance teams as closely as possible to ensure good competition. If perfect equalization could be achieved, every team would have as many victories as defeats. The coach should emphasize good, effective playing of the game. Both the winning team and the losing team should leave the field feeling good about the experience. After a loss, compliment your players on their level of play.

Practices and Procedures

Awards: At the end of each season, every player will receive at least a participation award

Insurance: The league provides secondary accident insurance for the players. It is secondary to your own health insurance. For more information, contact the Vice President of the Board of Directors.

Fund-raiser: During each soccer season, CC United conducts a fund-raiser. Please help out with this, as it helps keep the registration fee low. If a player's family doesn't want to sell in the program then a "buy out" contribution will be accepted.

Sportsmanship: Adults present on the CC United fields are expected to set good examples for the children. Coaches are responsible for the actions of their team's parents and may be red-carded (sent off, ejected) by the referee, if needed. If there are problems with the way a game is called, the coach may protest the game. Notice of the protest must be given to the referee and the opposing coach immediately following the game. A judgment call may not be protested. The procedures for initiating and handling a protest are described later in this manual within the section on the Progressive Discipline System.

Practice Times: Practices are held two nights a week, either on Monday and Wednesday or on Tuesday and Thursday. Teams must adhere to their assigned practice times if practicing on the CC United fields, due to the limited availability of practice space. Practices on Fridays are not allowed, in order to permit teams to prepare the fields for Saturday games. Depending upon the age group, there may not be enough fields for all the teams to practice on. You must either work out a sharing arrangement with the other coaches in your age group, or else find another field to practice on. There are several other soccer fields in our general area that can be used.

Uniforms and Shin Guards: CC United provides the shirt, shorts and socks. Shin guards are required at all practices and games. The referee will not allow a player to play without shin guards on, with the socks pulled up covering the shin guard. Typical turf or rubber-creat soccer shoes can be worn. Tennis shoes are fine, also. Sliding shorts are allowed to be worn underneath, provided they are the same shade as the uniform shorts. Sweat pants may also be worn in cold weather, provided the uniform shorts are on the outside, subject to an OK by the referee.

Credentials: Traveling teams (some of the upper age level teams and the select teams that play teams from other associations under CAYSA rules) are required to have a player card for each player to be presented to the referee before each game, or the referee will not allow that player or players to play, even if this results in your team's forfeiting the game. Many tournaments also require player cards, and some require that the signed and notarized medical release forms be presented for inspection. If the referee takes possession of your player cards, be sure to remember to reclaim them after the game. If your team needs them, player cards can be obtained from the CC United Registrar. You must attach a picture of the player to each card and have the player sign the card. Then you or your team manager must laminate them, punch a hole in each one and string them together on a key holder or small loop of string or chain. Teams which play all their games within CC United do not need player cards.

Rain-outs: If you are not sure whether the fields are closed, call the CC United rain-out number, **259-4676**, Saturday morning. You may also check the website at www.ccunited.com. The coach should call, then notify the members of his team. Do not give out this number to the parents, since it must be kept available for all the coaches and officials. If you are hosting a traveling team, contact that team as early as possible to notify them that the game is rained out. If you have an away game, call the opposing coach to determine the status of your game.

Tournaments: Your team is allowed to go to any tournament of your choice provided you contact, seven (7) days prior to the game day, the opposing or "offended" coach of the team that you would otherwise be playing, and the Referee Commissioner to inform them both of the need to reschedule. After being informed of the conflict, the offended coach can then reschedule the game. If there is a conflict in rescheduling the game, the appropriate Girls/Boys/Under-6 Commissioner will be responsible for rescheduling the game. Even if the offended coach does not wish to reschedule the game, he must do so for a tournament.

Parking: Cars should only be parked in designated parking places.

Spectators: Running along each side of the field (under-7 and up) is a box about three feet deep, put there to provide the linesman with clear access to the edge of the field. All coaches, parents, and players are to stay behind this box during a game. Likewise, spectators should not venture beyond the ends of the spectator area (which extends to the forward edge of each penalty box), alongside the extreme ends of the field or behind the goal line during the game, since this distracts the goalkeeper and players approaching the goal.

Home Team: The home team shall furnish an appropriate size game ball acceptable to the referee. The home team shall change uniforms if the colors of both teams are so close as to create confusion in the opinion of the referee. Failure to change uniforms upon the referee's request shall result in a forfeit by the home team. For traveling teams, the home team is responsible for furnishing the referees.

Coaching from the Sidelines:

Under-6 Recreational: Coaches can give positive instructions either on the sidelines or on the field of play.

Under-8 and Under-10 Recreational: Coaches can give positive instructions from the sidelines.

Under-12 Recreational: Coaches will be "discouraged" from coaching from the sidelines and should be encouraged to coach by calling players to the side of the field for instructions.

Under-14 Recreational: Coaches should call players to the side of the field for instructions.

Game Cards: The game card kept by the referee will be turned in to and retained by the Referee

Commissioner. **Traveling teams playing under CAYSA rules:** The winning team must forward the game card to the appropriate CAYSA vice president (for example, Boys Recreational V.P., Girls Select V.P.) within 72 hours in order to avoid a forfeit.

Duties of the Directors of Youth, Competitive and Select Soccer: It is the duty of these Commissioners to coordinate the establishment of schedules and to furnish the participating coaches with a schedule of games, and with names, and telephone numbers of the other coaches. They are also responsible for posting and keeping league standings showing wins, losses, and ties.

League Standings Determination: All CC United league standings shall be determined by points: 3 points for a win, 1 point for a tie, and 0 points for a loss. (A win by forfeit results in 3 points for the winning team and the game will be scored as 3 to 0.) If the rankings are tied at the end of season play, the following will be used to determine final league standings:

1. Winner in head-to-head competition; then
2. Highest goal average (goals for, divided by goals against) with a maximum of 3 points per game; then
3. Highest goal difference (goals for, minus goals against) with a maximum of 3 goals per game; then
4. The FIFA method of taking penalty kicks for determining the winner in Knock-Out Competition.

Referees

Referees Assigned to Games: One referee / two linesmen shall be required except for Under-6.

Referees' Judgment Decisions: The referee's judgment decisions shall be final in all matters concerning the rules governing the playing of the game, the playability of the field, and appropriateness of uniforms.

Forfeit of Game: It shall be the duty of the referee to declare a forfeit in the event that a team has less than the minimum number of players on the field ready to play, within fifteen (15) minutes after the game was scheduled to start. If neither team has the required number, it shall be double forfeit and scored as a loss for both teams. In the event that the referee rules that the field is not playable or that the uniforms are inappropriate, the referee shall note such on the game card and have each coach sign it.

