



## **Coaching Handbook**

We want to continue to make coaches aware of our upcoming events. New information will be placed on the website. Upcoming clinics, workshops, tryouts will be posted. The website address is [www.klassoccer.com](http://www.klassoccer.com).

Any problems, concerns or questions you might have, don't hesitate to contact me. Our coaches are our most valuable resource. We want to develop our coaches, trainers and directors to as high of level as possible. This is an ongoing work in progress; any suggestions you may have to help better our club especially in its coach's support will be greatly appreciated.

### **Goals for each Season:**

Our main goal is to make soccer a fun experience for our players, coaches, trainer, parents, etc. We hope we can help players continue the desire to play soccer. To develop players to whatever level of play that they desire. We want to make sure that coaches have the support of the club in coaching assistance. We will strive to make our coaches aware of all in-house group clinics that we make available. We want to make player development our priority. We want to help the coach with their coaching needs. We need your help in these endeavors. Only through your feedback and cooperation can we accomplish these goals.

### **The Coach:**

The club regards its coaches as its most valuable resource. Each youth coach enjoys the privilege of becoming a surrogate parent to a team of kids who are looking to have fun. Youth soccer in the United States is flourishing. The club needs all of its coaches to be the best they can be as leaders, teachers, role models and friends to the players they coach. With this handbook we are trying to help the coach, trainers and directors create the environment to help each child reach their full potential as a player and as a child. Development is not only the teaching of soccer, but also the teaching of life skills.

### **The Basics to be a good coach:**

- A good coach knows winning is wonderful, but is not the triumph of the sport.
- A good coach makes soccer a fun experience.
- A good coach makes sure they are prepared for practice and for the game.
- A good coach makes sure that they are setup and ready to go before the player arrives.
- A good coach makes sure that they stay after training or games to make sure everyone has a safe ride home.

- A good coach makes sure everyone gets to play a share of the game.
- A good coach knows what to do if a player gets hurt.
- A good coach has a positive attitude and helps children learn from their mistakes in a positive way.
- A good coach genuinely tries to help children develop to their full soccer potential.
- A good coach knows they have a responsibility to be the best coach they can be.
- A good coach knows the FIFA rules and the local rules of the game.
- A good coach knows both our club rules and the league rules for players, coaches and parent conduct.
- A good coach teaches good sportsmanship.
- A good coach teaches at their training sessions, but lets the players play the game. They observe and may give some brief instruction. However, they know that's it's a player's game.

A coach who works to do the best job they can, tries to be a positive role model and leader is a good coach. The coach who helps children to have fun while learning the game, is someone a child will remember long after the season has ended and the win-loss record has faded away.

### **What is player development?**

As coaches, we need to create a game environment.

- Activities that are fun to participate in.
- Players being exposed to playing every position (especially at the early ages)
- Activities that maximize the number of touches by each player at training.
- Activities designed to promote thinking, not just doing drills.

Players at the beginning of a practice session should not wait for the coach to tell them what to do. Create an environment where the kids can play the game. A good example of this would be: As you are setting up for the session and the players are coming to the session, set up a small grid. Start them playing possession (progressing as they arrive). 1v1, 2v1, 2v2, 3v2, as so on until all players are at the session. You can adjust the grid size as players arrive. You can go about setting up your session as the players are getting prepared for the session.

The above is only one example of how to simply start a session, and prepare players.

### **Role of the Coach:**

The coach is a facilitator:

1. Set up the condition and environment for learning.
2. Facilitate the learning.
3. Players must be having fun.
4. Give positive feedback to your players.
5. Be enthusiastic.
6. Activities should be geared towards the players achieving success.

As a role model: Demonstrate respect for other players, opponents, referees, parents and opposing coaches. Always remember good sportsmanship.  
Our club is all about the development of players both in and out of the sport. Good sportsmanship and respect for other people is what this program is about.

Understand who you are coaching: Each child matures and develops at their own pace. Treat each child as an individual. Even at the select level, are children participating for the same reason?

### **Components of the Game:**

- Technique-The skill of the game (dribbling, kicking, passing, etc.)

This is most important, especially at the early age groups. Our players cannot progress in the game if they don't learn the basic skills of the game. Activities should be fun and game-like.

