

# Greater Libertyville Soccer Association

1860 West Winchester Road Suite 204 Libertyville, Illinois 60048  
Phone 847- 367-1035 Fax 847- 362-7259 [www.glsa.org](http://www.glsa.org)



## Recreational Coach Informational Booklet

**Spring 2010**

*The mission of the  
Greater Libertyville Soccer Association  
is to provide and promote  
the opportunity  
for a positive soccer experience  
for each participant  
appropriate to the level  
of his or her interest and ability*

## Welcome to another exciting soccer season and thank you for volunteering to coach!

Our recreational league coaches are the backbone of our program, one of the largest and most progressive in the state of Illinois. We hope you will find the information in both this booklet and on our website useful in defining the specific aspects of our recreational league. It is vital that we work together to achieve GLSA's mission to promote and provide a positive soccer experience for every participant appropriate to his or her level of interest and ability. We thank you again for your time and your commitment to continue to help in creating one of the finest soccer organizations in the Midwest.

### [www.GLSA.org](http://www.GLSA.org)

[www.glsa.org](http://www.glsa.org) – LTSC CLOSINGS WILL BE POSTED ON THE FRONT PAGE !!!!!

- Goal Safety Information (home page-risk management)
- IYSA Medical Release Forms (home page- forms)
- IYSA Accident/Incident Report (to report accidents) (home page- forms)
- KidSafe Risk Management Disclosure Forms (home page- forms)
  
- LTSC Field Map (Complex tab-field map)

Following Documents Under: "Recreational" tab, under "Coaching Guides"

- GLSA Recreational Coach Informational Booklet
- GLSA Practice Sessions & Coaching Curriculum
- GLSA Recreational Coaching Manual
- GLSA Rules and Regulations
- IYSA Coaching Articles
- US Soccer-Best Practices Coaching download

### GLSA Staff

**\*Game Day Supervisor @ LTSC** Ed Horvath 847-363-6750 (during season)

\*The Game Day Supervisor is available to address any issues that need immediate attention during days that recreational games are being played.

**GLSA Recreational Administrator @ office** Nancy Harger 847 367-1035, Ext. 100  
[NHarger@glsa.org](mailto:NHarger@glsa.org)

**GLSA Competitive Administrator @ office** Gina Wessel 847 367-1035, Ext. 101  
[GWessel@glsa.org](mailto:GWessel@glsa.org)

**GLSA Executive Director @ office  
& Tournament Director** Michael Zovistoski 847 367-1035, Ext. 102  
[Michael@glsa.org](mailto:Michael@glsa.org)

Anyone can contact us about anything thru [comments@glsa.org](mailto:comments@glsa.org). Emails will be answered, or forwarded to the Director.

**GLSA Board of Directors:** List of Board Members is on the website, [www.glsa.org](http://www.glsa.org), and may be contacted by email.

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# CODE OF ETHICS FOR COACHES

- I will treat each player, opposing coach, official, parent, and administrator with respect and dignity.
- I will acknowledge in my behavior and language that the *GLSA* exists for the children first, and a life of soccer second.
- I will, in all circumstances, teach and model good sportsmanship . . . winning with grace and losing with dignity.
- I will base playing time decisions on individual player development and learning, not winning.
- I will do my best to learn the fundamental skills, teaching and evaluation techniques, and strategies of soccer.
- I will become thoroughly familiar with the rules of soccer and teach them to players and parents.
- I will become familiar with the objectives of *GLSA* and will strive to achieve these objectives and communicate them to my players and their parents.
- I will uphold the authority of officials who are assigned to the contests in which I coach, and I will assist them in every way to conduct fair and impartial competitive contests.
- I will learn the strengths and weaknesses of my players so that I might place them into situations where they have a maximum opportunity to achieve success.
- I will plan and conduct my practices and games so that all players have an opportunity to improve their skill level through active participation.
- I will communicate to my players and their parents the rights and responsibilities of individuals on our team.
- I will cooperate with the administrator of our organization in the enforcement of rules and regulations, and I will report any irregularities that violate sound competitive practices.
- I will protect the health and safety of my players by insisting that all of the activities under my control are conducted for their psychological and physiological welfare, rather than for the vicarious interests of adults.