Game Cards: the referee for all scheduled games shall complete a game card furnished by the Referee Commissioner. This card shall, at a minimum, contain the following:

1. League, age division, conference (if applicable), game location, date, and game time.
2. Team names and final score.
3. Cautions (yellow cards) and ejections (red cards) issued, by team, with names of players.

At the completion of the game, the referee shall have each coach sign the game card and shall submit the game card to the CC United Referee Commissioner. (This does not apply to traveling teams.)

Identification Cards: Referees shall retain the USYSA identification card of any player or coach ejected from a game and provide the card to the appropriate CAYSA Vice President.

Recommended Procedures for Coaches

Orientation: The Director of Soccer is the member of the CC United Board whose responsibility it is to help new coaches get up to speed. The Director of Soccer can help with many types of questions and problems faced by coaches, and can also put you in contact with other helpful people in the CC United organization.

At the beginning of each season, an orientation session is held for new coaches on the CC United fields. At these sessions, coaches are introduced to a soccer ball, valuable practice drills and coaching techniques are demonstrated, questions are answered, and important information is handed out.

The CC United Environment: CC United is here to provide fun for all our children, experienced in a loving, nurturing environment. We adults are here for the benefit of the kids. They are not here for our benefit. We want the upcoming soccer season to be a positive experience for every child. Our objectives as coaches are to teach them how to play as part of a team, to teach them soccer techniques and tactics, and to ensure that they have fun, both in practice and during the games.

Many of the lessons the players pick up on these soccer fields will stay with them the rest of their lives, even if they don't go on to be world famous soccer players. With you, the coach, as their teacher, they will learn self confidence, team play, sportsmanship, physical and mental coordination, how to function under pressure, how to shrug off mistakes and push for success. You will structure the environment in which this fun and this learning can occur.

You are to be congratulated for being willing to accept this important responsibility. You will probably find it to be an immensely rewarding experience.

How to Start a Season of Coaching:

1. From the Boys/Girls/Under-6 Commissioner get your team packet, which contains the information about each of the players assigned to your team. Normally this happens at the coaches' meeting.
2. Call the parents of each player and give them the basic information they need.
 - a. Identify yourself and your team and give your phone number(s).
 - b. Welcome the players to the team.
 - c. Tell when the first practice is scheduled and give practice days and time and the practice field location. It helps to give a description of yourself so parents and players can find you on the first day of practice.
 - d. Request each child to bring a ball & some drinking water to practice.
 - e. Uniforms are provided by CC United, but not shin guards and shoes.
 - f. Shin guards must be worn to each practice and game.
 - g. Soccer shoes are not mandatory.
 - h. Indicate that a short meeting of the parents will be held after the first practice (or at some other time).
3. Show up for field preparation day to help get your field ready for play and to meet the other coaches and get to know your way around. Look for familiar faces from the coaches meeting or anybody wearing a CC United baseball cap and ask one of them what you need to do. Take a look at the equipment shed. Locate the fields and practice areas for your age group. Sign out the equipment for your team.
4. Decide what you want to do at the first and subsequent practices. If the weather is good, you will typically have four practices before the first game. Specific suggestions for your practices are covered at the orientation session for new coaches..
5. Get through the first practice. Be gentle with the kids and act like you know what you are doing.
6. Hold a short meeting with the parents. Introduce yourself. Let them know what you expect of them. Request volunteers for assistant coaches, team manager, and fund-raiser coordinator (if there is to be a fund-raiser during the current season). This is also a good time to find out if you have any parents who are EMTs, nurses, or doctors. If any of your players should ever suffer a serious injury, it's nice to know who is around that can help.
7. Think about what happened at the first practice and react to it. Figure out what you are going to do to get ready for the first game. Consider arranging a scrimmage during your next practice with a team having an experienced coach. This will introduce you and your players to game conditions before the real thing. It's also fun.
8. You or your team manager should prepare a player roster with player names, parent names, addresses and phone numbers to facilitate car pooling and information flow. Give a copy to each parent. Also hand out copies of the game schedule. Keep some spare copies, because some parents will lose theirs and you don't want them to miss the games.
9. Learn what you can about the laws (rules) of the game. Guess who's probably going to be the referee! Even if you don't have to referee the games within your team's age group, you will still need to control the scrimmages. Don't worry too much about this. The minimal requirement is to be able to keep play going, keep the players from hurting themselves, and look like you know what you're doing. Read the section in this handbook titled "Mechanics of the Game".
10. Seek out or take advantage of opportunities to get to know the other coaches in your bracket. In other sports, coaches are frequently adversaries. This should not be the case at CC United, or else the needs of all the players are not going to be well served. Having a collegial relationship with the other coaches adds to the fun.
11. Consider putting together a first aid kit and coach's bag. Include Band-Aids, sterile wipes, ace bandage, etc. Always keep with you your copies of the registration forms for each child. These are your medical releases if a player gets hurt and his/her parent isn't available. Make sure the medical release is signed and notarized.

Teaching Basic Skills: The following teaching points represent various soccer skills that a good coach will want to teach sooner or later. These skills are usually demonstrated during the coaches' orientation and at the various coaching clinics. If you would like demonstrations or further information on any of these teaching points, the Director of Soccer will be happy to provide assistance.

1. **Dribbling:** Touch the ball with the inside, outside, instep (shoelaces) and bottom of the foot. Use both feet. Work on keeping your balance. Practice looking up from the ball, so you can see what's going on around you. Practice getting past a defender.
2. **Passing:** Push pass. Chip pass. Instep pass. Outside-of-foot pass. Using space. Crossing and through passes. Offside (U10 and up).
3. **Trapping:** With different parts of the foot, the thigh, the chest, the head. Not with the arms or hands. Get control of the ball before attempting to dribble, pass or shoot.
4. **Shooting:** When and where? Aim. Exercises.
5. **Defending:** Blocking. Support. Stay between the ball and the goal. Avoid wild flying kicks at the ball. Keep the other team from positioning the ball in front of your goal.
6. **Positioning and movement around the field:** Spread out. Adjust to the ball. Using zones. Using channels. Offensive and defensive support.
7. **Goalkeeping:** Not for Under-6. Hands OK inside the penalty box. Positioning. Charging a breakaway attacker. Protecting the ball. Distributing the ball. The 4 steps. Shuffling. Diving safely.
8. **Set plays:** Throw-in. Goal kick. Corner kick. Kickoff. Direct (U10 and up) and indirect free kicks. Penalty kick (U10 and up).