- Psychology- A positive attitude of all aspects of the game.
- Tactics –Players decisions.

At the younger age groups, the emphasis is not placed upon teaching tactics do to the lack of technical ability and also their psychological development. Too much decision making by the coach at practice (constant stopping to analyze, describe or dissect), leads to boring practice, with players tuning the coach out. Be brief, an occasional freeze, demo what you want, then let them continue to play.

- Fitness- appropriately, organized technique enhancing activities and small-sided games.

This will provide players with the necessary physical requirement of the game, (especially at the early age groups). If it doesn't happen in the game, it should not be a part of your fitness training.

### **Children and Sports:**

Fun is pivotal (If it is not fun they won't continue to play)

Skill development is an aspect of fun.

Playing a certain position (at the early stage) does not create an all around player.

Let them discover through their own decision-making and their own mistakes.

Players learn through the game. Do activities that enhance their imagination.

Let them play their weekly game and learn through their own self-discovery.

Don't discourage individual creativity.

### **Coaching Resources:**

Coaches should be familiar with and comply with the various league rules. The rules are available to our coaches. Contact the club for more information.

Many coaching resources are available through our club. We are striving to have monthly coaching educational meeting during the off-season. Other resources you might use, would be the following:

Kentucky Youth Soccer Association- [www.kysoccer.org](http://www.kysoccer.org).

The United States Soccer Federation (USSF)- [www.us-soccer.com](http://www.us-soccer.com)

The United States Youth Soccer Federation (USYSA)- [www.youthsoccer.org](http://www.youthsoccer.org)

National Soccer Coaches Association of America (NSCAA)- [www.NSCAA.com](http://www.NSCAA.com)  
Ohio South Youth Soccer Association (OSYSA)- [www.osysa.org](http://www.osysa.org).  
Fine Soccer –finesoccer.com

Also our club has many other resources that you can obtain by contacting the coaching director. Other coaches and trainers are also a good resource.

### **Team Organization:**

Coaches are encouraged to establish effective lines of communication with team parents early in the season by holding a parent orientation meeting.

The meeting should help parents:

- Understand the objectives and goals of our program.
- Understand your goals for the season.
- Inform parents of the nature and risks of the sport.
- Inform parents of your expectations of them and of their children.
- Establish clear lines of communication. (We encourage e-mail list)
- Give out handouts as to practice and game schedules. Also team rosters.
- Let the parents understand the lines of communication, (coach or team manager first) –then to the proper source in our club.

More information is available on how to conduct a parent meeting through the coaching director.

We encourage you to give a recap of each game played to the parents. Also we encourage you to keep the parents informed on your training. Please include the coaching director in the list of parent e-mails.

Please note-Any injuries (except the minor type) need to be reported immediately to the club director. This should be done in e-mail form.

### **Coach Equipment:**

The coach should have the following equipment. Our club is striving to provide some of this equipment in the future.

- Medical release forms- required at games and training sessions.
- Medical kit
- Pump
- Shin guards (extra pair if possible)
- GK shirt
- Gk gloves
- Training vest
- Ball (game ball)
- Cones
- Copy of league rules (if applicable)
- Clipboard, paper and pen

### **Player Equipment:**

- Players should bring their own ball.

- Shin guards are an absolute requirement. Socks must be over the entire shin guard. Players should not train without them.
- Soccer shoes
- Water bottle.
- Proper shirts, shorts and socks

### **Team Management:**

As the coach, you will have the care, custody and control of someone else's children. In this capacity you have the responsibility to create a safe environment to help prevent accidents and injuries.

You should be aware of legal responsibilities as a coach. Your legal duties include.

- Provide adequate supervision-never leave players unattended.
- Sound planning-carefully plan your practices so players progress and learn new skills at a safe pace. Make written practice plans and keep them on record for the duration of the season.
- Warning parents and players of inherent risks. The parent meeting is a good time to do this. Also warn your players of potentially dangerous techniques.
- Provide a safe playing environment-practice areas free of hazards. Equipment is in proper condition. Warn players not to hang on goal post.
- Evaluate your players to determine any limited required participation.
- Providing proper first aid-have a first aid kit. Know where to find emergency help and a telephone. Don't attempt to provide aid beyond your qualifications. Have medical release forms with you.
- It is to your advantage to have a second coach at your training sessions.