# SAFETY

## **Medical Release Forms:**

“Medical Release Forms” must fill out and return a complete form to the coach at their 1<sup>st</sup> practice. These completed forms must be kept with the coach or co-coach attending the practices and games, in case of an emergency. Parents download the forms from from the webpage, under FORMS.

## **Injury/Incident Report:**

“Injury/Incident Forms” should be downloaded and kept with you. Make 2 copies and keep with you, along with the Medical Release Forms. This report must be complete in case of an event requiring medical follow up or EMS transport. In addition, situations which require further follow-up, such as those that involve property damage, altercations, unsafe field conditions, or other occurrences of concern, should be documented. Reports are to be filled out in duplicate. One copy should be kept for the filer’s personal records; the other should be turned in to the Game Day Supervisor at the LTSC Volunteer Garage, during the season, or to the office. In the case of EMS transport, notify the Executive Director, Michael, at [Michael@glsa.org](mailto:Michael@glsa.org), and the office 847-367-1035 x102

## **Risk Management Kidsafe Program – “Risk Disclosure Statement”:**

U.S. Soccer Federation Rule 4044 and US Youth Soccer Bylaw 214, Section 2 dated November 1994 have mandated implementation of a state-wide Risk Management Program. Part of this program requires that all individuals associated with Illinois Youth Soccer to be subjected to legally sensitive background checks before or during the individual’s involvement with Illinois Youth Soccer. GLSA is a member of the Illinois Youth Soccer Association must comply with this very important policy designed to protect the children in our community.

Background checks are conducted on an annual basis for the soccer year, fall – spring. They are good for 1 school year. If you submit one for fall it will be applied for the spring season. All information provided will remain confidential. Coaches failing to submit a risk disclosure statement will be removed from the roster and assigned to another volunteer position at LTSC.

## **First Aid Kits:**

Basic first aid supplies, i.e. cold packs, tape, band aids, gauze pads, alcohol wipes, can be replenished on Saturdays during the season at LTSC, at the GLSA Volunteer Garage, just east of the Concessions Stand.

## **LTSC:**

The Libertyville Township Soccer Complex is a separate entity from GLSA, although GLSA members are part of LTSC. GLSA has a contract with LTSC to pay for use of the soccer complex to cover operational expenses. GLSA provides volunteers to LTSC to help upkeep fields and grounds as well as staff the concession stand and field marshal during our playing season. Since we provide volunteers, our field rental charges are lower than organizations that do not provide volunteers. Any questions pertaining to LTSC check their website at [www.LTSCNET.org](http://www.LTSCNET.org).

## **AED Units:**

The Libertyville Township Soccer Complex is a “Heart Safe” Venue. There are two Automated External defibrillator Units on Site. During Recreation Weekends they are located as follows;

Unit # 1 Emergency Box on the South side of the Concession Stand  
Unit # 2 The Volunteer shed, with the Game Day coordinator

- In the event of a Cardiac Emergency, dial **911** than immediately contact a field marshal. Our game day coordinator is CPR and AED trained, and will be available with the unit to assist you.
- If a Field Marshal is not immediately available, you may reach the game day supervisor directly at **847-363-6750**

# LTSC GOAL SAFETY & WEATHER

## Goal Safety:

A. **Under no circumstances are goals ever to be used for recreational practices or warm-ups.** GLSA provides each coach with four disks to be used for shooting practice. Goals at the Libertyville Township Soccer Complex are secured using a redundant anchor system which is subject to mandated safety inspections. In addition your assistance is vital in minimizing the risk of injury by following these simple guidelines:

### **1. Perform MANDATORY Goal Safety Checks prior to use of the field for warm ups/games.**

Pre-School and Kindergarten Goals - lightweight red and blue goals. Ensure that the bottom of the front posts are flush with the ground and that the support bracket stakes are pounded into the ground.

1st Grade and older - white goals.

Ensure that the auger/cable system is in place and that the cable is connected to the goal frame.  
Ensure that a minimum of 2 sandbags are placed on the lower support bar (back of the net) as a redundant safety system.

### **2. Once the safety check is complete, sign the appropriate line on the coach's game card.**

Failure to perform the goal safety check and sign the card will result in immediate suspension of coaching responsibilities with GLSA. We support everyone's diligence in enforcing this critical step to assure the safety of our players.