Assessing Player Capabilities: At any given age, there are things most of the players will be able to do and other things most of them will not be able to do. If you expect them to do things they're not capable of, you will be one frustrated coach. Your best guide is what you know about your own child.

Characteristics of U-6 Children:

- They have a short attention span.
- Most are individually oriented (me, my, mine).
- They are constantly in motion.
- They are psychologically easy to bruise.
- They have little or no concern for team activities.
- Boys and girls have similar physical and psychological development.
- Eye hand and/or eye foot coordination is primitive.
- They love to run and jump.
- They prefer large, soft balls and Nerf balls.
- Catching skills have not developed.
- They can balance on their stronger foot.
- They have no sense of pace.

Characteristics of U-8 Children:

- Attention span is greater, but still not extended.
- They are more inclined toward group activities.
- They are still constantly in motion.
- They are still very sensitive. They dislike personal failure in front of peers.
- They are beginning to develop physical coordination.
- They still like running, jumping, climbing and rolling.
- They are more into real balls through imitation of the big guys.
- They still lack a sense of pace.

Relating to the Children: You can adjust to these limitations in several ways. For example, avoid too much standing in lines. Avoid lengthy or involved explanations. (They really don't care WHY they're doing things!) Keep the demonstrations short and to the point. Provide lots of opportunities to run and kick balls. Be upbeat, encouraging, and stimulating. Have frequent water breaks. Vary the activities and change them frequently. Try to have fun yourself. Expect mistakes by the players. Avoid criticism, threats, blame, yelling, humiliating, ridiculing and showing biases.

Remember that the kids come to play soccer. They do NOT come to

- Listen.
- Watch.
- Stand in line.
- Be involved in anything that has to do with boredom, inactivity, or organization.

Occasionally a player will challenge your authority. You will need to be careful in responding to overly aggressive behavior and rebelliousness. You don't want to bruise the child's ego. Besides, aggressiveness is usually valuable during a soccer game. A good technique is to call an offending player aside, drop down on one knee so you have direct eye contact. Position your face a foot or two in front of the player's face so that you're somewhat invading his "personal space". This is slightly intimidating, but not offensive (unless you have halitosis). Speak matter of factly about the problem. Emphasize the importance of team cooperation and seek the player's cooperation. Basically, you just need to use your adult interpersonal skills. A good punishment technique is to send an offending player to the bench for a short time. This gives him a chance to cool down and emphasizes that his objectionable behavior is "separating" him from the rest of the team.

Children who are shy or self-conscious may be particularly afraid of failure in front of the other players. When you ask them to do something new, it may help to make sure all the other players are distracted by the current activity. You wouldn't want the self-conscious child to advance to the front of a line of players, and then face the possibility of failure with everyone in the line focusing on his attempt. Over a period of time you can emphasize that making mistakes is a normal and necessary part of learning. When you make mistakes, admit them openly and demonstrate your resolve to learn from them, to shrug them off, and to continue striving for excellence. Your players will emulate you.

Another tip in handling fear of trying something new is break it down into small, easily achievable elements. That way you achieve success one small step at a time.

Promote teamwork. Encourage the players to compliment and support each other. This concept will be new and foreign to most of them. Discourage any "badmouthing" between teammates. Let them know that being a member of their particular team is a special privilege. Accordingly, they should treat their teammates with special deference.

Remember the needs of the kids on your opponent teams. Teach your players to be good sports, even when your opponents are not. As a coach, develop camaraderie with the players on the other teams. It will enlarge your fun and will make them feel special. Demonstrate this kind of behavior during the games so your parents will catch on and do the same. Congratulate an opposing player when he or she excels.

As we parents try to mold our youngsters into the contributing members of society they will someday become, we fill their lives with "do this" and "don't do that". They are regimented and disciplined at home and in the schools, often being told that their natural inclinations are wrong or out of place. It's a wonder any of us maintains his/her self-confidence through the rigors of childhood.

But the soccer field can be different. The players are born with an ability to run and to kick a ball. Soccer provides you a unique opportunity to reward the children over and over again for achieving success at something they are good at and enjoy doing. The effect you can have on their self-confidence is tremendous, and in many cases you will be able to see tangible results within the span of a single season of play.

Each of your players will have different and unique capabilities and limitations. You don't want to praise poor performance, or else your praise will lose its value. The kids often know when they have done well and when they haven't (although they will look to you for confirmation). Keeping this in mind, praise each and every player every time he does anything remotely related to things you want to encourage. Praise an inexperienced player every time he kicks the ball. Let every player know that he/she is important to the team. Build their self-confidence, and you'll be amazed at what they can accomplish as a team.

Relating to the Parents: Let the parents know you're looking for positive encouragement. Parents should control their egos, especially during the excitement of the game. A single loud, abusive parent can ruin the experience for everyone. Keep them informed. Solicit their input and listen to their concerns.

A good way to convince parents to let the "kids be kids" and to realize that mistakes are inevitable is to get the parents on the field for a go at the game themselves. Be certain that the play is no more than 5 v 5 and that the ball may not be passed higher than the waist. If the field space is correct (perhaps about 60 by 40 yards), you should get the desired result in about seven to nine minutes. With the ability to breathe greatly diminished, parent's egos fall victim to exposure followed by humility and perhaps a touch of sensitivity toward a young player's soccer difficulties.

The Laws of the Game: As time goes by, get to know the rules of the game. At the beginning start by reading the section in this handbook titled "Mechanics of the Game". Most of the complexity of the rules is not applied to the U6 and U8 games. At the younger levels the rules are not nearly as complicated as they may seem. All the tricky little details are included in a separate "Laws of the Game" document to help develop knowledgeable coaches and referees. The beginner should not be intimidated by them. Also, summaries of the rules for the U6 and U8 age groups are available as handouts.

Handling Injuries: Most injuries experienced by U6 and U8 players are minor scrapes and bumps. They'll need an understanding shoulder to cry on. However, you should know about the more serious injuries and their suggested treatments. Whenever you are unsure about the seriousness of an injury, err on the side of caution. Don't hesitate to ask for help. There is a phone in the concession stand if you need to call EMS. The nearest ambulance is just a few blocks to the south on 183. There is also an emergency medical kit, with bandages, sterile wipes, etc., located in the concession stand. It's a good idea for you to put together a kit of your own and carry it with you on the fields as part of your baggage. First aid procedures are summarized on the last two pages of this manual.