### **Practice/Training Sessions:**

Planning is the key to having a successful session. Good planning should begin before the season begins and should continue throughout the season as you plan for new practice sessions.

Training objectives:

- To have fun.
- To learn to become better soccer players. To do this, it is important that you develop teaching goals for the season. Choose a certain topic you want to focus on for each session. Build your sessions around these topics and also from the game just played. Be realistic in your objectives. Don't try to jam too much into one session.

Practice Play:

Have a written plan for each training session. Practices should follow a progression. A recommended progression would be warm up, individual activities, group activities and finish with the game. Your plan should include how much time you need for each segment of the session, the number of players per group, equipment needed for each segment.

### Practice:

Keep players interested and avoid boredom.

- Minimize the amount of talking you do.
- Give players many touches on the ball.
- Keep all players involved (long lines are boring)
- Give players many chances to shoot.
- Turn drills into games.

### Successful Training Sessions:

1. Be prepared-have a plan for what you will cover for that practice.
2. Keep it simple-give a short demonstration, and then have the players work.
3. Make it fun-be prepared to switch or change certain drills if they are not working.
4. Keep practices geared to the level of the players you coach. Be sure you are training something that your players are capable of doing.
5. Strive for a progressive practice-start simple and add (an example would be to add opposition slowly or to restrict the number of touches or restrict the space).
6. Make sure your practice makes sense. Why are we doing this part of the session? Does the session have any relationship to “the game” itself?

### Training Guidelines:

Players need to know how to execute the various techniques associated with the game. After learning the basic skills, players need instructions on how and when to use those techniques in game situations.

#### Tips for teaching fundamentals:

- Explain the importance of the technique (keep it short).
- Give 3 or 4 key points to help players perform the techniques.
- Demonstrate the technique.
- Organize your players into small groups.
- Practice the technique (observe)
- Make corrections as necessary-be positive, however you must correct techniques that are done incorrectly. If players cannot do the technique, consider it too difficult for your age group and experience level.
- Practice the technique under match conditions. Increase the difficulty slowly, be adding a defender, making their space smaller, or speeding up the pace of the activity.

#### Teaching progression:

1. Start with the simplest elements of the technique (players learn with no opposition)
2. Gradually add more elements of the skill.

3. Gradually add more difficulty.
4. Finally perform the skill as it would be performed in the game.
5. As your players perform in the game at the end of the session, focus your attention on the techniques you have learned for that practice.

It is important for your players to learn to practice techniques properly, but remember that this may take some time. You may need more time for some techniques than others and more time for some players than others. Remember to be encouraging.

### **Game Guidelines:**

#### Game Preparation:

- Prepare the line up. Players (especially at the early age groups) should have a chance to play different positions.
- Check your extra equipment, your medical release forms, your player cards.
- Have your team arrive in plenty of time for warm up and to prepare for the game. (30 to 45 min. before game time is proper)
- Check for home team. Home team supplies the game ball and may need to change color jerseys.
- Look over the pitch to make sure the playing surface is safe.

#### Team Warm Up:

Start with simple passing, dribbling drills that maximize touches. Make sure you have properly warmed up your players before stretching. Have someone working with the keeper. A possession game is good to get the nerves off the players. Progress to shooting on goal.

Usually playing positions can be assigned during the stretch. Be brief in your game talk and line up. As you know soccer is a players game and players play better when relaxed.

#### Rules:

Know your local club rules and the league rules. It is your responsibility as the coach to know what is expected of you, your players, the officials and the spectators. Know the rules of the game and consider carefully the spirit that underlines them.

#### Referee:

Meet with the referee, if you have questions before the game.

#### Half:

At the half, make constructive suggestions and corrections. Your second half line up should be discussed. Make sure there are no injuries. We suggest that the players

get up and start moving or a short jog after sitting at the half to get the muscles prepared for the second half.

Note- during a game, it is a good idea for the coach to not always watch the ball. The coach should observe the entire field of play.