### **3. Do NOT move goals or tamper with anchor stakes or sandbags.**

Moving goals or tampering with anchoring systems will not only increase the risk of accidental injury but pose serious liability to both GLSA and the responsible coach. The moving of goals or tampering with anchor systems will result in the immediate suspension of coaching responsibilities with GLSA.

### **4. Do not allow children to hang on goals or climb on nets.**

**5. Contact the nearest field marshal and have them call a LTSC or the GLSA SUPERVIOR if you need any type of assistance with goals or nets.** In addition, help us to keep the complex a safe venue. Please alert the game day supervisor to any unsafe goal related conditions.

## Weather Conditions:

**Thor-Guard, a Lightning Prediction System** is installed at LTSC. The unit senses when the conditions are right for a lightning strike and emits a 30 second alarm that sounds like the horn on a train. When you hear that alarm, clear the fields immediately and go to the safety of your car. During the alert period, a strobe light flashes on the unit and when conditions are acceptable to resume play, the horn emits 3 short blasts.

**If lightning develops while games are in progress**, the referees, field marshals, and coaches should immediately instruct everyone to clear the fields and take cover in their cars. 2 short blasts indicates that Thor Guard needs some type of service.

## LTSC – cancellation of games due to weather:

GLSA's web page will be updated in the event that LTSC closes fields due to inclement weather or unplayable field conditions. Cancellation of a game due to weather conditions is the exclusive responsibility of LTSC in conjunction with GLSA, and the referees after a determination of weather conditions, field conditions, and player safety.

# TEAMS, PLAYERS, & EQUIPMENT

## Rosters:

Each coach is responsible for contacting all players on his/her final roster. No changes or additions in rosters are allowed except those authorized by GLSA. Switching of players is not permitted. Welcome all new faces and players!

Late additions of players:

We will continue to place late registrants on teams if there are openings. GLSA will contact you if late registrants are placed on your team.

Due to liability, only registered children on a team roster may participate in practices and games.

Roster Size: 

Preschool & Kind. = 10 (3v3)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> /4 <sup>th</sup> = 10 (6v6)	5 <sup>th</sup> /6 <sup>th</sup> = 12 (8v8)	7 <sup>th</sup> /9 <sup>th</sup> = 15 (11v11)
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## Cancellation of players:

Requests for cancellation and refunds must be submitted *in writing* to GLSA, PO Box 82, Libertyville, IL 60048, or faxed, or emailed to [nharger@glsa.org](mailto:nharger@glsa.org) by Mar. 10. No late or volunteer exemption fees are refunded. After the deadline date, refunds will only be granted for medical or relocation reasons.

## Change of address/phone numbers:

Contact the GLSA office, [nharger@glsa.org](mailto:nharger@glsa.org), with any changes in addresses, phone numbers, etc.

## Uniforms and Equipment:

In spring, each player is given a jersey that is theirs to keep. In fall, players receive a jersey and socks. Check jersey sizes (most divisions given 2 sizes), and give the smaller jersey to smaller player. No exchanges made if damaged, or name imprinted, or not in GLSA inventory. Jerseys may be worn to practice. It is recommended that players wear black soccer shorts. Return extra jerseys to Volunteer Garage just east of Concession Stand before the end of the season.

All players **must** wear shin guards at all practices and games. (Size should be appropriate to age & size of child)

All players **must** bring their own soccer ball to practice.

(Ball Size 3: for Preschool through 2nd; Size 4: for 3rd-6th; Size 5: for 7th-9th)

All players **must** remove watches, jewelry, metal hair clips/beads, and earrings.

All players **must** use sports safety glasses if they wear glasses.

(Soccer shoes are recommended, but not mandatory.)

Uniform problems should be referred to Horst Fatschel, Director of Player Apparel @ [hfatschel@glsa.org](mailto:hfatschel@glsa.org)

## Medical Release Forms:

Coaches must keep the signed medical release forms in their possession during all practices and games. In case of an emergency, this form must accompany the child to the hospital, clinic, or doctor, to receive emergency medical care.

Report injuries immediately to the Game Day Supervisor (if at LTSC-Volunteer Garage) and/or the GLSA office.

## Parent Informational Letter:

Posted on the webpage, under the Recreational Bar.

## Medals:

GLSA encourages the distribution of participation medals to players in lieu of trophies at the end of the season, or at another time convenient to the coach.