Sample Practices: A well-tested approach to structuring a practice session is the following:

1. Plan. Prepare a general theme for the practice. Structure the practice around the theme. Be imaginative and inventive. Remember to make it fun.
2. Socializing and unstructured activity.
3. Structured warm-up, possibly related to theme.
4. Instruction and demonstration.
5. Have the players perform a simple exercise with no pressure from an active opponent. Achieve confidence and success.
6. After success is achieved, introduce game related pressure, such as active opposition.
7. Apply game conditions. Take it up to full speed, as if in a game.
8. As often as you think appropriate, finish the practice by scrimmaging one of the other teams. You'll usually want to prearrange this with one of the other coaches. The kids come to play soccer, and they usually love to scrimmage. During the scrimmage, the coaches are on the field, acting as referees and circulating among the players, giving individual instruction as needed. The kids will want to "win" the scrimmage, but you should use it for instruction and experimentation. If another team is not available, split your team in two and play.

The following techniques are some of the tools you can use to teach:

1. You can avoid the attention span problem by minimizing the amount of lecturing you do to the assembled group and maximizing the amount of individual observation and help given during the exercises. Having one or more assistant coaches really helps.
2. Provide repetition of movements. To master the ball-handling skills required of a good soccer player takes thousands (if not hundreds) of repetitions. The more repetitions you can provide, subject to the "fun" rule, of course, the better.
3. Use small sided games to give each player more ball contact. You could also use more than one ball.
4. Use a 2-touch or a 1-touch restriction once in awhile. This is great for developing effective passing.
5. Make up fun games that involve the practice theme.

Resources, Materials, and Equipment: Cones, balls, hand pump, flags, whistle, clipboard, marker(s), indelible marker, this handbook, books with practice tips, medical kit, shoulder bag, extra shirts are all possibilities. However, you can do quite well with just a few soccer balls. For instructional materials, investigate the STYSA office in Georgetown. They have interesting books on coaching at the various levels.

Coach Licensing Requirements: If you want to continue your coaching career, you will be required to obtain at least a basic youth module license before beginning your 3rd season. The next higher level is the youth module licensing. Youth modules will be offered and scheduled at CC United at the beginning of each season.

Field Phone: 259-4676 - Do not give this number to your parents. Only coaches and refs should use it or it will become swamped at critical times. You can call it to get a recording if you think games might be canceled due to bad weather. You can also use it to call EMS for an injury.

Practices:

1. You may use the CC United field for practice only on the days of the week designated for your team.
2. Inform your team of postponements, rainouts, etc.
3. **You are legally responsible for the children from the time they arrive, until they leave.** Always make sure all your players have been picked up by their parents before you leave the field area.
4. Bring your equipment -- balls, whistles, cones, etc.
5. Be prepared with drills or practices in mind. Better yet, have it planned out on paper.
6. Always keep medical releases with you at practices and at games.
7. If you are the last coach to exit the gate following practice, please stop and lock the gate. Also, please make sure the equipment shed and concession stand are left locked.

Pre-Game:

1. Instruct the team to be at the fields 30 minutes before game time for warm up.
2. Assign team captain(s), and instruct him/her on how to "call the flip" (or let them decide). Do you want the ball or choice of which end of the field your team defends?
3. Have a game ball ready.
4. U8 and up: Have one or more goalie shirts or vests ready.
5. Make sure that someone brings water and maybe some orange slices for games and practices.

Games:

1. Assign players to their positions.
2. Maintain order with players and parents. Don't be yelling at the players. Practice is for instruction; games are for the players to play.
3. **Ensure each player plays at least 1/2 of the game and in each half. This is a CAYSA and CC United rule.** The exceptions to this rule are for players being too tired, sick, or for disciplinary reasons.
4. Be aware of your player's condition--too tired, sick, depressed, hurt, etc.
5. Control your comments about the game. Your parents count on you knowing the game, and they may get out of control if you lead them on.

Mechanics of the Game

Introduction: This section is intended to give a minimal operational understanding of the mechanics of the game of soccer at CC United. It includes a brief summary of the more important rules, and describes how the game flows. Understanding this section will allow a coach to manage the most common occurrences during a game, or to control a U6 or U8 game or scrimmage. The rules are given in detail in the "Laws of the Game" document.

Before the Game: Before starting the game, you should have a good idea of which position(s) each player will play. Various "systems" of play and position responsibilities are covered in the following section of this handbook. These details can usually be worked out during practices. Having a scrimmage with another team is a good way to finish off a practice. Coaches can be on the field with the players during a scrimmage. This helps to work out the best combinations of offensive, midfield, and defensive player responsibilities.

Decide who will be your starting goalkeeper (U8 and up) and get his/her vest on. If you are the home team, you supply the game ball. The referee or one of the linesmen will inspect your players' equipment before the game. They may also have special instructions for the players. Be sure all players are wearing shin guards with the socks on the outside completely covering them.

Choose your team captain(s). The referee will toss a coin in the presence of the two teams' captains to determine which team gets the ball (and executes the opening kickoff) and which team gets to choose the goal to defend during the first half.

The players should be on the field and ready to play by the scheduled game time. Except for U6 games, coaches are not allowed on the field once the game starts. The referee's authority begins as soon as he/she enters the field of play.

Starting the Game: The game starts with a kick-off. The ball is positioned at the center of the field. The players of each team must be on their team's end of the field. In addition, the players of the team not performing the kick-off must be outside the center circle.

The team taking (that is, performing) the kick-off designates a player to take (perform) the kick. The ball must be kicked onto the opposing team's half of the field of play. The ball is not in play until it has traveled its own circumference (about a yard). The kicker may not touch the ball again until another player has touched it. All players must remain on their team's side of the field until the ball is kicked.

There are three basic ways to play the kick-off. (1) The younger players frequently like to kick the ball deep into the opposing defense, then run forward and try to take control of the ball back from the other team. If they can get the ball back, it will probably be close to the opposing goal, so that hopefully an attack can be started from up close. As the players get older and their ball handling skills develop, taking control of the ball from the team in possession gets harder and this approach to a kick-off becomes less attractive. (2) Kick the ball to one of your team's forwards coming across the center line either to the left or to the right of the kicker, beginning the attack. The receiving forward needs to be a good ball handler, because he/she is confronted almost immediately with a defense in position. (3) As ball handling skills continue to improve, you see the older teams kicking the ball the mandatory 1 yard to a receiving player who steps across the center line to take control of it. This player immediately plays it back across the center line to a midfielder, who doesn't have an opposing defender in his face and who can set up an organized attack.

Playing the Game: The basic principle of the game is that each team wants to keep control of the ball, to maneuver it as close as possible to the opposing goal, and to shoot it at the goal from the most advantageous position possible. The defending team wants to keep the ball away from their goal, and to take control of the ball away from the attacking team, thereby becoming the attacking team and putting the opposing team on defense. In essence, it's a game of "keep-away". You don't want to give control of the ball to the other team. Remember to make sure that each member of your team gets to play at least half of the game and in each half.