End of the Game:

Win or loose we should be good sportsman. Line up and shake hands. We suggest that you shake hands with all the referees after the game. Have your players stretch, and you can have a brief talk on next session. We do not suggest getting into too much of the game. Players are not usually ready to do that after a game.

### **Soccer Etiquette:**

Coaches need to know that pacing up and down the touchlines is not a good idea. Shouting instructions constantly, play by play, does nothing for your players except frustrate them. The play of a soccer game moves at such a pace that the instructions you have just shouted, by the time it has been processed by the player is already over. Coaches should let the players play the game, quietly take mental or written notes, that may help at the half, or may help you formulate areas that players need to work on at the next training session. Don't yell and scream at the referee. Remember in most cases the referee is doing their best and will make mistakes in every game. Remember: As a coach you are responsible for the behavior of your spectators (parents and others). Spectators must be educated as to the proper place to set or stand. Spectators should remain between the two 18-yard lines (marking the penalty area) and two yards behind the touchline, to clear a path for the assistant referees. No one should be directly behind the goal area. No one should be shouting instructions to the players, however cheering is fine. This can be brought up at your original parent meeting.

Things to Avoid:

1. Don't continually shout instructions
2. Don't send an assistant to instruct from the opposite touchline
3. Don't send a coach or parent to coach behind the goal line.

Good Ideas:

1. Limit your sideline coaching-prepare players to think for themselves. It's a player's game.
2. Take notes on your team; use them at the half or at the training sessions.
3. Watch how the opposition plays, and point out to the substitutes anything that can be to your teams advantage.

Substituting

This is select soccer and players do not have to play 50% of any game. However all players are paying into the club to play the game. We want to leave it up to the coach on how much playing time players get during a game. It should be somewhat fair, however such things as players not showing up for training, coming late to games and training may



influence the coach to playing time. One suggestion is to play the weaker players as much as possible in games that the coach feels they should play in more. Sometimes playing a player too much in a difficult game may hurt that player's confidence. However, saying that, we also suggest that all players play in every game.

Parents and players playing time:

We like to think that playing time should be between the player and the coach and should not be an issue for parents. However, in the real world that may not be the case. If the coach is having a problem with a parent that they cannot handle, let the director know.

Keep substitutes interested in the game, ask them to observe what is going on, especially where they are going to play the next time they go into the game.

### **Referee Relations:**

Set an example by treating all referees with respect. Go easy on the referee since they have a hard job. Remember that someday you may be a referee or your child may be a referee, and how would you want to be treated.

Make sure your players and parents also treat the referees with respect. Don't let your players criticize officials. Coaches need to be careful not to over react to some of the invariable bumping and accidental contact that occurs in a game. Soccer is a contact sport, especially at the older levels of play. Legal contact is clearly defined in the rules of the game.

If a referee's conduct, in your opinion is not proper, do not approach the referee. Only approach the referee to ask a question at the half, and do not ever argue with a referee. If a problem occurs, the following procedure should be followed.

1. Contact the coaching director (the director is a referee)
2. Contact our in club head referee (also a referee)
3. A written letter will be issued to the head referee to the league, through our club.

Please note: It is important that you let the director know if any red card has been issued to a member of our team, also any confrontations with any official.

Note- it is suggested that a coach becomes a referee, however not required. It is your responsibility as a coach to know the rules of the game.

### **Injuries:**

Any player who is injured at a training session or game, that is more than a scrape, should be noted to the director immediately. E-mail the exact situation, time and date. Describe, the incident and exactly what happened. Finally, tell what actions were taken. Never, treat an injured player, in an area that you have no experience in. Get the proper help immediately.

Note- it is strongly suggested that you take a basic first aid training course.

### **Liability:**

As a coach, you have some legal responsibility. You must keep proper training documentation, and you must set up a safe environment with proper planning. This is required of you by the club.

**Conclusion:**

This handbook is a brief overview for our coaches. It was designed to give basic help to our coaches and to set some guidelines of what is expected of them. We want to continually improve our program and make it the best it can be. It is recommended for the coach to seek help in any area they are unsure of. Also, to continue with coaching courses and license programs. Don't hesitate to use the resources of the club, for coaching help. You coaching director and head referee welcome your comments or suggestions for improvement. They are also available for any needs you may have.

Have an enjoyable coaching experience.