# PRACTICES & GAME RESCHEDULES:

## Scheduling Practices:

Practice field reservations were made at the Coach Clinic. If practice dates/times need to be changed, email Nancy at the office, [nharger@glsa.org](mailto:nharger@glsa.org). GLSA requests permission to use Village of Libertyville Parks and Schools and coordinates scheduling of all practices. We'd like to suggest not scheduling practices on weekdays before 5:00 p.m. If you have any questions regarding the scheduling of practices, contact the office.

### Libertyville past sites:

Greentree	(Greentree Pkwy at Dawes)	Rockland School	(Rockland Rd.)
Overholser Park	(Butterfield & Virginia)	Butterfield School	(Butterfield & Lake)
Nicholas Dowden	(Dymond Rd. & Crane)	Copeland School	(7th Ave.)
Charlie Brown Park	(Dawes & Sylvan)	Highland Middle School	(Rockland Rd.)
Stiles Park	(Cass Rd.)	Oak Grove School	
Neil Park	(Wineberry)	Concord Park	(Interlaken)

### Vernon Hills past sites:

Hawthorn Club Park, Deerpath Warrington, Deerpath Five Acres, and Hawthorn Melody Park.

Practice fields in other surrounding areas (such as Grayslake, Gurnee, etc.) contact their local park district or school district and follow the appropriate procedures for reserving field space. We can provide "Certificate of Insurance".

- No recreational league practices or scrimmages are permitted at LTSC.
- Soccer teams practicing on school grounds must not interfere with any school activities that may take place on school grounds. School related activities have priority over soccer practice. Baseball and softball teams have priority over soccer teams at locations with ball fields.
- Practice space is limited. Expect a half field per team at best. Remember, you don't need goal posts and stripes to practice, any green grass will do!
- Remember, space is limited, so please cooperate with other coaches on the fields.
- Although it is the parent's responsibility to pick up their child on time, NEVER LEAVE A CHILD ALONE WHEN PRACTICE IS OVER.

## Rescheduling Games:

Please note that GLSA requires at least 7-day advance notice to reschedule a game. **Any team that cancels less than 1-week prior to the originally scheduled game time will NOT be able to make up that game.**

1. Notify the opposing coach, and agree on a suitable day & time to make -up the game. Weeknights starting at 5:00 PM to 6:00 PM or weekend late afternoons are usually available time slots. Saturday morning and early afternoons are rarely available for reschedules.

2. **Notify Michael Zovistoski, Executive Director, [Michael@glsa.org](mailto:Michael@glsa.org), at least 1-week in advance**, to cancel the original game and request a new day & time. Cancel as soon as you know that your team cannot play-even if you don't have a new date yet. Be specific. Michael will notify LTSC and the Referee of the cancellation and request and reserve a new time slot. We need at least a week to assign a new referee, but the more lead time, the better.

3. Michael will contact you to confirm your new day/time/field number.

4. Notify the opposing coach of the new game date and time.

# GAMES, TIMES & RULES

## Games:

- Spring recreational season runs for 6 weeks, Sept. Apr. 17/18 – May 22/23
- Regularly scheduled games will be at the Libertyville Township Soccer Complex (LTSC) on Winchester Road between Butterfield Road and Rt. 45.
- Games are scheduled for Saturdays and/or Sundays. Depending on enrollment and field availability, there may be a need for more games played on Sundays, and the possibility of some weekday games as well.

## Game Times:

- Game start times have been staggered to facilitate traffic flow in and out of the LTSC Complex.
- Have your players arrive well ahead of game time; teams should be ready to play 15 minutes prior to the scheduled start.
- Rained out games will be rescheduled at a date and time determined by GLSA.