Oh, by the way, only the goalkeeper can "handle" the ball with his arms or hands on the field of play (and in U6 ball, even the "goalkeeper", if one is designated, can't handle it). "Dribbling" is the term used to describe a player's moving the ball with his feet from one place on the field to another. The better a player is at dribbling, the more likely he/she is to be able to successfully advance the ball and to keep the opposing team from taking it away. For this reason, it is important to give the players lots of practice in touching, controlling, and maneuvering the ball with all parts of either foot.

When the player in possession of the ball sees that one of his teammates is better positioned to advance the attack, he may choose to "pass" the ball to that player. It is more often the case with the younger players, that their need to pass doesn't exceed their need to personally score the next goal. They will therefore use the pass, if at all, only to get out of trouble when confronted with an overwhelming defense. Successful passing requires several elements: (1) accuracy, (2) the ability of the receiver to successfully "trap" and control the ball, and (3) having receivers in advantageous locations.

It is the effective use of the pass (or the threat of it) that transforms the game from the herd of players grouped closely around the ball, as is frequently seen in U6 play, to the dynamic game of movement and field position that is characteristic of a well-played game in our oldest age divisions. Players should be taught and well practiced in using the different parts of the foot to accurately propel the ball, and in using various parts of the body (but not the arms or hands) to trap the ball.

The Use of Space: If one of your players wants to pass the ball to a teammate, the receiving player will have an advantage if he/she is surrounded by a lot of empty space on the playing field. That allows the receiving player time to trap and control the ball, and then to resume the attack, before a defensive player can come up and make life miserable.

The defense, on the other hand, wants to restrict the space around potential receivers, for precisely the same reason. A defender staying close to an opposing attacker to prevent his receiving the ball is called "marking" the attacker.

When large numbers of your players congregate around the ball, they are bound to be yielding control of a lot of valuable space on the field to the other team, unless large numbers of the opposing team are doing the same thing. In the U6 age division, we don't worry very much about all this. There, even playing as part of a team can be a new and revolutionary concept. The idea of passing a ball to a teammate might be as foreign as that of passing it to an opponent. But we can still be teaching the skills, so they will be there when the player gets older and develops the intellect to turn them into dangerous weapons.

Ball Out of Bounds: The ball remains in play until the entire ball is totally outside the outermost edge of the field boundary line. When the ball goes out of bounds across the "touchline" (the line bounding the field along the side), play is restarted with a "**throw-in**". The team which last touched the ball loses control to the opposing team, one of whose players throws the ball back into play by facing the field at the point where the ball went out, grasping the ball evenly with both hands, behind the head, and throwing it squarely over the head, while keeping both feet in contact with the ground. Failure to execute the throw-in correctly results in instruction by the referee and a second try for U6 and U8. After a second successive failure in U6 and U8, or after the first failure above U8, the opposing team regains control of the ball by getting to take the throw-in.

When the ball goes out of bounds across the goal-line, but not between the goal posts and under the cross-bar, and it was last touched by the attacking team, the defending team restarts play by taking a **goal kick**. The ball can be placed on the ground anywhere inside the goal box. It is then kicked by one of the players, and is considered in play as soon as it passes outside the penalty box. Until the ball is kicked, all opposing players must remain outside the penalty box. If the ball doesn't pass outside the penalty box, the kick is retaken. Most often, the team taking a goal kick wants to clear the ball as far away from the goal as possible. If possible, the kicker wants to direct the ball to one of his teammates in an advantageous position to begin an attack. The kicker wants to avoid having the ball trapped by a strong opposing forward standing just outside the penalty box, just waiting for a chance to take a shot.

When the ball goes out of bounds across the goal-line, but not between the goal posts and under the cross-bar, and it was last touched by the defending team, the attacking team restarts play by taking a **corner kick**. The ball is placed inside the quarter-circle arc at the corner of the field nearest to where it went out of bounds. No defensive player may be within 10 yards of it (6 yards for U6, U8) until one of the attacking players kicks it. Usually, the corner kick is treated as an opportunity to place the ball immediately in front of the opposing goal, with attackers in position to try to set up a shot. Alternatively, a team may prefer to kick the ball to a nearby attacker, simply beginning a new attack from the corner.

If the ball goes out of bounds between the goal posts and under the crossbar, regardless of which team last touched it, a **goal** is scored against the defending team. A goal is worth one point. At the end of the game, the team with the most goals wins. If both teams have the same score, the game is a draw. (Only in playoff games is a draw resolved by the use of overtime or penalty kicks.) After a goal is scored, the team against which the goal was scored restarts play by taking a kick-off, with the ball positioned at the center of the field.

Half Time: The game is divided into two equal halves, separated by an intermission. This half time is usually about 5 minutes in duration and begins when the referee signals that time has expired in the first half. The players of each team leave the field of play and congregate at their respective benches. Water and fruit are usually supplied by one of the parents designated to supply refreshments for that particular game. When the intermission is completed, the teams switch ends of the field and the team that did not take the opening kick-off restarts play by taking the opening kick-off of the second half.

Fouls and Misconduct: Fouls are of two classes, serious and incidental. Rather than go into detail in this section, you should consult the rules of the game. For U6 and U8 age divisions, all fouls are penalized by giving the team against which the foul was committed an indirect free kick from the point where the foul was committed (but in all cases outside the opponent's goal box). A goal cannot be scored by an indirect free kick. At least one other player must first touch the ball.

It's a foul for any player except the goalkeeper, inside his own team's penalty box, to intentionally touch the ball with his arms or hands. (In U6 there is no goalkeeper, so the "hands" rule applies to every player on the field.) Dangerous or reckless play is a foul, including "high kicks" near other players who could potentially be injured. You may not touch the opposing goalkeeper. You may not spit, use foul or abusive language, grab, trip, etc. Players, coaches, or spectators may not yell derogatory remarks. You may not verbally or physically abuse or argue with the referee or linesmen.

The general philosophy on calling fouls is that they must be intentional. However, committing an otherwise unintentional foul by conducting oneself in a reckless manner is considered intentional. For example, the "hands" foul is often called, even when the player didn't see the ball coming, because he had his hands and arms extended where the ball could hit them. Whether or not an act is intentional is up to the judgment of the referee, and is not subject to appeal.

A foul should not be called if calling it gives the offending team an advantage. In general, it is important to let the flow of the game continue as much as possible. If players are committing numerous incidental fouls simply because they don't know any better or just don't have the playing skills to do better, the referee should use good judgment in deciding what to call. The important thing is to call fouls fairly and evenly for both sides and to avoid danger to the players. Many parents don't understand these principles of interpreting the rules of the game. You should educate your players and their parents about these principles, so they don't get upset at a referee who may in fact be doing a fine job of controlling the game!

