



# Coaching Resource Guide

Tippco Soccer Association

1. [Welcome/Tippco Soccer Club Philosophy](#)
2. [Tippco Soccer Club Organization](#)
  - a. Club Background and Structure
  - b. Indiana Youth Soccer Leagues
    - i. IYSA
      1. GIRLS
      2. CIYSL
3. [Coaching Youth Soccer](#)
4. [Team Organization and Procedures](#)
  - a. Team Staffing
    - i. Role and Responsibility of the Coaching Staff
      1. Licensing
      2. Background Checks and Liability
      3. Key Roles
      4. Passes
  - b. Recruiting
  - c. Tryouts
  - d. Rostering
  - e. Registering
  - f. Fees
  - g. Uniforms
  - h. Schedules
  - i. Player Passes
  - j. Communicating with Parents and Players
  - k. Discipline
  - l. Fundraising and Assets
5. [Game Day Procedures](#)
  - a. What to Bring
  - b. Field Assignments
  - c. Field Marshal
  - d. Referees
  - e. Reporting Game Results
  - f. Weather
6. [Rules of the Game](#)
  - a. FIFA Laws of the Game
  - b. IYSA Rules of Play





## 1. **Welcome/Tippco Soccer Club Mission**

Welcome to one of the most challenging and rewarding responsibilities you will ever have—a youth soccer coach. The Tippco soccer club appreciates your interest in developing the skills and character of our players. This guide will orient you to club and league procedures while helping you to develop a successful team. The Tippco Soccer Club is committed to the development, promotion and administration of competitive youth soccer and we are glad you've volunteered to help.

## 2. **Tippco Soccer Club Organization**

The Tippco Soccer Club is the competitive or "travel" league of the Tippecanoe Soccer Association, Inc., an Indiana not-for-profit corporation. The club is governed by a duly elected board of directors and is operated day-to-day by an administrator who serves as the club's executive director and official registrar. Significant board positions relevant to club coaches include the Boys' Program Director and the Girls' Program Director, the Club Registrar and the Referee Liaison.

Tippco is a member of the Indiana Youth Soccer Association and plays its games in the Central Indiana Youth Soccer League (CIYSL) for boys, and Greater Indiana Regional League of Soccer (G.I.R.L.S.) for girls.

## 3. **Coaching Youth Soccer--What is a Coach?**

A coach can be different things to different people. A coach is a teacher, a mentor, a role model, sometimes a friend and confidant. Most of all, though, a coach must be positive. Below are listed traits of a positive coach.

**A coach puts players first:** A positive coach wants to win but understands that he is first and foremost an educator with the development of his players his top priority. He understands that children go through developmental stages and uses age-appropriate coaching strategies. He values the long-term welfare of his players more than looking good as a coach. He avoids the trap of thinking the game is about him rather than for the players. Where winning is in conflict with the long-term benefit of the athletes, a positive coach has an unwavering commitment to what is best for the athletes.

**A coach develops character as well as skills:** A positive coach uses the crucible of competition as a virtual classroom. She seizes upon victory and defeat as teachable moments--opportunities to build in her athletes' self-confidence and positive character traits such as determination, courage, empathy and commitment. She wants to win, but even more wants to transmit lessons that will carry over into the rest of her athletes' lives". She is loyal to players and reluctant to "give up" on them, especially "at-risk" athletes who have the most to gain from participating in sports.



**A coach fosters internal motivation:** A positive coach encourages players to develop internal motivation with minimal reliance on external punishment and rewards. He listens to and seeks information from his players to learn to better tap into their internal motivation. He is himself internally motivated and sets an example for players.

**A coach teaches for mastery:** A positive coach coaches for mastery rather than victory, which she sees as a by-product of the pursuit of excellence. She focuses on effort rather than outcome, learning rather than comparison to others. She recognizes that mistakes are an important and inevitable part of learning and encourages an environment in which players are willing to risk making a mistake. She sets standards of continuous learning and improvement for herself and her players. She encourages and inspires her players, whatever their level of mastery, to strive to get better without threatening them. She is committed to becoming the best coach she can be and continually seeks to improve her own effectiveness.

**A coach refuses to motivate through fear, intimidation, or shame:** A positive coach establishes order and discipline in a positive manner. Many coaches are positive when things are going well and the team is winning. A positive coach works to remain positive even through losing streaks. He recognizes that it is often when things go wrong that a coach can have the most positive impact and teach the most important lessons. Regardless of the adversity involved, he refuses to demean himself or his players by resorting to fear, intimidation or shame. He always treats athletes with respect regardless of how well they perform.