## Game Rules:

<b>Info:</b>	<b>P</b>	<b>K</b>	<b>1-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7-9</b>
<b>Roster max:</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>12</b>	<b>15</b>
<b>To start:</b>	<b>4</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>8</b>
<b>Quarter time:</b>	<b>7</b>	<b>7</b>	<b>10</b>	<b>15</b>	<b>15</b>	<b>15</b>
<b>Ball Size:</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>5</b>
<b>Goalkeeper</b>	<b>N</b>	<b>N</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>

**Pre-Kind:** 3 v 3 dual game approach where 2 games are played simultaneously  
**1<sup>st</sup> - 2<sup>nd</sup>:** 6 v 6 one of which is Goalkeeper  
**3<sup>rd</sup> - 4<sup>th</sup>:** 6 v 6 one of which is Goalkeeper  
**5<sup>th</sup> - 6<sup>th</sup>:** 8 v 8 one of which is Goalkeeper  
**7<sup>th</sup> - 9<sup>th</sup>:** 11v11 one of which is Goalkeeper

**Free Kicks:** P-2<sup>nd</sup> = all indirect, 3<sup>rd</sup> and up as per FIFA

**Goal Kicks:** P-K = 3yds from goal line, opponent back 3yds, 1<sup>st</sup> and up as per FIFA

**Off-side:** P-2<sup>nd</sup> = if coached, 3<sup>rd</sup> and up as per FIFA

**Throw-ins:** P-2<sup>nd</sup> = 2 tries and no penalty, 3<sup>rd</sup> and up as per FIFA

**Substitution:** Between quarters and at discretion of referee. After an injury both teams may sub equal number. At P-2<sup>nd</sup> may have "little kid" subs if necessary.

**In general, the GLSA recreational rules will follow all USSF rules from grade 3 and forward.**

1. Late players only allowed on at discretion of referee
2. Girls may cross arms against chest only in wall against free kick
3. Halftime rest is 5 minutes, between quarters is 2 minutes
4. Quarters 1 and 3 begin with kick-off
5. Quarters 2 and 4 begin by restarting at point where play was stopped: throw-in, goal-kick, corner kick, drop ball, etc.
6. ALL players must wear shin guards covered by socks.
7. Players bleeding or with open wound shall:
  - Be removed from field of play immediately
  - Be substituted for
  - May return only after wound is treated, blood washed away from skin and uniform, and at discretion of referee
8. Coaches, players, and others may enter field ONLY with referee's permission.

## MISC.

### **Game Record and Results Cards, Comment Cards:**

Yellow "Coaches Game Card" should be filled out by coaches and turned in immediately after every game. Drop them off right at LTSC, in the drive-by mail box in the lower parking lot.

Game Cards must be signed by the coach indicating a goal safety check was completed (see goal safety section for additional information.) Failure to perform the goal safety check and sign the card will result in immediate suspension of coaching responsibilities with GLSA. We support everyone's diligence in enforcing this critical step to assure the safety of our players

Cards are picked up on Sunday evening. Your input will help us highlight strengths and identify weaknesses in order to improve our recreational league program.

### **Youth Referees:**

Referees will be assigned to all games, beginning at the pre-school level. Youth referees must be 12 years of age or older. Children 12-15 yrs. must have a work permit. 12 & 13 yr. olds are required to have a parent or guardian present during their assignments. For more information on referees please visit the referee page of the GLSA website or contact Ralph Hodosh @ [rhodosh@glsa.org](mailto:rhodosh@glsa.org)

### **Pictures:**

Fall Season Only.

### **Parent and Adult Behavior:**

**A. Toward Children:** No harsh words or physical contact with any child. Teach them respect for their team mates, and the opposing team. No negative talk among children, especially the opposing team players.

**B. Toward Referees:** Abuse of game officials is a growing problem in the United States. Harsh words or gestures of any kind directed toward any referee, especially our young referees, is not acceptable behavior and will not be tolerated. Parents, coaches, and other adults who misbehave, may face sanctions depending on the severity of their actions. No child deserves sarcastic criticism or humiliation from anyone, especially from adults. In addition to the regular training clinics, please understand that it takes time and experience to learn the skills of refereeing. Concerns about referees should be directed to Director of Referees.

**C. Teams:** Be positive! This is a recreational game, not state cup, and remind parents of this. Learning a skill, playing as a team, exhibiting good sportsmanship, treating everyone with respect, are lifelong skills that coaches should enforce with their players, things that children will remember fondly, and will have a positive and lasting affect on a child!

### **Interested in becoming more involved?**

GLSA and LTSC board of directors are always looking for people who are interested in becoming more involved in the organization and programs through board or committee positions. 1/3 of the board is up for reelection every year. Call the GLSA office if you would like more information on various board positions and vacancies, or have a talent or skill that you would like to offer GLSA. If something is not available right at this time, something may come up throughout the year, and we would like to hear from you.