Systems of Play and Position Responsibilities

The particular scheme used by a coach to position players on the field, along with the responsibilities the coach designates for each position is known as a "system of play". There are many different systems of play. A system of play appropriate for an under-6 team would certainly not be appropriate as a system of play for an under-12 team and vice-versa. Usually, a good coach will first evaluate the players. Then a system of play is chosen or devised that takes the best advantage of the team's particular mix of talent (or lack of talent). The information in this section is presented to give coaches some ideas of possible alternatives, particularly for the younger age groups.

Under-6: Because the pass is not a well-developed attacking tool for our youngest players, they have a natural (and quite rational) tendency to congregate around the ball, each of them jockeying for position to try to kick it. Occasionally a player from one team or the other may kick the ball clear of the crowd, and may even be in position to follow up the kick by driving the ball toward the opposing goal. For this reason, it is a good idea to give at least one of your players a strictly defensive responsibility and to position him/her in the general vicinity of your goal. Such a designated defender (a "goalkeeper" in name only) would be instructed not to follow the crowd, but rather to just try to keep the ball out of your goal. You may choose to designate a second dedicated defender to roam your team's end of the field, waiting for loose balls, etc. If you can teach your players to spread out more, and perhaps even occasionally to execute a pass, your team will have a definite advantage against a team without these capabilities.

Under-8: By the time players reach the U8 group they can be taught to spread out, to control space, and to execute intelligent passes. Most players can be taught effective passing by this age, and you can certainly expect to see some of it from the teams you play against. At this point, how you position your players on the field begins to become more important.

The following diagrams show some of the possible systems of play you might choose from. Normally, you would select a single system of play, one that is best suited to your team's capabilities and your coaching philosophy, and use it the entire season. Whatever system you go with, teaching positioning to players of this age is an ambitious undertaking. You won't want to try to teach more than one system of play during a single season. You may even prefer not to use a system at all, but simply to teach every player how to react to the ball and to the other players around him/her.

Systems of play are usually designated by giving the number of players assigned to defensive, midfield, and offensive roles, respectively. The goalkeeper is not counted. Perhaps the most commonly used U8 system is the 3-0-3 system, with three defensive backs and 3 attacking forwards:

LF	CF	RF
LB	CB	RB
	G	

This system of play gives good lateral coverage of the field. The forwards can cover the width of the field, which can help them to set up effective crossing passes. The defensive backs are similarly dispersed, which helps put them into position to prevent crossing passes. The principle weakness of this system results when conservative coaches tell the defenders to stay in position on the defensive end of the field. Then the attacks made by the three forwards have no depth. An opposing defender only needs to deflect the ball back behind the line of attackers, and the attack is effectively stopped. The forwards have to turn around and make a mad rush back to the ball, which is often moving back toward their own goal. Often the opposing team already has their own attack under way. Similarly, the defense has no depth. If a single attacking forward with the ball can get past a single defender, he will often get a good shot off at the goal. The lack of depth in the offense and in the defense can be compensated if both lines of players move together up and down the field. Then the "defenders" are in position behind the forwards to give them support when they lose the ball. However, when the ball is kicked all the way back through the defense, you'll be hoping that your defensive backs can react quickly and run fast.

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A modification of the 3-0-3 which helps compensate for the lack of depth is the 1-2-3:

LF	CF	RF
	LB	RB
	CB	
	G	

Here, the left and right defensive backs are moved forward of the center back, who now functions as a full-fledged sweeper. The left and right defensive backs, sometimes called halfbacks or wingbacks, can move forward with the attack, providing midfield support. The sweeper is left to provide coverage of the defensive end of the field. On defense, the wingback on the ball side of the field applies immediate pressure on the ball. His fellow wingback supports him (1) by taking up a position somewhat behind and to the side, if responding to the threat of a single attacker, or (2) by marking the opposing forward most likely to receive a crossing pass. The sweeper supports the wingbacks, being ready to take on the attacker if he/she breaks through. A good sweeper for this age group is a strong, if not always accurate, kicker, and is able to clear the ball away from his goal by kicking it far up field. This is a good position for your larger, more intimidating players who may be lacking in mobility. (This same player has some advantages when you play him at forward, as well, so don't ever type cast a player and force him/her to play a single position. It's fun to move around.)

In both the 3-0-3 and the 1-2-3 systems, most coaches usually put their strongest players in the center forward and center back positions. Also, if you have an incorrigible ball hog, he/she may be a good candidate for center forward, with the other players passing the ball to the center to set up the shot.

A system of play having less lateral extent, but excellent depth is the 2-2-2:

LF	RF
LM	RM
LB	RB
	G

Here you have true midfielders, who can set up and support an attack, and also provide the first line of defense. This system requires a higher degree of specialization than the others, and may be difficult to match to a particular set of player skills. It disperses the players over the field more, which is inherently a good thing, but to take advantage of the dispersal requires good passing and ball handling, especially by the midfielders.

With any of the systems of play, it is important to remember that players are always expected to adjust to the position of the ball and of the other players. Positional responsibilities are relative to those of the other team members, and should not be thought of as absolute positions on the field. In general, you want players to support each other. You want defenders close to the ball to stay between the ball and the goal they are defending. You want attackers to look for empty space to receive passes. One of your biggest achievements as a coach of players this age would be to teach the simple concept of anticipating where the ball is likely to go, and adjusting position accordingly. This is a strange concept for most U8 players, who will still have a strong tendency to gang up near the ball. Any system of play will help discourage this.

Remember that the players are still very young and concepts that are simple and obvious to an adult are often incomprehensible to them. Be patient, and don't expect anything near perfection. Be patient and make sure that whatever system you use, the players are still having fun with it. Above all, be patient. Don't ask or expect more of the players than they are intellectually capable of delivering.

Under-10: This age group plays with 8 players, counting the goalkeeper. Effective crossing passes are the rule for teams on the attack. Having dedicated, capable midfielders is essential, as is the depth of attack and defense they provide. The players are old enough to adjust fairly easily to different systems of play. Whatever system you choose, be sure it provides for both depth and width both offensively and defensively. Different arrangements commonly used are the 3-2-2, 2-3-2, 2-2-3, etc. Again, the system you use should be the one best suited to the skills and abilities of your players.

Requirements for Participation

Seasons: "Season" means from the date of registration through the regular season games and any post season games and any post-season tournament games. At present there are two seasons per seasonal year, Fall (approximately September through December) and Spring (approximately February through May). "Seasonal Year" means one calendar year as defined by STYSA, including one Fall and the following Spring seasons.