**A coach creates a partnership with players:** A positive coach resists an authoritarian role in which players are conditioned to please the coach. She involves team members in determining team rules. She recognizes that communication is the lifeblood of effective relationships and works hard to establish clear and effective two-way communication with her players. She seeks to win the cooperation of her players through encouragement and treats them as partners working together to achieve mutual goals.

**A coach honors the game:** A positive coach feels an obligation to the sport he coaches. He loves his sport and shares his love and enjoyment with his players. He feels privileged to be able to take part in his sport. He respects his opponents, recognizing that a worthy opponent will push him and his team to do their best. He understands the important role that officials play and strives to show them respect even when he disagrees with their decisions. He values the rich tradition of his sport and works to honor the spirit as well as the letter of its rules. A positive coach demonstrates personal integrity and would rather lose than win by dishonoring the game. Dishonoring the game is worse than defeat. Positive coaching should be anywhere and everywhere. It does not, and should not stop at any level. It is, without doubt, the best way to coach.



#### **4. Team Organization and Procedures**

##### **a. Team Staffing**

Ideally, a team is staffed with a coach, an assistant coach and a team manager. This is not required, however, and the roles assumed by each vary from team to team.

##### **i. Roles and Responsibilities of the Coaching Staff**

###### **1. Licensing**

Tippco requires each team to have at least one coach licensed at the 'E' level by the US Soccer Federation. New teams to the league have a grace period of 2 seasons to comply with this requirement. The Tippco Soccer Club offers coaching license training programs annually and coaches are reimbursed by the club for ½ of the training fees after obtaining licensure.

###### **2. Background Checks and Liability**

Club policy requires all coaches, managers and board members to undergo a criminal background investigation prior to their official appointment. The club assumes the cost of this investigation. Prospective coaches are to complete the coaching application form at the Tippco website to initiate this background check.

Club coaches are included in liability coverage purchased by the Indiana Youth Soccer Association. Specific details of the coverage are available at <http://www.indianayouthsoccer.org/newregistration.asp>. Briefly, the coverage is as follows:

1. General Liability.
  - a) Liability for bodily injury or property damage to spectators, game participants, and to members of the general public. Legal liability coverage is provided for athletic trainers who provide assistance at tournaments. Liability for owned or leased office space and outdoor fields owned by affiliates.
  - b) Fund raising, meetings, awards banquets.
  - c) Activities necessary or incidental to the conduct of practice, exhibition, post season and scheduled games.
2. Products liability for food or drinks sold on premises.
3. Hired and non-owned auto, at policy limit while being used in the business of the named insured.
4. Incidental medical malpractice.
5. Liability for false arrest, detention or malicious prosecution, libel, slander, defamation of character, or wrongful eviction.
6. Abuse and molestation specifically written into coverage form with limits of 1 million each occurrence/\$3,000,000 aggregate.
7. Medical Payments - \$5,000 (non-participants).
8. Host Liquor liability for banquets and meetings.



The club recommends that coaches review their personal coverage with their insurance carrier and acquire supplemental coverage at their expense if desired.

### 3. Key Roles

Although teams assign roles to different people based on the number available and the skills available, it is important to recognize and assign key responsibilities to your team's coaching staff. The following chart contains a list of typical team staff responsibilities. It can be valuable to use this chart to assign responsibilities among the management personnel to ensure that all tasks are assigned, who is responsible and how often they are expected to perform.

Responsibility	Frequency	Coach	Assist.	Mgr.
Attend Tryouts	S			
Negotiate Roster	S			
Collect Registration Forms and Fees	S			
Notify Players of Team Selection	S			
Register Team with League	S			
Submit Team Template to Administrator	S			
Select and Reserve Practice Facility	S			
Distribute Uniforms	S			
Obtain Player Passes	S			
Provide roster with player numbers to commissioner	S			
Distribute Game Schedule to Players	S			
Contact Opposing Team Managers	S			
Conduct Parent Organizational Meeting	S			
Schedule Practice Sessions	S/W			
Communicate Updates to Parents and Players	W			
Schedule Tournament Play	S			
Schedule Team Photographs	S			
Collect Miscellaneous Fees (tournaments, etc.)	V			
Coordinate Player Transportation	W			
Attend Tippco Board and Coaches Meetings	M			
Plan and Conduct Team Practice Sessions	W			
Frequency: W = Weekly S = Once per Season M = Monthly V = Varies				



#### **4. Passes**

No more than three adult team representatives may be on the team side of the field during a game. Each adult representative must also have an IYSA pass to be in the technical area. Procedures for obtaining passes are described in section 4(i).