Age Divisions: Teams must play within their own age division, and CC United rules regarding play are strictly followed.

Age divisions for each seasonal year (a calendar year, including one fall season and the following spring season) are determined by the player's age as of midnight, July 31, of that seasonal year.

Teams are organized by age divisions as follows: Under-19, Under-17, Under-16, Under-14, Under-12, Under-10, Under-8, and Under-6. In addition, whenever there are sufficient numbers of teams, CC United splits the Under-8 division into Under-8 and Under-7, and splits the Under-6 age division into Under-6 and Under-5.

A player with his/her parents' and coach's consent may play in a higher or older age division, subject to the approval of the team allocations committee; however, no one will be allowed to play in a lower or younger age division.

CAYSA rules: A player U12 or above with parents', coach's and CC United's written consent may play in the next higher division. No player will be allowed to play in a lower division. A player in the U6, U8, and U10 divisions may not play on a division I (competitive) or division II (select) team. However, a U10 player who is 9 years old as of August 1st of the seasonal year may play on a division I or II team during the Spring season only. Exceptions to this rule may be requested from the CAYSA Exceptions Committee. Players born between August 1 and August 31, who would otherwise be ineligible to play in an older age division because of the July 31 cutoff date, may elect to play in the older division.

Registration and Proof of Age:

Players are considered to be registered on the date that the CC United Registrar has in his/her possession a completed registration form, the proper player registration fee, and proof of age. Proof of age consists of either a birth certificate, a passport or an alien registration card issued by the United States Government. A new player must be registered and participate in at least two (2) league games, with his/her team prior to taking part in any post season competition.

Player Transfer and Release: Any player registered to a team shall be bound to that team for the entire season unless there is a case of extreme hardship. All requests for transfers shall be submitted to the Board of Directors, CC United, in writing and shall state the reason for the request of transfer. Such changes, when approved, must not increase the number of players on the gaining team to more than remain on the losing team or result in a significant imbalance in terms of experience, age mix or physical size. If the request is approved, the information shall be sent to the CAYSA registrar and the transfer shall become effective upon receipt of notification to that effect from CAYSA.

USYSA Identification Cards: Players and coaches shall provide to the referee prior to the beginning of each game properly completed and laminated USYSA identification cards. Players and coaches without proper UYSA identification cards are ineligible to play. Such cards must contain the following information:

Players' Cards

Player's Name
Date of Birth
Player's I.D. Number
Team Name
Age Group
Player's Photo
Player's Signature
Registrar's Signature

Coaches' Cards

Coach's Name
Date of Birth
Team I.D. Number
Team Name
Age Group
Coach's Photo
Coach's Signature
Registrar's Signature

***Exception** - CC United teams playing solely within their own league will not be required to have ID cards for regular season play. ID cards are frequently required for tournament or play-off games.

Shin Guards:

The coach has the prime and full responsibility for ensuring that all his/her players wear shin guards at all games and at all practices. Before the beginning of each game, the referee will check all players for shin guards. Players not wearing shin guards (this means the shin guards will be inside the sock with the socks pulled up) will not be allowed to enter the field to play in the game until they are wearing shin guards. The linesman or referee will inspect incoming players; if the player is not wearing shin guards, he/she will not be allowed in the field

The Progressive Discipline System

The penalty point system described in this section is an effort to discourage violent play and misconduct during each playing season, and continuing into CAYSA and STYSA sanctioned tournament play.

Penalty Points Awarded: Penalty points are awarded to individual players, coaches, assistant coaches and teams as follows for cautions and ejections.

- (a) Recorded Cautions (orally or by yellow card): 3 points per caution to the individual and to the team on which the individual plays or coaches.
- (b) Recorded ejections (orally or by red card): 9 points per ejection to the individual and to the team on which the individual plays or coaches.
- (c) Threatened, attempted or actual physical violence against a referee by a player, coach or assistant coach or a coach or assistant coach knowingly falsifies any team record or official CAYSA, STYSA or USYSA document or who knowingly plays an ineligible player: 21 points to the individual.
- (d) Physical contact with the referee by a fan: 9 points to the coach and 3 points to the team which the person coaches, even if the coach is not ejected.
- (e) Maximum accumulation for an individual in any one game: 9 points with the exception of physical contact with the referee. Example: a player receives a caution, then is ejected. The player and the team receive 9 penalty points and not twelve (12) points.
- (f) A coach and/or an assistant coach can be cautioned or ejected and thereby awarded penalty points for misconduct of fans.
- (g) CC United Referee Commissioner shall maintain current records of individual and team penalty points.

Disciplinary Action for Penalty Point Accumulation: An accumulation of cautions, ejections and penalty points shall result in the following disciplinary actions:

Coaches, assistant coaches and players: An individual player, coach or assistant coach shall be suspended as follows: Nine (9) points = suspension for the next game. Eighteen (18) points = suspension for the next two (2) additional games. Twenty-one (21) points = automatic and indefinite suspension.

Teams: A CC United team shall be automatically and indefinitely suspended pending Discipline and Protest Committee review if it obtains penalty points which total three times the number of scheduled season games, i.e. an average of one yellow card per season game. The appropriate CC United Commissioner shall determine the number of season games that shall be utilized to determine what is necessary for warning or suspension. "Season games" shall mean games that are scheduled at the beginning of any playing season, Fall or Spring, and shall not include any tournament games.

Procedure:

- (a) A written warning shall be issued by the CC United Vice President to any player, coach, assistant coach or team when the individual or team has accumulated two-thirds (2/3) of the points necessary for indefinite suspension.
- (b) Members of CC United may not revoke cautions, ejections nor penalty points.
- (c) "Suspension" for point accumulation of nine (9) or eighteen (18) penalty points shall mean:
 - (1) A coach or assistant coach shall not attend nor shall he observe the next game or next two (2) games; and
 - (2) A player may attend the next game or next two (2) games; however, the player shall not dress in uniform, nor shall the player play or participate in such game(s).
- (d) "Automatic and indefinite suspension" shall mean that a player, coach, assistant coach or team shall not participate in any CC United, CAYSA, STYSA or USYSA sanctioned and approved activity, tournament or inter-association game and the member association shall confiscate all player I.D. cards of the team members or player(s).
- (e) CC United shall record all penalty points. The CC United Vice President shall be responsible for enforcement during the regular playing year. If a player is suspended due to penalty point accumulation, notification shall be given to the CAYSA Vice President: Youth Commissioner.
- (f) Team penalty point accumulation during a season shall not be carried into CAYSA and STYSA tournament play; however, individual point accumulation shall be continued into CAYSA or STYSA tournament play. The CC United Vice President shall be responsible for reporting such point accumulations for each player, coach and assistant coach within the association who will participate in the tournament(s) to the respective tournament coordinators.

What Can Be Protested:

The judgment of a referee cannot be protested and shall be considered final; however, player eligibility and misinterpretation or misapplication of the Rules of Play may be protested. A protest based on the alleged ineligibility of a player may be made at any time.

Procedure:

- (a) No protests will be allowed unless they are made known to the referee and opposing coach immediately after the game.
- (b) The referee and opposing coach must be advised at this time as to the alleged basis for the protest.
- (c) Protests must be noted on the referee's game card or report and a referee's report containing a complete description of the situation protested shall be submitted to the Discipline and Protest Committee - Referee Commissioner. The Referee Commissioner shall be the Chairman of the D & P Committee and shall appoint 2 other CC United board members on his/her Committee.
- (d) Protests must be in writing, accompanied by a \$ 25.00 protest fee payable to CC United and at a minimum must contain the following information:
 - (1) The date of the occurrence protested;
 - (2) A list of all parties involved, their addresses and telephone numbers and organizational affiliation;
 - (3) A short, plain statement of the matter protested, setting forth the rule which is alleged to have been violated;
 - (4) A list of the names, addresses and telephone numbers of witnesses to the incident forming the basis of the protest;
 - (5) What action the protesting party requests of the D & P Committee; and
 - (6) The protest shall be signed by the party preparing the protest, his/her address and telephone numbers.
- (e) The organization or person against whom the protest is lodged may within three (3) days of receipt of the protest file a response, which shall:
 - (1) Admit or deny each of the allegations in the protest or state why each cannot be admitted or denied;
 - (2) If a statement is denied, then a short statement of what the respondent feels is correct;
 - (3) List by name, address and telephone number any witnesses to the incident forming the basis of the protest;
 - (4) What action the respondent requests of the D & P Committee; and
 - (5) The response shall be signed by the party preparing the response, his/her address and telephone numbers.

Appeals: A decision of the Discipline and Protest Committee may be appealed to the Board of Directors, CC United. This appeal shall be ruled on in a timely manner. All appeal documentation shall be provided to the CC United President. The fee for an appeal to the Board shall be \$ 50.00.

Care and Prevention of Injuries

Coaches should be aware of the common injuries that occur in soccer.

Head Injury: The services of a medical professional are mandatory for any serious head injury.

Head injuries which render the player unconscious are serious and can be life threatening. This usually occurs from a blow to the head from the head or the foot of another player, from a player running into the goalpost or by a player having his feet taken out from under him and landing on the back of his head. If a concussion occurs and the player is rendered unconscious, the injury must be handled in a very serious manner. Immediately check the injured player's breathing and heart beat, then attempt to revive him.

Applying ice to the neck or keeping the player flat on his back while lifting his legs will usually bring an unconscious player around. He should be kept as comfortable as possible and all other players must be kept away. Only when he has been revived and stabilized should he be removed from the field. Under no circumstances should he return to the field of play until he has been examined by a medical professional. The old rule of thumb was to hold up fingers and ask the athlete his name, address or phone number. If the player's responses were accurate, coaches thought things were okay. **This is entirely incorrect** and could even result in death in the event of a blood clot or other complication.

Heat Stroke: Immediate transport to a hospital is mandatory for heat stroke. Lower the body temperature. Heat stroke is a life threatening circumstance for young soccer players when external heat and humidity factors make it impossible to maintain a stable internal body temperature, so that the player's body temperature rises to an extreme level. Heat stroke symptoms are

1. High fever.
2. Hot/dry skin.
3. Confusion.

Your response should be:

1. Make immediate arrangements to transport the player to a hospital.
2. Remove clothing and keep the player cool using any means available to lower the body temperature, such as an ice bath or cold water bath or cold drinks.

Remember, heat stroke can occur in the shade. Heat stroke is something coaches can avoid by being aware of weather conditions and by being certain that players take numerous water breaks when training in hot weather.

Heat Exhaustion: Have the player rest, cool off, and drink plenty of liquids.

Heat exhaustion occurs when the body compensates for the heat by losing large amounts of body fluid through perspiration. Symptoms are:

1. Cool/moist skin.
2. Weakness.
3. Confusion.

Your response should be to have the player lie down and rest in a cool place. Make sure the player drinks plenty of cool liquids. Though heat exhaustion is not life threatening, it must be taken seriously and treated immediately so the player does not experience further complications.

Broken Bones: Immediately call an ambulance. Keep calm and prevent the player from going into shock. In the event of a broken bone, immediately call an ambulance. Keep the player comfortable, calm and, if possible, block his vision of the broken limb. It is important to keep the injured player from going into shock. This is done by keeping him warm and talking to him calmly and quietly. Often, well-meaning parents heighten the anxiety of the player with their own worry. Keep the parents under control. Do not remove the player from the field regardless of the game situation. If anyone observed the injury, have them describe to the medical person what happened.

Sprains: The treatment is Rest, Ice, Compression and Elevation ("RICE").

Many sprains occur in soccer. Players can sprain an ankle, a knee or a wrist. Remember, a sprain is an injury to the joints of the body. Ankle sprains, the external rotation or aversion all occur generally when the athlete over extends that joint of the body. Your response should be:

1. REST: Immediately get the athlete off the injured ankle.
2. ICE: Apply ice to the injury.
3. COMPRESSION: Apply a firm wrap to hold the ice on the injured area. This is NOT a tourniquet.
4. ELEVATE: Elevate the injury in order to discourage more blood moving into the injured area.

Avoid at all cost the theory of "running it off". This could take a very bad sprain and make it worse. Further, applying heat to a sprained area could set the recuperative period back by many weeks.

Cramps: A cramp to a muscle can occur either from a blow, an overextension by the player himself or from sheer fatigue. For a fatigue cramp, apply pressure opposite to the extension that caused the cramp. If the cramp occurs because of a blow or overextension, apply ice to minimize swelling.

Blisters: Apply ice. Blisters are a common medical problem occurring with young players. Blisters appear if shoes do not fit properly, are brand new or are not laced properly. These blisters can be prevented by using a form of lubrication, such as petroleum jelly, between the shoe and the sock. Blisters can also be prevented if the young player wears his shoes a couple of times for short periods before actually playing a game. When a blister appears, ice should immediately be applied. Once the blister area softens, use a sterile needle to release the fluid from within the blister. Following this, apply a proper antiseptic dressing to keep the area free of infection.