#### **b. Recruiting**

Coaches are encouraged to recruit potential players to the club at any time. Recruiting is generally targeted at inviting players to club tryouts each spring and fall. The club discourages recruiting of players onto specific teams or between teams. Below is an excerpt from the Indiana Youth Soccer Association's Code of Conduct describing recruiting standards:

- It is unethical to scout any team, by any means whatsoever, except in regularly scheduled games.
- The use of videotape or motion picture equipment to scout an opponent's regularly scheduled games for the purpose of recruiting is unethical.
- All Indiana Youth Soccer rules pertaining to recruiting will be strictly observed by the coach, manager, or any team representative.
- It is unethical to recruit a player (s) actively playing for another team.
- It is unethical for a player to be recruited or enticed from the Olympic Development Program (ODP) setting, either by his ODP coach or any other coach, manager, parent, or team representative.
- When discussing the advantages of his/her organization, the coach has an ethical obligation to be forthright and refrain from making derogatory remarks regarding other coaches, teams, and organizations.
- It is unethical for any coach to make a statement to a prospective athlete which cannot be fulfilled; illegal to promise any kind of compensation or inducement for play; and immoral to deliver same.
- Allegations of unethical recruiting are very serious and should be based on concrete facts rather than hearsay and innuendo. Documentation of recruiting violations is essential.

#### **c. Tryouts**

At the conclusion of each spring and fall season the club holds open try-outs. Coaches meet after the tryouts to place players on teams. Coaches are responsible for contacting players placed on their teams in a timely manner following tryouts. The club tryout policy is available at [www.tippco.org](http://www.tippco.org) -- click on "Coaches' Corner".



#### **d. Rostering**

Coaches must contact each player to offer a place on the team's roster. Once that offer is accepted the season's official team roster can be constructed. The roster is to be submitted to the team administrator showing all drops, adds and transfers from the previous season. A copy of each team's official roster with uniform numbers will be sent to the GIRLS age group commissioner prior to each season with updates provided as changes occur. Roster limits by age group are listed below:

U9/10 (6 v 6)	Minimum 6	Maximum 12
U11/12 (8 v 8)	Minimum 8	Maximum 14
U13 and above	Minimum 11	Maximum 18

#### **e. Registering**

Coaches are responsible for registering the team with their respective league each season. Schedule block-out dates are at each team's discretion and should take into account coach and player availability, school vacation periods, etc. Club information regarding the number of fields available and possible game times will be provided to coaches by the club administrator each season.

Boys teams register at the CIYSL website: <http://www.ciysl.org/apps.asp>

Girls teams register at the GIRLS website:  
<http://www.girlsinsoccer.com/>

Send a copy of the registration form to the club administrator no later than one week prior to the season's payment-due date posted on the league website.

#### **f. Collecting Fees**

Coaches are responsible for collecting player fees for each player rostered. Fees are established each year by the Tippco board of directors and are posted on the web site and on player registration forms.

Players who have financial difficulty are encouraged to access the player scholarships available through the club. Families interested in applying for a fee waiver should be directed to the Club Administrator.



Player fees are reduced for children of coaches as follows:

- Licensed Head Coach with 1 year coaching with Tippco = 1 child free
- Licensed Ass't. Coach with 1 year coaching with Tippco = 1 child ½ fee
- Board members in good standing = 1 child free
- Fees for additional children of coaches and board members are discounted by half of first child's discount.

#### **g. Uniforms**

As part of their registration fee, each player is provided a new uniform set during their first season and every other fall season thereafter. Coaches are responsible for assigning jersey numbers. Players may purchase uniform items to replace outgrown or damaged pieces through the club website.

The issued uniform set and alternate jersey are the official club uniform. Teams may not require purchase of additional items such as bags, jackets, pants, etc.

#### **h. Schedules**

##### **i. Obtaining Your Schedule**

A few weeks prior to each season, club administrators and team managers are provided copies of the official schedule. Managers and coaches should review the schedule to ensure that it blocked dates and field availability rules were followed. If mistakes in the schedule are present, notify the club administrator, the league and the referee assignor of any changes negotiated with the league or the opposing team.

##### **ii. Game Cancellation and Change Procedures**

Games cancelled or changed by either team are, whenever possible, rely on early notification of the opposing team. 48 hours' notice is considered advance notice. When advance notice is not possible, the canceling coach is to contact the opposing coach immediately upon learning of the need to cancel. The referee assignor and Field Marshal will also be notified of game cancellations and changes at the earliest time possible.

#### **i. Player Passes**

Every team playing in the CIYSL must be a member in good standing with the Indiana Youth Soccer Association. Each player and each coach must possess a player pass at all games. These passes must be signed by the respective player or coach and an IYSA registrar, have a picture of the respective player or coach and be laminated. All passes must meet all of the above requirements no later



than the third weekend of a season, or any game played with improper passes or no passes after that weekend will be forfeited by the offending team. Exceptions may be made for special circumstances if the league is notified in advance of the problem.

If you have a player who has received a red card, has sat out his/her required game(s), and still does not have his/her pass back, he may play by signing the back of the game report. If it is determined by the CIYSL office that the player played before he/she was again eligible, the game will be forfeited by that player's team.

1. **Club Procedures for Obtaining Player Passes**

When the team roster template is submitted to the club administrator and, subsequently, to the IYSA, player pass blanks are prepared and distributed to team coaches.

Team coaches are to obtain players' signatures on the blanks, affix a photograph of the player and return the blanks to the club administrator.

The administrator then signs, stamps and laminates the passes and returns them to the coach.

Player and coach passes are good for a full year (fall and spring seasons) so only players new to the club need to obtain passes each spring.

**j. Communicating with Parents and Players**

Keeping all team members and parents consistently updated is vital to good team relations and effective use of the coaching staff's time. The club recommends consistent use of e-mail by the coaching staff to ensure consistent and timely information distribution. This process is made easier by collecting parents' e-mail addresses along with other pertinent information at the time of registration.

**k. Discipline**

It is the responsibility of the coach to ensure that players who have been suspended from play by their respective leagues fully serve their suspension. Coaches are also responsible for the discipline of parents' sideline behavior. The club recommends that coaches review the standards of behavior for their league and address problem behavior before it affects the team's ability to play.

Coaches may suspend a player for infractions of club or team rules for up to one game. The coach will immediately notify the appropriate club program director of all



suspensions, detailing the infractions as well as the terms of the suspension for review. Players will only be dismissed from a team after a review of infractions by the appropriate club program director and the club president (including a written description of infractions and efforts to remedy the situation).

#### **I. Fundraising and Assets**

Teams are encouraged to coordinate fundraising activities with club capital and annual fund drives. In the event that teams raise funds independently, the following standards apply:

- \* All donations should be reported to the club for proper acknowledgement and tax reporting
- \* Half of proceeds raised must go directly to the club treasury
- \* Assets purchased with donated funds are the property of Tippco Soccer Club and are to be returned to the club when no longer used by the purchasing teams.

### **4. Game Day Procedures**

#### **a. What to Bring**

Teams will bring field passes, official rosters with uniform numbers, medical release forms, referee forms, referee payments and envelopes to each game.

#### **b. Field Assignments**

The club administrator is responsible for posting and updating the field schedule at the Tippco complex. The schedule is posted in the bulletin board on the kicking wall west of the club trailer. Make it a point to meet with the opposing team's coach or manager and direct them to the appropriate field.

#### **c. Field Marshal**

A club Field Marshal will be identified for each weekend of play where games are scheduled at the Tippco complex,. The Field Marshal is responsible for greeting visiting teams, directing players and spectators to matches, facilitating the movement of referees between matches and overseeing the general safety of the complex. At away games, coaches should approach the Field Marshal or opposing team manager for information.

#### **d. Referees**

It is the responsibility of the home coach/manager to provide the referee with a referee report, an envelope addressed to CIYSL/GIRLS and an IYSA team roster that includes names and jersey numbers of all players on the team. You must pay the referees prior to the game (See Administrative Rules.) at the rate set by



CIYSL/GIRLS. At the time you pay the referees, ask them their names and write them down so that you may fill out the referee evaluation form at the end of the game. If the evaluation is sent without names, it is of no value. These forms are designed so that you do not need an envelope to mail them. Simply fold them as indicated, tape them closed and add a stamp. It is important to CIYSL/GIRLS to get these for every game played.

**e. Reporting Game Results**

Coaches are expected to post game results and complete referee evaluations in a timely manner. All results, whether submitted via website or mail-in report, are to be completed within 3 days of each scheduled game.

**f. Weather**

Weather-related cancellations and delays are both inevitable and unpredictable in soccer. As a general rule, however, coaches should report to the pitch expecting to play unless notified otherwise. The Tippco club maintains a hotline in the event that an entire game day has been cancelled. On-the-field calls regarding weather are to be made by the Tippco Field Marshal who will rely on input from field officials, lightning monitoring devices at the complex and the club administrator.

**6. Rules of the Game**

Soccer is played under a fairly simple set of international rules, which are modified by our respective leagues for youth soccer. It is imperative that coaches, parents and players are well acquainted with the rules of the game in order to promote good player development and to avoid disputes. Below are links to the prevailing rules for teams organized under the Tippco club:

FIFA Laws of the Game:

<http://www.fifa.com/en/regulations/regulation/0,1584,3,00.html>

CIYSL League Rules:

<http://www.ciysl.org/leaguerules.asp>

GIRLS League Rules:

<http://www.girlsinsoccer.com/policies.asp>